



# American College of Toxicology

## Annual Meeting Supplemental Speaker Agreement Form

This form is a supplement to the [ACT Speaker Licensing Agreement Form](#). Speakers are asked to adhere to all of the deadlines outlined and to use the provided ACT slide template. Please complete and return this form to [ACT Headquarters](#).

Name of Program (as to be listed, publicly): \_\_\_\_\_

Date of Program: \_\_\_\_\_ Time of Program: \_\_\_\_\_

Draft Slide Due Date: \_\_\_\_\_ Final Slide Due Date: \_\_\_\_\_

Contact Phone Number (if needed, should an urgent need arise): \_\_\_\_\_

### ACT Speaker Code of Conduct

As a speaker, I understand and agree to the following:

- to comply with the [ACT Code of Conduct](#)
- that I am responsible for obtaining permission to use trademarks and copyrighted materials in my presentation as outlined in the [Speaker Copyright Resources](#) documentation
- that I am solely responsible for fees associated with copyright permissions
- that my presentation represents my own work and is accurate
- that my presentation does not contain marketing of services
- that my presentation does not defame or make disparaging remarks about ACT or any other individual, company, or entity
- to make all edits (or provide a rationale for not making the revision) to my slides, as suggested by the ACT representatives overseeing the program
- to consult [ACT Guidelines for Slide Presentation](#)
- to dress professionally, when presenting, to a live audience
- to silence my cell phone (and other alert notifications) in order to present in an environment without background noise
- to find an appropriate replacement speaker if I must cancel this ACT speaking commitment
- that ACT, at any time, may need to cancel or reschedule this program
- that ACT will not provide any financial compensation for speaking
- that if reimbursement for my travel has been preapproved by ACT, the [ACT Speaker Reimbursement Policy](#) is applicable, and I must submit the appropriate Expense Reimbursement Form ([US Residents](#) / [Non-US Residents](#)) within 30 days of the event
- that if travel is involved, I am responsible for making my own lodging and travel arrangements

Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_