



# AMERICAN COLLEGE OF TOXICOLOGY'S ANNUAL MEETING —CONTINUING EDUCATION COURSE— CHAIRPERSON AND SPEAKER INFORMATION PACKET

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40th Annual Meeting  
November 17–20, 2019  
JW Marriott Phoenix Desert Ridge, Phoenix, Arizona

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## Forms and Policy Overview:

All forms in a fillable format are located on the Annual Meeting website under Scientific Program/Presenter Information at [www.actox.org/am/am2019/presenterinfo.asp](http://www.actox.org/am/am2019/presenterinfo.asp).  
(The 2019 Annual Meeting website will be available in March).

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### Guidelines for Chairpersons:

This document provides a checklist of preparations and answers to many common questions for both before and post-meeting; which includes AV setup in each room, course monitors, survey and survey results, and more.

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### ACT Annual Meeting Slide Template:

The Annual Meeting template can be downloaded from the meeting website at [www.actox.org/am/am2019/presenterinfo.asp](http://www.actox.org/am/am2019/presenterinfo.asp). The slides template ensures continuity among presentations. The meeting slide template use is mandatory for Continuing Education course presenters. Any exceptions (e.g. requirement for US FDA speakers to use the agency's template) must be cleared through the Education Committee via your course chair or ACT liaison. Company logos should be limited to the first slide, if at all present.

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### ACT Licensing and Agreement Form for Speakers:

This form is required for ALL Continuing Education Course speakers.

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### Speaker Reimbursement Guidelines:

Contains policies for invited speakers concerning registration and travel reimbursement. In regards to the Reimbursement Guidelines, all speakers are encouraged to ask their employer to pay expenses associated with the meeting. ACT will provide a waived one-day registration to all speakers (for the day of their presentation). Speakers may request reimbursement associated with speaking (as outlined in the Speaker Reimbursement Guidelines).

Speakers and chairs who are part of an ACT/Sister Society (e.g., STP) CE exchange should refer to the Sister Society's policies and submit reimbursement requests to the Sister Society's Headquarters.

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### Expense Reimbursement Form:

This form is to be used for authorized invited speakers (authorization process is described on page 5, item 4). The form is located on the Annual Meeting website under Scientific Program/Presenter Information at [www.actox.org/am/am2019/presenterinfo.asp](http://www.actox.org/am/am2019/presenterinfo.asp) and is enclosed.

Speakers and chairs who are part of an ACT/Sister Society (e.g., STP) CE exchange should refer to the Sister Society's policies and submit reimbursement requests to the Sister Society's Headquarters.

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### Federal Employee Speakers:

For speakers who are Federal employees, ACT Headquarters office will prepare the necessary letters in accordance with agency requirements. As in years past, ACT will be sending a single request to the FDA, EPA, NIH, etc. for all Annual Meeting speakers being requested, so there is no need to send individual requests. Please ensure Becca Isakower ([bisakower@actox.org](mailto:bisakower@actox.org)) has your Federal employee speaker on the request list and provide full department and agency information, so the request can be sent timely to the proper agency.

If the Federal employee requires any special arrangement (e.g. travel agency for flight booking, a form completed, etc.) this should be brought to ACT HQ's attention immediately. ACT does not make travel, hotel, or other transportation arrangements for speakers.

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### **Registration for Speakers and Chairs:**

An ACT staff member will register all invited speakers and chairpersons for the Annual Meeting, with the exception of those who would like to extend their registration or speakers who add special event tickets. Registration will be waived for one day (speaking day/day of presentation). Speakers and chairs will receive an email confirmation once registered. The meeting badge and the speaker ribbon can be picked up onsite from the Registration Desk. If an invited speaker or chair would like to extend his/her meeting registration to a full meeting or add an event or CE course they must call ACT Headquarters Office or email the Speaker Registration Form to [acthq@actox.org](mailto:acthq@actox.org) providing payment.

STP Course speakers and chairs receive the full meeting waived, based on the ACT/STP course swap agreement.

