SYMPOSIA AND WORKSHOP -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.	April 2
Abstract, contact info, and agreement of video recording. *(optional/determined by the Program Committee)*	April 5
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 making travel arrangements.	June 1
Final slides (in PowerPoint) due to chairperson and liaison for review. *(Strongly recommended, but optional.)*	August 30
Annual Meeting Registration for the day of your talk will be taken care of by ACT HQ, 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 30
Final Slides to Chairperson so they can be loaded in the Speaker Ready Room	Oct. 29
Arrive to the session room 30 minutes before the session starts.	Day of Talk
Preauthorized speaker reimbursements due to ACT HQ. *(No reimbursements honored after this date.)*	Dec. 8

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

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

QUESTIONS?

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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.**