



## AMERICAN COLLEGE OF TOXICOLOGY

### Guidelines for Organizing and Presenting Symposia, Mini-Symposia, and Workshop

#### Chairperson/Speaker Timeline

Due Date:	
February 16	Chairs must confirm commitment to the 43rd Annual Meeting and provide the <b>FINAL session title</b> to be used in the promotional materials, website, and <i>Program</i> of the 2022 meeting.
February 21	Chairs to provide feedback to their session liaison on how they intend to address each suggestion and requirement
March 31	All <a href="#">ACT Speaker Licensing and Agreement Form</a> and <a href="#">Supplemental Speaker Agreement Form</a> to be provided to <a href="#">Becca Isakower</a>
April 2	Federal speakers confirmed and communicated to <a href="#">Becca Isakower</a> will request Federal speaker authorization. Last date to request preauthorization of speaker travel from <a href="#">Becca Isakower</a> . Speakers should be encouraged to submit a manuscript to the <a href="#">International Journal of Toxicology</a>
April 15	<a href="#">Becca Isakower</a> will request Federal speaker authorization.
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, check in on progress, and provide speakers with the link to the <a href="#">ACT Slide Template</a> . Chairs and speakers are <b>required</b> to watch the <a href="#">copyright video presentation</a> .
May 1	Last date for speakers and chairs to get guaranteed room with <a href="#">ACT housing block(s)</a> .
May–June	Chairs are <b>required</b> to hold a teleconference leading up to the submission of draft slides ( <b>due August 1st</b> ) in order to address any issues/questions that arise. Speakers are encouraged to work on slides using the <a href="#">slide template</a> , all slides must be formatted in 16:9 widescreen. Speakers are <b>required</b> to attend scheduled teleconferences, provide any updates to abstract, contact information, employment, etc. to the chairs and assigned session liaison.
June 8	<b>All final session abstracts, talk titles, speaker names/affiliations, and speaker contact information</b> must be provided to <a href="#">Becca Isakower</a> for Annual Meeting publicity.
August 1	Draft slides due to the session chairs and session liaison for review. Chairs and liaisons should review draft slides for <a href="#">slide template</a> /16:9 slide format and any possible <a href="#">copyright</a> issues. First day for chairs and speakers who have been preauthorized for travel reimbursement to make travel arrangements. Travel arrangements made before August 1 may not be reimbursed.
August 15	All Chairs and Speakers must <a href="#">register for the Annual Meeting</a> or let <a href="#">Becca Isakower</a> know you will only be attending the day you are presenting
August 30	Final slides (in PowerPoint) due to chairs and liaison for review. Chairs should review the slides for content and any possible <a href="#">copyright</a> issues. All images and graphs must include a citation and permission to use the images and or graphs must be obtained.
September 12	Final PowerPoint slides due to <a href="#">Becca Isakower</a> . <i>Final slides are required on September 12 to allow ACT staff time to perform a final review for any possible copyright issues. Once ACT staff has finalized your slides, no changes can be made.</i>
September 17	All travel arrangements requiring reimbursement should be completed.



## AMERICAN COLLEGE OF TOXICOLOGY

### Guidelines for Organizing and Presenting Symposia, Mini-Symposia, and Workshop

September 30	All speakers receive a registration confirmation email (for the day they are speaking). Please contact <a href="#">ACT Headquarters</a> if you would like to modify, or add events to, your registration.
November 14–17	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. Slides cannot be updated onsite. IJT manuscripts sent in/finalized (if applicable).
December 21	Final date for Expense Reimbursement Forms from pre-authorized speakers. Forms should be emailed or mailed to ACT HQ. Reimbursements will be issued within 30 days of receipt. <a href="#">US Expense Reimbursement Form</a> <a href="#">International Reimbursement Form</a>

#### Questions and Submission of Forms:

Please direct any questions about policies, forms, and requests for travel authorization to [Becca Isakower](#) at ACT Headquarters. Forms and documents for chairs and presenters can also be found on the Annual Meeting website under Scientific Program/Speaker Information, which will be available in March.

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#### Additional Information

##### [ACT Annual Meeting Slide Template:](#)

The Annual Meeting [slide template](#) is **encouraged** for all speakers with the exception of government agencies. Company logos are allowed on the first slide only.

**All presentations must be in 16:9 widescreen format using Microsoft PowerPoint 2016 or later.**

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##### [ACT Licensing and Agreement Form](#) and [Supplemental Speaker Agreement Form:](#)

The ACT [Licensing and Agreement Form](#) (required for **ALL chairs and speakers**) and [Supplemental Speaker Agreement Form](#) are required for **ALL speakers. Due March 31.**

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##### [Speaker Reimbursement Guidelines:](#)

A guideline document is available that contains detailed policy information for invited speakers concerning registration and travel reimbursement.

