

2011 SOT Annual Meeting

Invited Speaker Abstract Submission Instructions: A Guide

Thank you for your participation in the 50th SOT Annual Meeting. This guide was developed to assist you in entering your invited speaker abstract submission online. The URL to access the invited speaker abstract submission site is – <http://sot2011.abstractcentral.com>.

To ensure that you receive all emails sent to you from the AbstractCentral Technical support team regarding your submission, please set your SPAM filter to accept email from ts.acsupport@thomson.com.

We look forward to welcoming you to Washington, DC March 6-10, 2011. All Annual Meeting sessions will take place at the Walter E. Washington Convention Center.



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Tips and Reference Information

<p>Dates:</p>	<ul style="list-style-type: none"> • July 2nd through August 14th • August 15th through October 3rd – submission module opens for poster and platform abstract submission • Early October – session organizers notified of acceptance decision by Scientific Program Committee liaison.
<p>URL to access the submission site</p>	<p>http://sot2011.abstractcentral.com</p>
<p>Role Access Code to submit an abstract (see page #5)</p>	<p>sot11wdc</p>
<p>Access to original proposal (see page #3)</p>	<p>Instructions for chairpersons to access the original proposal to submit expanded overview and presenter abstracts for final review</p>
<p>165-Minute Sessions</p>	<ul style="list-style-type: none"> • Session overview entry required • Each presenter must enter an expanded abstract in support of the overview abstract • Each individual speaker abstract must be entered online by August 14th
<p>80-Minute Sessions</p>	<ul style="list-style-type: none"> • Session overview abstract entered online • Presenters in 80-minute sessions will not enter individual abstracts. • Session chairpersons will be provide SOT HQ with presenter talk titles by August 9th

Chairperson Access - Original Proposal Submission

The screenshot shows a web browser window titled "Abstract Central - Submission Instructions - Windows Internet Explorer". The address bar shows "http://sot2011.abstractcentral.com/abstract". The page features a banner for the "SOT Annual Meeting 2011" in Washington, D.C., from March 6-10, 2011, at the Walter E. Washington Convention Center. A navigation menu includes "Instructions", "View Submissions", and "View Session(s)". A "Proposal Submission" role is highlighted, with a red message stating "Proposal Submission is now Closed." A callout box explains that users can access original proposals by clicking on "View Submissions" and that overview abstracts must be resubmitted as individual invited speaker submissions.

For access to your original proposal, please click on the **Proposal Submission** role. Although the formal role is closed, by clicking on the **View Submissions** you now have access to the original submission. You may copy and paste the information into a Word document for the appropriate edits.

The overview abstract must be **resubmitted** as an individual invited speaker submission.

Access to the Original Proposal Submission

- ❖ Session organizers, generally the chairperson, will have access the proposal submission in order to download this information for modifications. You are encouraged to provide your presenters with the brief presentation overviews to allow them to expand these abstracts for submission.
 - ❖ **NOTE:** The overview abstract **must be resubmitted** online as an invited speaker submission for **ALL** tentatively accepted sessions.
- ❖ All speakers in 165-minute sessions (Symposia, Workshop, or as designated session types) must submit individual abstracts for review.
- ❖ Speakers in 80-minute sessions are not required to enter individual abstracts. Session organizers/chairpersons will provide SOT HQ with presentation titles for all speakers in these sessions by August 9th.

By providing you with access to the original proposal, it is expected that you will use the information as a guide to submit the final abstract(s) for your session. Please note the importance of revising the abstracts, that, if accepted will become permanent archived records of the Annual Meeting proceedings material. It is paramount that the overview abstracts in particular, not include phrases such as "This symposium will address.... Or "The first speaker will discuss".... The intent of the overview abstract should state the objectives of the session while the individual abstracts, if required, will provide adequate detail for the topic to be discussed.

Creating/Modifying an Account

Step #1 (new users) Creating an Account – click on the Create an Account link and enter the requested information.

Returning users (proposal submitters/session organizer) – please enter your login and password, click on **Modify Your Account** and verify that your contact information is accurate then proceed to step #4 Role Request – enter the role access code **sot11wdc** (see next page).

All submitters will enter the role access code (**sot11wdc**) to enter an invited speaker submission.

New users to the AbstractCentral invited speaker abstract submission site will need to create an account. You should use a login and password that you will remember easily.

IMPORTANT NOTE: If you were a reviewer for an SOT Specialty Section, Special Interest Group, or Committee, please do not log into the site using the login credentials provided to you by SOT HQ.

