



AMERICAN COLLEGE OF TOXICOLOGY'S ANNUAL MEETING —SYMPOSIA, MINI-SYMPOSIA, AND WORKSHOP— CHAIRPERSON AND SPEAKER INFORMATION PACKET

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.
(The 2019 Annual Meeting website will be available in March).

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, session monitors, survey and survey results, and more.

ACT Annual Meeting Slide Template:

The Annual Meeting template can be downloaded from the meeting website at www.actox.org/am/am2019/presenterinfo.asp, which will be available in early March. The slides template ensures continuity among presentations. Use of the meeting slide template by symposia, mini-symposia, and workshop presenters is strongly encouraged. Company logos should be limited to the first slide, if at all present.

All presentations must be in 16:9 widescreen format using Microsoft PowerPoint.

ACT Licensing and Agreement Form for Speakers:

This form is required for ALL speakers.

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).

Expense Reimbursement Form:

This form is to be used for authorized invited speakers (authorization process is described on page 5, item 4). Chairs should make no financial commitment to speakers. Speaker reimbursement requests must be indicated in the online submission system by selecting either “requires Members Funding” or Requires Nonmember Funding” in order to receive preapproval from the ACT Headquarters office. All Speaker Expense Reimbursement Forms, with accompanying receipts, must be submitted to ACT Headquarters (bisakower@actox.org) no later than 30 days post meeting. The form is located on the Annual Meeting website under Scientific Program/Presenter Information at www.actox.org/am/am2019/presenterinfo.asp and is also enclosed in this packet.

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 US FDA, US 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) has your Federal employee speaker on the request list and provide full department and agency information, so the request can be sent to the proper agency in a timely manner.

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.

Registration for Speakers and Chairs:

All speakers and chairs receive a waived one-day meeting registration (for the day of their presentation). An ACT staff member will register speakers and chairs for the day of their presentation and you will receive an email confirmation once registered. If a speaker or chair would like to extend their registration to the full meeting, or add CE courses or additional events, they may do so by calling the ACT Headquarters office or emailing a completed Speaker Registration Form to acthq@actox.org. An announcement will be sent out to all session chairs once the Speaker Registration Form becomes available on the Annual Meeting website, <https://www.actox.org/am/am2019/index.asp>.

Housing and Travel Arrangements:

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

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) at ACT Headquarters.

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).

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).

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.

Chairperson/Speaker Timeline

| Due Date: | |
|----------------|---|
| February 15 | Session proposal system, https://flame.firebird.systems/ACT/ACTSessions/MySubmissions , is reopened so that chairs may update and maintain session information. Final session details should be entered into the proposal system no later than June 8. |
| April 2 | All Federal speakers identified, confirmed and communicated to ACT HQ. Letter to Federal agency to request speakers will be sent from ACT HQ. Last date to request preauthorization of needed speaker travel reimbursement by selecting either “Requires Member Funding” or “Requires Nonmember Funding” in the online submission system. |
| June 1 | Speakers and chairs must have made hotel arrangements to guarantee a room with ACT housing block(s). |
| TBD | Chairs should hold a teleconference with speakers and the Committee liaison to coordinate presentations (strongly recommended). |
| June 8 | All final session abstracts, titles, speaker names/affiliations, and speaker contact information provided to ACT HQ (Becca Isakower, bisakower@actox.org) for Annual Meeting publicity, using the online proposal system. |
| July 1 | Last date to update session content in the Annual Meeting printed <i>Program</i> |
| August 1 | Draft slides due to the session chairs and session liaison for review (strongly recommended, but optional). All travel and hotel arrangements should be finalized by speakers and chairs. |
| TBD | Chairs should hold a second teleconference with speakers and the Committee liaison to review and coordinate presentations (strongly recommended). |
| August 30 | Final slides (in PowerPoint) due to chairperson and liaison for review (strongly recommended, but optional). |
| September 2 | All speakers receive a registration confirmation email (for the day they are speaking). Please contact ACT Headquarters if you would like to modify, or add events to, your registration. |
| November 18–20 | IJT manuscripts sent in/finalized (if applicable). Chairs should have all presentation slides loaded in the Speaker Ready Room at least two hours prior to the start of their session. Scheduled Speaker Ready Room hours may be found in the Program Overview on the Annual meeting website, https://www.actox.org/am/am2019/program.asp . |
| December 21 | 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 Symposia/Workshop

Pre-Meeting

1. Begin planning early (18 months or so before the meeting) and identify quality scientists who are known to be good speakers. The absolute number of speakers will vary somewhat depending on the topic and the length of the speakers' presentations (approximately 25–45 minutes/3–4 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.
2. Formulate a travel budget for speakers and solicit funds. 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 strongly discouraged.
3. The chair will confirm with each speaker that their contact information may be included in public materials related to the meeting. If the speaker does not approve, ACT Headquarters will be notified when the information is submitted.
4. All invited speakers are encouraged to pay their own travel expenses. Should a speaker require additional travel assistance from ACT, a request should be identified in the online session proposal system or approval should be requested through ACT Headquarters. All speakers and chairpersons will receive a complimentary one-day registration (for the day of the presentation) at the Annual Meeting. ACT staff will register speakers and chairs for the day of their presentation and confirmation emails will be sent. Speakers may extend their meeting registration by sending a completed Speaker Registration Form to acthq@actox.org or contacting the ACT Headquarters office. More information on speaker registration rates may be found on the Presenter Information section of the Annual Meeting Website. Session chairs should make no financial obligations to a speaker. ACT does not pay honoraria
5. Organize the sequence of the symposium and obtain titles of presentations from speakers. Coordinate presentation content to minimize redundancy of material among speakers. Encourage speakers to discuss their intended presentations 3–4 months before the actual meeting. Session chairs are encouraged to host a teleconference and have speakers outline their presentations to avoid overlap/redundancies/gaps. Provide each confirmed speaker with an outline of the symposium in advance for planning purposes.



