



## Guidelines for Organizing and Presenting: Continuing Education Courses

### Guidelines for Chairpersons and Speakers:

This document provides a checklist of preparations and answers to frequent questions.

For additional questions contact [Jordan Ehler](#).

Due Date:	Expectations/Tasks:
February 10	Chairs must confirm presentation commitment to the Annual Meeting and provide the <b>FINAL CE course title</b> to be used in the promotional materials, website, and <i>Program</i> of the 2025 Annual Meeting in Phoenix, Arizona.
February 24	Chairs to provide feedback to their assigned CE Committee Liaison on how they intend to address each suggestion and requirement of their session proposal.
March 1	Chairs must upload their signed <a href="#">Chairperson Agreement Form</a> in the Cadmium Speaker Management system. <i>Link to the system will be provided to both chairs and speakers once available.</i>
March 31	The last date to submit a request for preauthorization of travel funding for NEW speakers to <a href="#">Jordan Ehler</a> . <b>No new speaker funding will be accepted after this date.</b>
March 31	Federal speakers confirmed and communicated to <a href="#">Jordan Ehler</a> who will request Federal speaker authorization for all invited speakers.
April 1	All <a href="#">ACT Speaker Licensing and Agreement Forms</a> and <a href="#">Supplemental Speaker Agreement Forms</a> are to be signed and uploaded in the Cadmium Speaker Management system.
April 15	<a href="#">Jordan Ballance Ehler</a> will request Federal speaker authorization. Chairs should not make formal requests for government speakers.
April–May	Chairs are <b>required</b> to hold at least one teleconference in April and May with all session speakers and the session liaison. These calls should provide a platform to map out the session details, coordinate presentations, and check in on progress. Speakers are encouraged to work on slides using the <a href="#">ACT Slide Template</a> , all slides must be formatted in 16:9 widescreen. Speakers are <b>required</b> to attend scheduled teleconferences, and provide any updates to abstract, contact information, employment, etc. to the chairs and assigned session liaison.  Chairs and speakers are <b>required</b> to review the <a href="#">speaker copyright form</a> and watch the <a href="#">copyright video presentation</a> .
May 1	Last date for speakers and chairs to guarantee a room in the ACT housing block(s). <i>The Housing Reservations link will be available through the ACT Annual Meeting website in March.</i>
May 1	<b>FINAL</b> session abstract, talk titles and descriptions, and speaker names/affiliations/contact information are due in the Speaker Management system for Annual Meeting promotion.
June 15	<b>Draft slides due by June 15 in the Speaker Management system. Chairs and Program Committee Liaisons</b> should review draft slides for <a href="#">slide template</a> /16:9 slide format and any possible <a href="#">copyright</a> issues. <i>Access to draft slide files will be provided by ACT HQ.</i>
July 10	Chairs and liaisons should have completed their review of all draft slides and provide feedback to speakers by July 3.
After July 10	Speakers are reviewing and considering all feedback provided from the Chairs and liaisons and making necessary revisions to their slides. Any and all copyright issues should be addressed and resolved. Slides should be finalized by August 15.
August 1	Last date for the second teleconference to be held to review draft slides and comments to ensure that the course flows well and that there is a limited overlap of material.



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August 1	Chairs and speakers who have been preauthorized for travel reimbursement are encouraged to begin making travel arrangements, if they haven't already. Expenses must follow the <a href="#">ACT Travel Reimbursement Policy guidelines</a> .
August 15	<b>FINAL slides from all speakers are due in the Speaker Management system.</b> Chairs should have previously resolved all outstanding issues before final slides are uploaded. <i>Final slides are required by August 15 to allow ACT staff time to perform a final review for any possible copyright issues and prepare the slides for the electronic course books for distribution to course registrants. This is an important deadline that cannot be adjusted.</i>
August 15	All Chairs and Speakers must let <a href="#">Jordan Ehler</a> know that they are either attending only the course they are presenting in or plan to register for the full Annual Meeting, using the Speaker Registration Form, at the discounted chair and speaker registration rate. <i>This form will be available in March.</i>
September 1	All travel arrangements requiring reimbursement should be completed.
November 16	Chairs and speakers should meet in the session room 30 minutes before the session starts to review the equipment in the room. The final PowerPoint slides will be preloaded in the session room. <b>Slides cannot be updated on-site.</b>
<b>December 19</b> (30 days post-Annual Meeting)	Final date for Expense Reimbursement Forms from pre-authorized speakers. Forms should be emailed to ACT Headquarters. <i>Processing could take 2–3 weeks.</i> <a href="#">US Expense Reimbursement Form</a> <a href="#">International Reimbursement Form</a>