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### **Housing and Travel Arrangements:**

All invited speakers and chairs must make their own hotel and travel arrangements. Invited speakers must follow the Reimbursement Guidelines in order to have the full expenses be reimbursed by the College. All chairs and speakers are encouraged to make arrangements early to obtain the best fares and to ensure they will have a reservation in the ACT HQ hotel (these rooms can go quickly and limited number of government-rated rooms may or may not be available, based on the venue).

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### **Support:**

Support is requested from every possible avenue to help defray costs of speaker travel, AV, and other meeting costs. Chairs are encouraged to solicit support to help defray the costs of speaker travel, AV, and other meeting expenses. However, this is not a requirement as ACT evaluates all programs on their scientific merit and content, foremost. Please indicate if ACT HQ can contact an identified company for support. ACT HQ will prepare a letter of request for support and invoices, as required. A list of support benefits and opportunities is included with this packet and may be found on the Annual Meeting website at <http://www.actox.org/am/am2019>. Additional questions may be directed to Liz Kasabian ([exhibits@actox.org](mailto:exhibits@actox.org)) at ACT Headquarters.

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### **Publication in *International Journal of Toxicology (IJT)*:**

ACT's official journal, *International Journal of Toxicology*, publishes manuscripts of sessions from the Annual Meeting. As speakers are preparing slides for the session they usually prepare notes or discussion points that can be used to create an unofficial abstract or manuscript of their talk. Chairs are asked to encourage their speakers to provide this write up prior or immediately following the meeting for publication in the journal. All manuscripts and questions can be sent to the Editor-in Chief of *IJT*, Mary Beth Genter ([marybeth.genter@uc.edu](mailto:marybeth.genter@uc.edu)).

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### **Questions and Submission of Forms:**

Please direct any questions about policies, forms, and requests for travel authorization to Becca Isakower at ACT Headquarters ([bisakower@actox.org](mailto:bisakower@actox.org)).

Forms and documents for chairs and presenters are located on the Annual Meeting website under Scientific Program/Speaker Information at [www.actox.org/am/am2019/presenterinfo.asp](http://www.actox.org/am/am2019/presenterinfo.asp).

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## Chairperson/Speaker Timeline

Due Date:	
March 30	All federal employee speakers should be identified and communicated to ACT HQ. Any letters requesting speaker participation at the meeting should be communicated to ACT HQ. Preauthorization of needed speaker travel reimbursement should be requested at this time, by selecting "funding required" in the online system. Speakers should be encouraged to submit a manuscript to <i>International Journal of Toxicology</i> .
April–May (TBD by Chairs)  May 4	Chairs should hold a teleconference with speakers <u>and the committee liaison</u> to coordinate presentations (strongly recommended).  All final session abstracts, titles, and speaker contact information, and support should be finalized for Annual Meeting publicity using the online proposal system.  On May 4th, all content in the online proposal system will be transferred to the Annual Meeting website. It is important that content in the online proposal system is FINAL by May 4th since any changes made to content on the Annual Meeting website will incur expense to the College.
June 1	Speakers and chairs must have made hotel arrangements to guarantee a room with ACT housing block(s).
July 15	Draft slides are due to session liaison and chair for review (draft slides do not need to be sent to ACT HQ until finalized). Support Forms should be completed and sent to ACT HQ (if applicable).
July–August (TBD by Chairs)	Chair should hold a second teleconference with speakers and <u>committee liaison</u> to coordinate presentations (strongly recommended).
August 3	Final slides (in PowerPoint) due to ACT HQ for the printing of CE booklets. Last date to update session content in online system for Annual Meeting printed <i>Program</i> .
September 2	All invited speakers should have received a registration confirmation email for the meeting. After the confirmation email is received, please contact ACT HQ if you want to modify or add an additional event, course, or extend to a full meeting registration.

