CONTINUING EDUCATION
-SPEAKER RESPONSIBILITIES-
AMERICAN COLLEGE OF TOXICOLOGY'S ANNUAL MEETING

Speaker to provide to chairperson and assigned committee liaison	Deadline
Federal employees identified. Preauthorization of reimbursement requests in online proposal system.	March 30
Abstract, contact info, and agreement of video recording *(optional/determined by Committee)*	May 4
Speaker Responsibility	
Work on slides using the slide template, attend scheduled t-con for the course, provide any updates to abstract, contact information, employment, etc. to chairperson and assigned committee liaison	May–June
Speaker housing deadline / begin travel arrangements	June 1
Draft slides due to chairperson and assigned committee liaison	July 15
Final slides due to ACT HQ (no changes can be made, slides will be loaded in the course room by ACT HQ.	August 3
Registration will be done by ACT HQ, but if you want to extend the registration or add a ticketed event, complete the Speaker Registration Form and email it to acthq@actox.org	August 3
Arrive to the course room 30 minutes before the start time	Nov. 4
Preauthorized speaker reimbursements due to ACT HQ	Dec. 8

REFERENCE POLICIES, DOCUMENTS, SLIDE TEMPLATE, FORMS, AND MORE.

On the Annual Meeting website, under Scientific Program/Presenter Info.

QUESTIONS?

Continuing Education:
eturner@actox.org

Telephone:
703.547.0875

Tips:

- **If reimbursement is needed, inform your chairperson before March 30 (and keep receipts) in order to be preauthorized.**
- **Define all acronyms in your slides.**
- **Practice timing of your presentation.**
- **Embed and attach as a separate file any videos.**
- **Internet searches for images can result in copyright images. Always include source of image within your presentation.**
- **Bring a printout of slide notes to the podium.**
- **Visit the Speaker Ready Room on-site at the meeting to practice before the presentation.**