### Pre-Meeting (Session Proposal Process)

1. **Find Speakers:** start early to identify quality scientists who are known to be good speakers. Select those who do not require travel reimbursement and/or are ACT members, if possible. More than one speaker from the same institution or company is discouraged.
2. **Course Format:** CE sessions are 90 minutes of introduction/presentations/interactive discussions, a 30-minute break, and 90 minutes of presentations/interactive discussion. ACT strives to have all breaks at the same time to help facilitate networking opportunities. The proposed abstract, sequence, and titles of the course should be provided to confirmed speakers. The number of speakers can vary, with 3 to 5 suggested, this number can be less if the course format consists of mostly interactive discussion. Make sure time is allotted for questions after each speaker (preferred) or a panel discussion at the end of the session.
3. **Session Proposal:** The chair and speaker information, course abstract, and speaker abstracts must be entered into the session proposal system by **December 15**, the year before the November Annual Meeting. Initial acceptance of a proposal occurs in late January/early February. By **February 10**, chairs must commit to their proposal and provide a final title to [Jordan Ehler](#). Chairs must address suggestions or required changes by **February 24**.
4. **Contact Information Permission:** The chairs 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 must be notified.
5. **License Agreement:** By **April 1** [Jordan Ehler](#) must receive a signed [Speaker Licensing Form](#) and [Supplemental Speaker Agreement Form](#) for each speaker. Final session descriptions are also due through the Speaker Management system. This will ensure accurate Program publication online and will be used for other marketing material. It is imperative that the chairperson keeps ACT Headquarters informed of speaker changes or course updates.



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6. **Travel Budget:** Chairs should formulate a travel budget for speakers. The course chairs should make no financial commitments to a speaker. ACT does not pay honorariums.
7. **Travel Policy:** All invited speakers are encouraged to pay their travel expenses. If not possible, indicate in the online session proposal system or request through ACT Headquarters ([Jordan Ehler](#)) by **March 31**. The [expense guidelines](#) contain detailed policy information for invited speakers concerning registration and travel reimbursement. ACT does not make travel, hotel, or other transportation arrangements for speakers. Speakers and chairs who are part of an ACT/Sister Society (e.g., STP, SPS) CE exchange should refer to the MOU for reimbursement guidelines.
8. **Session Support:** Chairs are encouraged to solicit support to help defray speaker travel costs, AV, and other meeting costs. 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 will be available on the Annual Meeting website in March. Additional questions may be directed to [ACT Headquarters](#). The deadline for Support Forms that require ACT to submit a grant application is **April 1**. Forms that do not require grant applications must be submitted by **June 1**. Session support is on a first-come, first-served basis.
9. **Federal Travel Preauthorization: March 31** is the last date for travel preauthorization for federal employees. ACT does not make travel, hotel, or other transportation arrangements for speakers. *Please note that there are a **limited number** of government-rated rooms in the ACT hotel block and are assigned on a first-come, first-serve basis. A Government Housing Form will be available on the Housing Page of the Annual Meeting website.*
10. **Federal Employees:** ACT Headquarters office will prepare the necessary speaker request letters in accordance with agency requirements. ACT will send a single request to the US FDA, EPA, NIH, etc. for all Annual Meeting speakers. Chairs should not send individual requests. Chairs, please ensure [Jordan Ehler](#) has your federal employee speaker on the request list. Provide full department and agency information (e.g., CDER, CBER), so the request can be sent to the proper agency by **April 15**. If the federal employee requires any special arrangement (e.g., a travel agency for flight booking, a form completed, etc.) this should be brought to ACT HQ's attention immediately. **March 31** is the last date for travel preauthorization for federal employees.
11. **Chair and Speaker Registration:** All speakers and chairs will receive a complimentary one-day registration (for the day of the presentation) for a face-to-face 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 attendance at special events, the speaker must complete the Speaker Registration Form with payment. The completed form with payment should be submitted to [ACT HQ](#). The cost of meeting registration is discounted for speakers and chairs. *Please note that the registration and reimbursement policies for courses provided by a Sister Society will follow the MOU.*
12. **Hotel Arrangements:** Chairs and speakers must make their hotel arrangements in the ACT hotel block no later than **May 1**. Chairs are encouraged to work with their speakers to ensure the **May 1** reservation deadline is met. 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 the meeting date) to take advantage of cheaper fares and any reserved room blocks at ACT hotels.
13. **Slide Format:** All speakers **must** use Microsoft PowerPoint 2016 or later version in 16:9 widescreen format. The use of the [ACT slide template](#) is **required** for CE courses. An exception can be requested by federal employees. Company logos are allowed on the first slide only. All



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video files must be embedded within the presentation and attached as separate files. There is no guarantee that the Internet will be provided in the session room.