November 5	<i>JT</i> manuscripts should be finalized (should publication be desired by speakers). Courses delivered. CE course slides cannot be changed from those sent to ACT HQ.
December 8	Final date for Expense Reimbursement Forms from speakers. Forms should be emailed or mailed to ACT HQ. Reimbursements will be issued within 30 days of receipt.



# AMERICAN COLLEGE OF TOXICOLOGY

## Guidelines for Organizing and Presenting a Continuing Education Course

### **Pre-Meeting**

1. Begin planning early (twelve [12] months or more before the meeting) and identify quality scientists who are known to be good speakers. Every effort to use a knowledgeable ACT member speaker should be made. The absolute number of speakers will vary somewhat depending on the topic and the length of the speakers' presentations (approximately 25–45 minutes/typically four speakers). Ensure speakers know the time allotment for each presentation and all communications sent to the chair from ACT Headquarters is communicated in a timely manner to the speakers. Make sure time is allotted for questions after each speaker (preferred).
2. Formulate a travel budget for speakers and solicit support. Efforts should be made to invite the best available speakers. If there are multiple suitable speakers, chairs should preferentially select those who do not require travel reimbursement and/or are ACT members. More than one speaker from the same institution or company is discouraged.
3. The chair will confirm with each speaker that his or her contact information may be included in public materials related to the meeting. If the speaker does not approve, ACT Headquarters must be notified when the information is submitted.
4. All invited speakers are encouraged to pay his/her own travel expenses. Should a speaker not be able to have travel covered on their own, a request should be identified in the online session proposal system or approval should be requested through ACT Headquarters by March 30 (This process is required to obtain authorization of travel reimbursement for that speaker.). All speakers and chairpersons will receive a complimentary one-day registration (for the day of the presentation) at the Annual Meeting. An ACT staff person will register the individual and a confirmation email will be sent from ACT Headquarters to the speaker when registration is complete. Should the speaker desire a full-meeting registration or special events, the speaker must complete the Speaker Registration Form with and payment and submit the form to ACT Headquarters. The course chair should make no financial commitments to a speaker. ACT does not pay honorariums.
5. Organize the sequence of the course and obtain titles of presentations from speakers. Coordinate presentation content to minimize redundancy of material among speakers. Encourage speakers to discuss their intended presentations at least three to four (3–4) months before the actual meeting. Course chairs are encouraged to host at least one teleconference and have speakers outline their presentations to avoid overlap/redundancies/gaps. Provide each confirmed speaker with an outline of the course in advance for planning purposes.



# AMERICAN COLLEGE OF TOXICOLOGY

## Guidelines for Organizing and Presenting a Continuing Education Course

6. All speakers should use Microsoft PowerPoint 2016 for their presentations. The use of the ACT slide template is required (with the exception of government agencies). The slide template (format is widescreen 16:9) will be available for download from the ACT Annual Meeting website. Any and all video files must be embedded within the presentation and attached as separate files when given to the chair. There is no guarantee that Internet will be available in the course room.
7. ACT will ensure the appropriate equipment is provided in the course room (standard items include: a projector, an aisle microphone, a courtesy monitor, a laser pointer, a lavalier, and a timer). Presenter view will not be available at the podium, please inform speakers to bring presentation notes in-hand. A designated tech will be assigned to each room.
8. Reconfirm each speaker's commitment to the course and inform the ACT committee liaison. The Education Committee liaison will need a finalized course description early May to ensure accurate publication online and for other marketing material. Preauthorization of speaker travel reimbursement should be requested at this time, by selecting "funding required" in the online system. All federal employees should be identified in the online system.
9. It is the responsibility of the chairperson to obtain the speakers' finalized abstract in May for inclusion in the final *Program* and website by submitting using the online system. It is imperative the chairperson keeps speaker contact detail, abstract detail, and pertinent information up to date in the online proposal system.

On May 4th, all content in the online proposal system will be transferred to the Annual Meeting website. It is important that content in the online proposal system is FINAL by May 4th since any changes made to content on the Annual Meeting website will incur expense to the College.

