

American College of Toxicology
Chairperson Agreement Form
46th Annual Meeting—November 16–19, 2025
JW Marriott Desert Ridge, Phoenix, Arizona

Chairpersons are responsible for the overall planning and successful execution of their sessions. Submission of your session indicates you agree to the statements on this form. A signed copy of this form must be uploaded into the Speaker Management System upon session proposal acceptance.

As an ACT Annual Meeting Session Chairperson, I understand and agree with the following:

- to comply with the [ACT Code of Conduct](#)
- to work with my co-chair, session liaison, and speakers to ensure that ALL deadlines are met as outlined in the Chair/Speaker Information Packets for [Continuing Education Courses](#) or [Symposium and Workshop Sessions](#) (2025 Guidelines will be provided ASAP).
- to ensure that all proposed speakers submit the [ACT Speaker Licensing and Agreement Form](#) and [Supplemental Speaker Agreement Form](#)
- to review the [Speaker Copyright Resources](#) information with all speakers
- to comply with the set break times as outlined in the format section of the session proposal system
- to regularly update and include your session liaison in all correspondence about your session
- to hold calls with your co-chair, session liaisons, and speakers throughout the planning process:
 - to provide a place and time to discuss the goals of the session and the information each speaker will present
 - to review the timing of each talk and how Q&A will be handled (e.g., after each talk, at the end of the session, or both)
 - to review the draft slides for content, ensuring a minimal overlap of material
 - to review the draft slides for copyright concerns and discuss how best to resolve them
 - to request that each speaker provide three questions to help facilitate Q&A
- to inform [Jordan Ehler](#) and your session liaison as soon as a change has been made including:
 - session description
 - chairperson and/or speaker affiliation
 - change in chairperson or speaker—even if the replacement has not yet been identified
 - talk title
 - talk description
 - session timing
- to attend your session in person and:
 - to schedule a brief in-person meeting before your session with all invited speakers
 - to ensure that the appropriate ACT introduction slide(s)/ACT Housekeeping slides are projected on the screen as the attendees arrive and during the break
 - to ensure that the course schedule and speaker sequence are strictly adhered to
 - to thank the speakers, the financial supporters, and the audience for participation at the end of the session
 - to remind the attendees to fill out the survey, sent to each participant via email

Symposium Session/CE Course Title: _____

Signature

Printed Name

Date

PLEASE UPLOAD YOUR SIGNED FORM IN THE SPEAKER MANAGEMENT SYSTEM BY MARCH 1.



**American College
of Toxicology**

Updated June 15, 2024
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