[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 (outlined in the [Speaker Reimbursement Guideline](#)) no later than **April 2.**

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## AMERICAN COLLEGE OF TOXICOLOGY

Guidelines for Organizing and Presenting  
Symposia, Mini-Symposia, and Workshop

### **Expense Reimbursement Forms ([US](#) and [International](#)):**

This form is to be used for authorized invited speakers. The [US Expense Reimbursement form](#) and [International Expense Reimbursement form](#) will be posted on the on the ACT Annual Meeting website under presenter information in March.

**December 21<sup>st</sup> is the final date for Expense Reimbursement Form** return from speakers. Forms should be emailed or mailed to [Becca Isakower](#). Reimbursements will be issued within 30 days of receipt.

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### **Federal Employee Speakers:**

For speakers who are Federal employees, ACT Headquarters office will prepare the necessary speaker requests letters in accordance with agency requirements. ACT will be sending a single request to the FDA, EPA, NIH, etc. for all Annual Meeting speakers, so **do not** send individual requests. Please ensure [Becca Isakower](#) 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:**

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 send 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 [ACT HQ](#).

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

All invited speakers and chairs must make their own [hotel arrangements](#) **no later than May 1st**. Please plan on making your housing reservation as soon as you are able, rooms in the [ACT HQ hotel](#) can go quickly and there is a limited number of government-rated rooms. Information about housing will be posted on the [ACT Annual Meeting website](#).

**Travel arrangements should not be made before August 1** unless instructed otherwise by [Becca Isakower](#). Please note that travel arrangements made by those preapproved for travel reimbursement prior to August 1 may not be reimbursed by ACT. Those preapproved for travel reimbursement must follow the [Reimbursement Guidelines](#) in order to have the full expenses be reimbursed by the College.

**By September 30th**, 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.

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## AMERICAN COLLEGE OF TOXICOLOGY

Guidelines for Organizing and Presenting  
Symposia, Mini-Symposia, and Workshop

### 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 these 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 are available on the [Annual Meeting website](#). Additional questions may be directed to [Liz Kasabian](#) at 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** in order to fulfill all recognition benefits.

*Please note that session support is on a first come, first-served basis.*

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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 consider drafting a manuscript for submission to IJT and 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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### Pre-Meeting

1. Session planning should begin early (eighteen [18] months or more before the meeting) and identify quality scientists who are known to be good 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.
2. In planning, consider the session format. The format for symposia and workshops is 75 minutes of introduction/presentations, a 30-minute break, and 75 minutes of presentations/discussion. ACT strives to have all of the breaks at the same to help facilitate networking opportunities.

The format for mini-symposia is 75 minutes of introduction/presentations/discussion.

3. The chair(s) should organize the sequence of the session, provide each confirmed speaker with an outline of the course in advance and obtain presentation titles from speakers. The number of speakers can vary depending on the topic and the length of the speakers' presentations (approximately 25–45 minutes/typically four speakers). Establish and inform speakers of their time allotments and make sure time is allotted for questions after each speaker (preferred) or a panel discussion at the end of the session.



## AMERICAN COLLEGE OF TOXICOLOGY

### Guidelines for Organizing and Presenting Symposia, Mini-Symposia, and Workshop

5. The chair and speaker information, session abstract and speaker abstracts must be entered into the session proposal system by **December 31<sup>st</sup>**, the year prior to the November Annual Meeting. Initial acceptance of proposal occurs in late January/early February. By **February 16<sup>th</sup>**, chairs must commit to their proposal and provide a final title to [Becca Isakower](#). Chairs must address suggestions or required changes by **February 21<sup>st</sup>**, with final acceptance of proposals occurring before the end of February and all communications sent to the chair from ACT Headquarters is communicated in a timely manner to the speakers.
6. 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.
7. By **March 31** the chairs needs to provide [Becca Isakower](#) with a signed [ACT Speaker Licensing and Agreement Forms](#) and [Supplemental Speaker Agreement Form](#) for each speaker and submit the final course description and speaker abstracts to [Becca Isakower](#). This will ensure accurate Program publication online and will be used for other marketing material. It is imperative the chairs keep ACT Headquarters, informed of speaker changes or course updates.
8. Chairs should formulate a travel budget for speakers and solicit support. All invited speakers are encouraged to pay his/her own travel expenses. Should a speaker not be able to have travel covered, a request should be identified in the online session proposal system when it is submitted or should be requested through ACT Headquarters ([Becca Isakower](#)) by **April 2**. ACT does not make travel, hotel, or other transportation arrangements for speakers.

The session chair should make no financial commitments to a speaker. ACT does not pay honorariums.