10. During the intervening weeks before the Annual Meeting, maintain contact with your invited speakers to ensure the continuity of the program, and their actual travel plans to the meeting. Continued vigilance may be necessary to ensure that you remain connected with each speaker. Speakers will make their own travel plans and ensure that reservations are made far enough in advance (~60 days or more prior to meeting date) to take advantage of cheaper fares. Speakers are encouraged to use the housing link (and deadline, June 1) provided by ACT office.
11. Continuing Education chairpersons should request that the speakers submit draft slides no later than July 15. This will allow the chairperson and committee liaison to see if there is any overlap in the presentations. It is suggested to prepare *International Journal of Toxicology* manuscript articles at the time of finalizing slides.



# AMERICAN COLLEGE OF TOXICOLOGY

## Guidelines for Organizing and Presenting a Continuing Education Course

12. Final slides of the speaker's presentation should be formatted, spell checked, images checked for legibility, slides checked for accuracy and copyright, and provided on the ACT Annual Meeting slide template by August 3 to the ACT office. After this date, no changes can be made to the slides. Reminder: logos other than ACT logo should only appear on the first or last slide of the presentation, if required.

### Meeting Day

13. The chair should schedule a brief meeting (at least one hour prior to the start of the course or the day prior) with all invited speakers. The ACT office will load all Continuing Education course slides in advance. However, course chairs are encouraged to preview the preloaded PowerPoint presentations on the computer in the course room ahead of time and make sure all are in working order (**there should not be any changes to the slides after the slide deadline in August**). Should the course room not be occupied, the chairs and speakers may use the session room for practice.
14. Ensure that the appropriate ACT introduction slide(s)/ACT Housekeeping slides are projected on the screen as the attendees arrive and during the break.
15. It is the chairperson's responsibility to strictly adhere to the course time schedule and speaker sequence. Speakers are well aware of their time allocations, and it is the chairperson's responsibility to ensure timing and punctuality. Remember, allowing early speakers in the program to overextend their time commitment will only penalize the later speakers. **Under no circumstances should the speaker sequence be changed.**
16. At the end of the course, the chair should thank the speakers, the financial supporters, and the audience for participation. Chairs should remind the attendees to fill out the course survey, which will be sent to each participant via email. Additionally, chairs can remind participants that the full-size pdfs of each speaker presentation is available to them on the Annual Meeting Materials webpage.

### Post-Meeting

17. The survey responses will be collected and sent to the session chair approximately one month after the meeting. It is at the discretion of the chair if they would like to provide the feedback to the speaker.
18. All reimbursement forms (if applicable) are due to ACT Headquarters no later than 30 days post-meeting. The Reimbursement Guidelines and the ACT Expense Form should be utilized (material can be referenced on the Annual Meeting/Scientific Program/Presenter Information webpage).



