

# CONTINUING EDUCATION SPEAKER FAQ'S AMERICAN COLLEGE OF TOXICOLOGY'S ANNUAL MEETING

## Speaker to provide to chairperson and assigned committee liaison

## Deadline

Federal employees identified and preauthorization of reimbursement requests

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:  
bisakower@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.