AMERICAN COLLEGE OF TOXICOLOGY

Guidelines for Organizing and Presenting a Symposia/Workshop

6. All speakers should use Microsoft PowerPoint 2013 in 16:9 widescreen format for their presentations. The use of the ACT slide template is strongly encouraged. The slide template (widescreen 16:9 format) will be available for download from the ACT Annual Meeting website, <http://www.actox.org/am/am2019/presenterinfo.asp>. 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 Internet will be provided in the session room.
7. ACT will ensure the appropriate equipment is available in the session room (standard items include: a projector, an aisle microphone, a courtesy monitor, a laser pointer, and a timer). Presenter view will not be available, please advise speakers to bring presentation notes in hand, if needed. A dedicated AV technician will be assigned to each room.
8. Chairpersons should reconfirm each speaker's commitment to the symposium prior to content due dates to ACT Headquarters and keep their Program Committee liaison informed. The Program Committee liaison will need a finalized session description no later than June 8 to ensure accurate publication online and in other marketing materials.
9. Speakers will provide a final abstract no later than June 8 for inclusion in the final printed *Program*. It is the responsibility of chairpersons to keep speaker contact detail, abstract detail, and pertinent information up to date in the online proposal system.
10. During the intervening weeks before the Annual Meeting, chairs should maintain contact with speakers to ensure the continuity of the program, and confirm their travel plans to the meeting. Continued vigilance may be necessary to ensure that you remain within budget (please refer to the Speaker Reimbursement Guidelines). Speakers will make their own travel plans but chairs should ensure that reservations are made far enough in advance (~60 days prior to meeting date) to take advantage of cheaper fares and any reserved room blocks at ACT hotels.
11. Session chairpersons should request that the speakers submit draft slides no later than August 1. This will allow the session chairpersons and liaison to see if there is any overlap in the presentations. It is strongly encouraged (but optional) that final slides be sent to chairpersons and liaison by August 30. The chairperson is responsible for all slides and should come prepared to load them in the Speaker Ready Room.



AMERICAN COLLEGE OF TOXICOLOGY

Guidelines for Organizing and Presenting a Symposia/Workshop

Meeting Day

12. It is mandatory that chairpersons load all PowerPoint presentations in the Speaker Ready Room at least two hours prior to the start of their symposium. The chair should schedule a brief meeting with all speakers prior to the start of the session. The speaker ready room will also be available for preview and preparation of presentations (see *Annual Meeting Program* for days and times).
13. Ensure that the appropriate ACT introduction slide(s) is/are projected on the screen as the attendees arrive.
14. It is the chairperson's responsibility to strictly adhere to the session 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. If a speaker is unavoidably absent, the chair should declare a recess or invite questions from the earlier presentations. **Under no circumstances should the speaker sequence be changed.**
15. At the end of the symposium, the chair should thank the speakers, the financial supporters, and the audience for participation. Chairs should remind the attendees to fill out the survey that will be sent to them via email.

Post-Meeting

16. The survey responses will be collected and sent to the session chairs approximately one month after the meeting. It is at the discretion of the chair if they would like to provide the feedback to speakers.
17. All Speaker Expense Reimbursement Forms, if applicable, are due to ACT Headquarters no later than 30 days post-meeting. The Speaker Reimbursement Guidelines and the Speaker Expense Reimbursement Form must be utilized and can be referenced on the Annual Meeting website, <http://www.actox.org/am/am2019/presenterinfo.asp>.

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 or fax to 703.438.3113



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 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).
- **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 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.

American College of Toxicology

Expenses Reimbursement Request



Period Covered:
 From: _____ 20_____
 To: _____ 20_____

Travel Authorized By: _____

Name: _____

Organization: _____

Address: _____

City: _____

State: _____ Zip: _____

Email: _____

Tel: (_____) _____

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

Receipts are required for all expense requests.

| PURPOSE OF EXPENSE (Activity, Committee, Etc.) | ROUTE COVERED | | | MODE OF TRAVEL* |
|---|---------------|-------------------|-----------------|-----------------|
| | Date | Departure City | Arrival City | |
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| DATE | TRAVEL | LODGING | MEALS | | | MISCELLANEOUS | | | TOTALS |
|--------------|--------|---------|-------|-------|--------|---------------|------|-------|--------|
| | | | BREAK | LUNCH | DINNER | CAB | TIPS | OTHER | |
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| FOR ACCOUNTING USE ONLY | |
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| 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: _____

Name: _____

Organization: _____

Address: _____

City: _____

Prov/State: _____ Zip: _____

Email: _____

Tel: (_____) _____

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

Receipts are required for all expense requests.

| PURPOSE OF EXPENSE (Activity, Committee, Etc.) | ROUTE COVERED | | | MODE OF TRAVEL* |
|---|---------------|-------------------|-----------------|-----------------|
| | Date | Departure City | Arrival City | |
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| DATE | TRAVEL | LODGING | MEALS | | | MISCELLANEOUS | | | TOTALS |
|--------------|--------|---------|-------|-------|--------|---------------|------|-------|--------|
| | | | BREAK | LUNCH | DINNER | CAB | TIPS | OTHER | |
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| Total | | | | | | | | | |

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 |
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| FOR ACCOUNTING USE ONLY | | REIMBURSEMENT SUMMARY | |
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| 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.



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

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.

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