## ACT LICENSING PERMISSION AGREEMENT AND RELEASE FORM

1. I grant to American College of Toxicology (“ACT”) an irrevocable, worldwide, sublicensable, royalty-free license to use, reproduce, sell, sell access to, and distribute the Presentation (defined below) and all handouts, PowerPoint presentations, or other materials I provide to ACT in connection with the Presentation (the “Materials”), with appropriate attribution to me. I understand that I retain copyright ownership of the Materials and the underlying content of the Presentation, which I may continue to use (or allow others to us) in any way.
2. I represent and warrant that neither the Presentation nor the Materials (i) infringe the copyright, trademark, privacy, proprietary, or personal rights of any third party; (ii) contain any defamatory material; or (iii) are otherwise unlawful. I further represent and warrant that the Presentation and the Materials are factually accurate and that I have obtained all necessary permissions or licenses from any individuals or organizations whose material is included or used in the Presentation and the Materials. I have full authority to enter in this agreement. I shall indemnify, defend, and hold harmless ACT and its affiliates, subsidiaries, shareholders, members, directors, officers, employees, and agents from any against any claim, suit, or action by any third party and any associated damages, attorney fees, penalties, and costs arising from or related to a breach of the foregoing representations and warranties contained in this paragraph.
3. I authorize ACT to use my name, likeness, photograph, and biographical information in connection with the use and promotion of the program at which I will present the Materials and Presentation (the “Program”).
4. I authorize ACT to record the Presentation in audio and/or visual form, and I understand that ACT will be the sole copyright owner of such recording. I waive any right I have to inspect such recordings, and I understand that ACT may elect to sell access to or otherwise distribute such recordings, along with the Materials.
5. I understand that ACT requires use of the designated ACT PowerPoint template and handout templates (which incorporate ACT’s logo and other intellectual property) in connection with my provision of Materials and the Presentation. I agree not to use the ACT PowerPoint, ACT’s handout templates, or ACT’s other intellectual property in any way other than in connection with the Presentation and Materials provided for the Program.
6. I agree to comply with Program-related deadlines provided to me by ACT, including but not limited to deadlines for information, handouts, slides, etc.
7. I agree to notify the Program chair immediately in the event that an emergency should prevent me from meeting my obligation as a presenter.
8. During my presentation, I will not engage in any type of promotional marketing or selling of any product or service.
9. I will be responsible for all travel arrangements and expenses that I incur unless ACT preauthorizes travel support. I understand that I otherwise will not receive any royalties, honoraria, or other compensation from ACT in connection with the Program or the rights granted above.

Program or Event Name: \_\_\_\_\_

Session or Course Title (“Program”): \_\_\_\_\_

Presentation Title: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

Return signed form to [acthq@actox.org](mailto:acthq@actox.org) or fax to 703.438.3113

AMERICAN COLLEGE OF TOXICOLOGY  
11190 Sunrise Valley Drive, Suite 300, Reston, VA 20191



# AMERICAN COLLEGE OF TOXICOLOGY

## GUIDELINES FOR REIMBURSEMENT OF SPEAKERS IN EDUCATION COURSES AND SYMPOSIA

The American College of Toxicology reimburses both member and nonmember speaker expenses in those cases where an employer or other agency does not provide travel support. A request for reimbursement must be communicated to ACT staff using the online session proposal form **PRIOR TO** the course or symposium being accepted at the meeting. The date of presentation is considered to be one "speaker day."

**Speakers must make their own airline and hotel reservations.** Reservations must be made far enough in advance\* to take advantage of the lowest fares and the reserved hotel room block. Note that, should complicated travel plans (e.g., due to venue/speaker location) warrant support exceeding that allowed as outlined below, the request for such support requires **PRE-APPROVAL**. As soon the possibility of an extended stay or extra expense is anticipated, travelers should notify ACT HQ to initiate a request for-pre-approval of such additional support **before** confirming reservations (e.g., hotel). Please check the ACT website [www.actox.org](http://www.actox.org) for hotel information.

Receipts are required for ALL expenses and must be submitted with the ACT Reimbursement Form after the meeting.

### Expenses, which may be approved:

- **Airfare:** lowest economy fare, to be prebooked\*, roundtrip to meeting site.  
*\*Date of purchase must be at least 30 days in advance of meeting date.* The ACT office must preapprove airfares in excess of \$500. Partial expense reimbursement may be considered when the proposed fare is considered greater than the lowest economy fare.
- **Ground transportation:** taxi/shuttle to and from the airport and economy parking, not to exceed \$65.00 per day.
- **Personal automobile:** reimbursed according to IRS Standard Mileage Rates ([www.irs.gov](http://www.irs.gov)).
- **Rental cars:** reimbursed ONLY if authorized in advance by the ACT office.
- **Hotel:** one night for domestic travel (US, Canada, and Mexico) and two nights for international travel. Reservations should be made in the ACT room block; if you are unable to secure a room within the ACT room block, please contact ACT headquarters. ACT will only reimburse up to the amount of the block rate unless an advance request is made and approved. Allowances can be made for speakers presenting on multiple days. In all cases, advance request and approval by the ACT office is required.
- **Meals:** up to \$65.00 per speaker day (the day of your presentation). Note: it is reasonable to consider reimbursement for meals for travel the day prior to the speaker day, not to exceed \$50. For morning presentations, return travel in the afternoon/evening is reasonable. For afternoon presentations, return travel on the speaker day may not be possible, so travel the following day may be reimbursed for meals, not to exceed \$50. Reimbursement beyond these days/limits requires pre-approval via ACT.