9. For speakers who are federal employees, ACT Headquarters office will prepare the necessary speaker requests letters in accordance with agency requirements. ACT will send a single request to the FDA, EPA, NIH, etc. for all Annual Meeting speakers, so do not send individual requests. Please ensure [Becca Isakower](#) 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 by **April 15**. 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. **April 2<sup>nd</sup>** is the last date for travel preauthorization for federal employees.
10. 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](#).



## AMERICAN COLLEGE OF TOXICOLOGY

### Guidelines for Organizing and Presenting Symposia, Mini-Symposia, and Workshop

11. All speakers **must** use Microsoft PowerPoint 2016 in 16:9 widescreen format for their presentations. The use of the [ACT slide template](#) is **encouraged**, with the exception for federal employees. Company logos are allowed on the first slide only. 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.
12. Chairs and speakers are **required** to watch the [copyright video](#) and review the [Speaker Copyright Resources packet](#) and use them as references when creating and reviewing slides.
13. Session chairs are **required** to host two teleconferences to coordinate presentation content and to minimize 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.
14. Chairs and speakers should 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 meeting date) to take advantage of cheaper fares and any reserved room blocks at ACT hotels.

*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. Please complete the [Government Housing Form](#) as soon as possible.*

15. The Program Committee liaison will need a finalized session description as well as speaker abstracts no later than **June 8** to ensure accurate publication online and in other marketing materials. It is the responsibility of chairs to keep speaker contact detail, abstract detail, and pertinent information up to date.
16. Session chairs should request that the speakers submit **draft slides** no later than **August 1**. This will allow the session chairs and liaison to see if there is any overlap in the presentations. **Final slides** must be sent to the chairs and liaison no later than **August 30**.
17. 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 **September 12** to [Becca Isakower](#). 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.
18. During the intervening weeks before the Annual Meeting, chairs should maintain contact with their invited speakers to ensure the continuity of the program, and their actual travel plans to the meeting.



## AMERICAN COLLEGE OF TOXICOLOGY

### Guidelines for Organizing and Presenting Symposia, Mini-Symposia, and Workshop

#### Meeting Day

1. The chairs and speakers should meet in the session room 30 minutes before the session starts for a brief meeting and to review the audio-visual equipment in the room.
2. 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). 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.
3. The chairs should ensure that the appropriate ACT introduction slide(s) is/are projected on the screen as the attendees arrive.
4. It is the chairs responsibility to strictly adhere to the session time schedule and speaker sequence. Speakers should be well aware of their time allocations, and it is the chairs 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.**
5. At the end of the symposium/workshop, 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

1. 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.
2. All speakers who were preapproved for reimbursement **must** submit their expense form and receipts to [Becca Isakower](#) 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.



## AMERICAN COLLEGE OF TOXICOLOGY

Guidelines for Organizing and Presenting  
Symposia, Mini-Symposia, and Workshop

### Virtual or Hybrid Meeting Planning–Additional Guidelines

In the event the ACT Annual Meeting is not able to be held in a completely face-to-face format, some additional guidelines are provided below.

1. Chairs should confirm that the speakers of their session are willing and able to present in a virtual platform in case an in-person meeting is not a viable option. They should be willing to have their slides, voice, and image (video or photo) presented in an online format.
2. Having the right equipment is key to a successful virtual presentation. Chairs should confirm that their speakers have a camera (either built into their computer or external) and headphones. Please note that computer audio does not work well for a virtual presentation.
3. If there are any updates needed to a slide deck after they have been finalized, the speaker should work with [Becca Isakower](#). Once the session has been presented or recorded, no changes can be made.
4. If your session will be prerecorded, the talks will be recorded straight through with no edits, much like an in-person meeting. You should plan to be in the same location, using the same equipment, wearing the same outfit for the recording and the live day Q&A.
5. At the start of the session recording the session chair(s) should introduce the session, thank any sponsors, and introduce the speakers at the beginning of the session.
6. It is the chairs responsibility to strictly adhere to the session time schedule and speaker sequence. Speakers should be well aware of their time allocations, and it is the chairs responsibility to ensure timing and punctuality. Keeping to the published time ensures that there will be time for Q&A at the end of the session. Under no circumstances should the speaker sequence be changed.

### Virtual Meeting Day

1. Speakers and Chairs should join the session via the presenter link 30 minutes before the start of the session. During this time there will be a check of each person's audio, video, and internet connection.
2. Attendees will ask their questions using a Q&A box within the virtual platform. Answering these questions in the chat during the presentation can be distracting and may take away from the presentation. The chairs will serve as moderators and will verbally ask the questions during the designated Q&A time and speakers will verbally address the questions asked.
3. The session will end promptly at the designated session end time. The schedule does not allow for sessions to run over their allotted time.