14. **Copyright:** ACT has a strict copyright policy. Chairs and speakers are **required** to watch the [copyright video](#) and review the [Speaker Copyright Resources packet](#) before creating and reviewing slides. Limited funding to obtain copyright permissions for slide images will be made available per session upon request from the session chair. Session chair(s) need to provide a summary of requested fees to the Program Committee or Education Committee for preapproval of copyright permission expenses.
  - a. **A quick guide to avoid copyright infringement**—if the presenter did not create the graphic, permission must be obtained by the owner of the graphic. Changing the image in any way requires permission from the owner of the graphic as well; however, redrawing the figure/graphic does not violate copyright.
15. **Teleconferences:** Course chairs are urged to host two teleconferences to coordinate presentation content and to minimize the redundancy of material among speakers. The first call should be held in **April or May**. On this call, speakers should outline their presentations to avoid redundancies/gaps. The second call is discussed below.
16. **Draft Slides/Second Call:** No later than **June 15** should speakers upload their draft slides into the Speaker Management system. This will allow the chairpersons and Education Committee liaisons to see if there is any overlap in the presentations and review all presentations for copyright issues by **July 3**. Chairs should provide feedback back to speakers by July 3 to allow time for revisions. Based on this timing, the second call should take place between **July 10 and August 1**. On this call, slides and comments should be reviewed to ensure that the course flows well. It is suggested to prepare the *International Journal of Toxicology* manuscript articles at the time of finalizing slides. For more information see **Publication** below.
17. **Travel Arrangements:** Unless instructed by ACT Headquarters, travel arrangements, other than the hotel, should not be made before August 1 or they may not be reimbursed by ACT. Chairs should ensure that speakers make these arrangements far in advance (~60 days before the meeting date) to obtain cheaper fares and stay within established budget limits (please refer to the [Speaker Reimbursement Guidelines](#)) so that full expenses will be reimbursed by the College.
18. **Final Slides:** Uploaded into the Speaker Management system no later than **August 15**. All speaker's presentations should be appropriately formatted, spell-checked, and checked for legibility, accuracy, and [copyright](#). Slides should be finalized with the [ACT Annual Meeting slide template](#). After this date, no changes can be made to the slides.
19. **Prior to Meeting:** During the intervening weeks before the Annual Meeting, Chairs should maintain contact with invited speakers to ensure the continuity of the program and verify their actual travel plans.
20. **Meeting:** The chair(s) should schedule a brief meeting with all speakers prior to the start of the session. The speaker-ready room will also be available for the preview of presentations (see Annual Meeting Program for days and times).

### Meeting Day

1. **Preparatory Meeting:** The chairs should schedule a brief meeting (at least one hour before the start of the course or the day prior) with all invited speakers. The ACT office will load all CE 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 (**CANNOT change the slides after the August 15 deadline**). Should the course room not be occupied, the chairs and speakers may use the session room for practice.



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- Equipment:** ACT will ensure the appropriate equipment is provided in the course room for a face-to-face meeting (standard items include: a projector, an aisle microphone, a courtesy monitor, a laser pointer, a lavalier, and a timer). The presenter's view **will not** be available at the podium, please inform speakers to bring presentation notes. A designated tech will be assigned to each room.
- Intro Slides:** Chairs should ensure that the appropriate ACT introduction slide(s)/ACT Housekeeping slides are projected on the screen as the attendees arrive and during the break.
- Session Timing:** It is the chairperson's responsibility to strictly adhere to the course schedule and speaker sequence. Speakers should be 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.**
- Course End:** The chairs should thank the speakers, the financial supporters, and the audience for participation. The 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 course book, containing handouts of each speaker presentation, is available to them on the Annual Meeting Materials webpage.

### Post-Meeting

- Travel Reimbursement:** All speakers who were preapproved for reimbursement **must** submit their expense form and receipts to [Jordan Ehler](#) no later than **30 days post-meeting**. The [Expense Guidelines](#) and the [ACT US Expense Form](#) or the [ACT International Expense Form](#) should be utilized. **December 19, 2025** is the **final date** for the Expense Reimbursement Form return from speakers. 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.
- Publication:** 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 prepare 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 consider drafting a manuscript for submission to *IJT* and to provide this write-up before 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)).