Note: The American College of Toxicology does NOT pay honoraria or provide in-kind goods or services.

### **Registration Fees for Speakers and Chairs:**

A speaker or chair of a Continuing Education course or Symposium will have meeting registration fees waived for the day(s) of their presentation(s). An ACT staff member will register all speakers and chairs. If an extension of registration is desired, please contact ACT Headquarters for assistance.

The completed and signed **ACT Expense Reimbursement Form\*** with the supporting receipts **MUST be submitted to ACT Headquarters** (email: [acthq@actox.org](mailto:acthq@actox.org) or mail: 11190 Sunrise Valley Drive, Suite 300, Reston, Virginia 20191) **within THIRTY (30) DAYS after the end of the event to be considered for reimbursement.** Reimbursements will be issued within thirty (30) days of receiving all required information. Please do not duplicate submission of forms (*i.e.*, if emailed the forms do not have to be mailed). \*Annual Meeting speakers must have pre-authorization of expense reimbursement.

If there are any questions about this policy, please contact the ACT office at 703.547.0875 or email: [acthq@actox.org](mailto:acthq@actox.org).

# American College of Toxicology

## Expenses Reimbursement Request



Period Covered:  
 From: \_\_\_\_\_ 20\_\_\_\_  
 To: \_\_\_\_\_ 20\_\_\_\_

Travel Authorized By: \_\_\_\_\_

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Tel: (\_\_\_\_\_) \_\_\_\_\_

Receipts are required for all expense requests.

Return to: acthq@actox.org or  
 11190 Sunrise Valley Drive, Suite 300, Reston, VA 20191

PURPOSE OF EXPENSE (Activity, Committee, Etc.)	ROUTE COVERED			MODE OF TRAVEL*
	Date	Departure City	Arrival City	

DATE	TRAVEL	LODGING	MEALS			MISCELLANEOUS			TOTALS
			BREAK	LUNCH	DINNER	CAB	TIPS	OTHER	
<b>Total</b>									

DATE		AMOUNT

FOR ACCOUNTING USE ONLY	
CHARGE \$	TO LINE ITEM
CHARGE \$	TO LINE ITEM
CHARGE \$	TO LINE ITEM
CHARGE \$	TO LINE ITEM
EXTENSIONS AND TOTALS CHECKED	POLICY CHECKED
INITIALS	INITIALS

REIMBURSEMENT SUMMARY	
TOTAL EXPENSES	
LESS: ITEMS PAID BY OR CHARGED TO ACT	(      )
REIMBURSEMENT DUE	

I hereby certify that the above expenses were incurred by me in connection with travel on ACT business and that I have not been, nor do I expect to be, reimbursed from another source for any portion of the net amount claimed from ACT.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_ APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

\*If personal car, indicate mileage, reimbursed at \$ .58. —Provide receipts for all items requested on the form.—

# American College of Toxicology

## Expenses Reimbursement Request

### for Non-US Residents



Period Covered:

From: \_\_\_\_\_ To: \_\_\_\_\_

Travel Authorized By: \_\_\_\_\_

Return to: acthq@actox.org or  
11190 Sunrise Valley Drive, Suite 300, Reston, VA 20191

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Prov/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Tel: (\_\_\_\_\_) \_\_\_\_\_

**Receipts are required for all expense requests.**

PURPOSE OF EXPENSE (Activity, Committee, Etc.)	ROUTE COVERED			MODE OF TRAVEL*
	Date	Departure City	Arrival City	

DATE	TRAVEL	LODGING	MEALS			MISCELLANEOUS			TOTALS
			BREAK	LUNCH	DINNER	CAB	TIPS	OTHER	
<b>Total</b>									

Provide the following for a WIRE TRANSFER.  
 Currency: \_\_\_\_\_  
 Bank Name: \_\_\_\_\_  
 Bank Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Bank City, Postal Code, and Country: \_\_\_\_\_  
 \_\_\_\_\_  
 Bank Account Number: \_\_\_\_\_  
 IBAN: \_\_\_\_\_

Receiving Bank Swift/Bank Code: \_\_\_\_\_  
 Address of Account Holder, if different from above:  
 \_\_\_\_\_

DATE	ADDITIONAL EXPENSES	AMOUNT

FOR ACCOUNTING USE ONLY		REIMBURSEMENT SUMMARY	
CHARGE \$	TO LINE ITEM	TOTAL EXPENSES	
CHARGE \$	TO LINE ITEM	LESS: ITEMS PAID BY OR CHARGED TO ACT	(      )
CHARGE \$	TO LINE ITEM	REIMBURSEMENT DUE	
CHARGE \$	TO LINE ITEM		
EXTENSIONS AND TOTALS CHECKED INITIALS		POLICY CHECKED INITIALS	

I hereby certify that the above expenses were incurred by me in connection with travel on ACT business and that I have not been, nor do I expect to be, reimbursed from another source for any portion of the net amount claimed from ACT. All forms must be signed to be processed.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_ APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_



## American College of Toxicology 2019 Supporter Levels and Benefits

### **PLATINUM ❖ \$10,000+**

- One Complimentary Exhibitor-Hosted Program during Annual Meeting for exhibiting companies
- Full-page ad in Annual Meeting *Program*
- Recognition on Annual Meeting Mobile App
- Choice of complimentary mailing list (\$450 value) *or* promotional email sent on your behalf to attendees (can be used to promote an EHP)
- Recognition with company logo on Supporter page of Annual Meeting *Program*
- Special signage at Annual Meeting
- On-screen visual recognition with company logo on-site during Annual Meeting sessions
- Logo on Annual Meeting website with hyperlink
- Recognition in ACT membership Newsletter
- Reserved table at the Awards Luncheon
- 5 supporter ribbons for your personnel's Annual Meeting badges
- 5 complimentary Welcome Reception tickets (value of \$50 each)

### **GOLD ❖ \$5,000–\$9,999**

- Half-page ad in Annual Meeting *Program*
- Recognition on Annual Meeting Mobile App
- Recognition with company logo on Supporter page of Annual Meeting *Program*
- Special signage at Annual Meeting
- On-screen visual recognition with company logo on-site during Annual Meeting sessions
- Logo on Annual Meeting website with hyperlink
- Recognition in ACT membership Newsletter
- 4 supporter ribbons for your personnel's Annual Meeting badges
- 2 complimentary Welcome Reception tickets (value of \$50 each)

### **SILVER ❖ \$2,500–\$4,999**

- Logo on Annual Meeting website with hyperlink
- Recognition on Annual Meeting Mobile App
- Recognition with company name on Supporter page of *Program*
- Special signage at Annual Meeting
- On-screen visual recognition with company name on-site during Annual Meeting sessions
- Recognition in ACT membership Newsletter
- 3 supporter ribbons for your personnel's Annual Meeting badges

### **BRONZE ❖ \$1,000–\$2,499**

- Recognition with company name on Supporter page of Annual Meeting *Program*
- Special signage at Annual Meeting
- On-screen visual recognition with company name on-site during Annual Meeting sessions
- Company name on Annual Meeting website with hyperlink
- 1 supporter ribbon for your personnel's Annual Meeting badge

### **INDEPENDENT CONSULTANT**

#### **❖ \$300 Minimum**

- Recognition with individual or company name on Supporter page of Annual Meeting *Program*
- Special signage at Annual Meeting
- Individual or company name with optional email or web link on Annual Meeting website
- Recognition in ACT membership Newsletter
- 1 supporter ribbon for your personnel's Annual Meeting badge

### **CONTINUING EDUCATION (CE) AND SYMPOSIUM/WORKSHOP SUPPORT: Exclusive CE Course or Symposium/Workshop Supporter @ \$5,000**

#### **CE Course or Symposium/Workshop Co-Supporter @ \$2,500**

In addition to being listed as the course or symposium/workshop supporter in the official Annual Meeting *Program*, you will receive the appropriate supporter level recognition (i.e., Platinum, Gold, Silver)

### **SPECIAL EVENT SUPPORT:**

Welcome Reception @ \$5,000 (4 Available)

Poster Session with Wine and Cheese @ \$5,000 (2 Available)

ACT's 6th Annual ToxTrot @ \$1,500 (5 Available)

### **EXHIBITOR MARKETING OPPORTUNITIES:**

*Many marketing options are available exclusively to Exhibitors during the Annual Meeting. For more information, please contact Exhibits@actox.org, or visit the Annual Meeting website [www.actox.org/2019](http://www.actox.org/2019).*



# American College of Toxicology 2019 Annual Meeting Support Form

Company Name (as you wish it to appear in the Program): \_\_\_\_\_

Contact: \_\_\_\_\_ Department: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ Prov./State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_

Email Address: \_\_\_\_\_

Area Code/Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Website (a link to your website, which will be displayed on the Annual Meeting website): \_\_\_\_\_

General Supporter	
Platinum	\$10,000+
Gold	\$5,000–\$9,999
Silver	\$2,500–\$4,999
Bronze	\$1,000–\$2,499
Independent Consultant (\$300 Minimum)	\$ _____

Special Event Support	
Welcome Reception	\$5,000
Poster Session with Wine and Cheese	\$5,000
ACT's 6th Annual ToxTrot	\$1,500

CE Course or Symposium/Workshop Support	
Exclusive Supporter	\$5,000
Co-Supporter (Minimum)	\$2,500

**CE Course or Symposium/Workshop Title Requested:** \_\_\_\_\_

**Exhibitor Marketing Opportunities**

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## ACT POLICY ON EXTERNAL FINANCIAL SUPPORT

The American College of Toxicology (ACT) reserves the right to refuse, or restrict the use of, external financial support from any organization whose goals, objectives, or past actions are inconsistent with the mission of the College, which is to educate, lead, and serve the global community. Furthermore, ACT is committed to high ethical standards and sound scientific principles and will not be influenced by financial contributions.

**Organization Type:**

- |                              |                                   |
|------------------------------|-----------------------------------|
| Pharmaceutical               | Contract Research Organization    |
| Toxicology Consulting        | Laboratory Equipment/Supplies     |
| Government Agency            | Nonprofit Scientific Organization |
| Other—please describe: _____ |                                   |

All supporters must demonstrate relevance to the field of toxicology. All corporate support funding is subject to periodic review and reevaluation as needed.

Do you confirm the financial support offered by your organization is unrestricted with no conditions or requirements proposed by the applicant beyond the benefits as described in this application?

Yes No

## METHOD OF PAYMENT

**TOTAL DUE \$** \_\_\_\_\_

Check or Money Order #: \_\_\_\_\_

Visa     
  Master Card     
  American Express

Credit Card #: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Cardholder's Printed Name: \_\_\_\_\_

Cardholder's Email: \_\_\_\_\_

Wire transfer information available by request. No cancellations or refunds after September 1, 2019. Cancellation notice must be submitted to ACT in writing by this date. Refunds will be less a \$100 administrative fee.

**All payments must be in US currency.**  
**Payment by check, send with this form to: ACT Headquarters 11190 Sunrise Valley Drive, Suite 300, Reston, VA 20191**  
 Questions? Contact ACT • Tel: 703.547.0875 ext. 1437 • Email: [exhibits@actox.org](mailto:exhibits@actox.org)