Returning users, or proposal organizers/submitters, please enter the site using the same login that you used to submit the original proposal. Once you have logged in you must update your account and proceed to **Step #4 Role Request** to request the role of **Invited Speaker Submission**. Please be sure to enter the role access code **sot11wdc**. Failure to enter this code in the appropriate box (see next page) will result in the system prompting you for payment when you attempt to submit your abstract.

- **Symposia and Workshop Sessions (165-minute session)** - each presenter will enter an invited speaker abstract. Session chairpersons may enter the invited talks for each of their confirmed speakers.
- **Roundtables, Historical Highlights, and Informational and Education-Career Development Sessions** – the session chairperson will enter only the session overview abstract online. Individual talk titles for each presenter will be submitted to SOT HQ by August 9th for entry into the site administratively by headquarters staff.

Role Request – Invited Speaker

Role Request

THERE IS ONLY ONE ROLE AVAILABLE AT THIS TIME AND THAT IS PROPOSAL SUBMISSION.

- You must check the Request box next to the role(s) that you would like to be granted.
- You will be able to submit an abstract by clicking on the "Submission" tab once you have clicked the next button and then log in to the site.
- If you cannot gain access, but believe that you should have access, please contact the Society Administrator. Some roles may require a role access code or Administrative approval before the role is granted.

What role are you requesting?

* Request	Role	Admin Approval Required?	Role Access Code	Status	Approval Date	Requests
<input type="checkbox"/>	Proposal Submission	No		Active	-	0
<input checked="" type="checkbox"/>	Invited Speaker Submission	Yes	•••••••	Active	06-30-10	1
<input type="checkbox"/>	Abstract Submission	No		Active	-	0

Enter the role request code here – **sot11wdc.**

Step #4 – Role Access Code – ALL submitters must enter the role access code of **sot11wdc**. This code is necessary so that you are **not** prompted for payment for your invited speaker abstract submission.

New users will have the following message displayed - Your account has been created. You may now log in to Abstract Central.

Returning users will have a message displayed that their accounts have been updated. Please note that there are no other roles available to you during the Invited Speaker Submission phase. All other roles require administrative (SOT HQ) approval and access will not be granted. Please only select the role of **Invited Speaker Submission**; the role Abstract Submission is not available and applies to poster and platform abstract submissions.

Entering Your Invited Speaker Presentation

The screenshot shows a web browser window with the URL <http://sot2011.abstractcentral.com/abstract>. The page features a banner for the "SOT Annual Meeting 2011" in Washington, D.C., from March 6-10, 2011, at the Walter E. Washington Convention Center. Below the banner, there are two tabs: "Welcome" and "Submission". The "Submission" tab is active. The main content area is titled "Multiple Role Selection" and contains the following text: "Please select the Proposal Submission Role; it is the only role available to you at this time. The deadline to submit a proposal for consideration to be included in the 2011 Annual Meeting is April 30, 2010. Individual requests for Specialty Section Review will not be granted. SOT HQ has created review accounts for these groups and will provide this information appropriately." Below this text are three radio buttons: "Proposal Submission", "Invited Speaker Submission" (which is selected and circled in red), and "Abstract Submission". A "Go" button is located below the radio buttons. A callout box on the right side of the page contains the following text: "Begin by clicking on the **Submission** tab at the top of the page. From the Submission tab, please click on the **Invited Speaker Submission** button to begin your submission. **NOTE:** For returning users, any tabs listed in addition to Welcome and Submission (Proposal Review, etc.) will not be active." The footer of the page includes the text "ScholarOne Abstracts® (patent #7,257,787 and #7,263,655) © ScholarOne. ScholarOne Abstracts and ScholarOne are registered trademarks. Terms and Conditions of Use".

Entering Your Abstract – For most, there will be **two tabs** available to you (**see note above**) – one is the Welcome tab, the other is the Submission tab (account model is an administrative account). Click on the **Submission** tab to begin entering your Invited Speaker Submission.

The Welcome page displays important information and dates for submissions. At any time, you may modify your account to update your contact information.

The regular Abstract Submission site for platform and poster presentations will not open until **August 15th**. To submit an abstract for these presentation types you must wait until the site officially opens. SOT cannot process abstracts for regular submissions before this date.

IMPORTANT NOTE: If you intend to submit an abstract for a poster or platform presentation, you may not list yourself as the first/presenting author on an abstract of this type. You **must** identify another person who will present your work.

Instruction Interface Page

http://sot2011.abstractcentral.com/abstract

Get Help Now

SOT Annual Meeting 2011

Washington, D.C.
March 6-10, 2011 - Walter E. Washington Convention Center

Welcome Submission Review / Decision

Invited Speaker Submission

Instructions to Authors

Please read and follow all instructions on each page as you proceed through the system.

- **SUBMISSION DEADLINE:**
 - Invited Speaker Submission - August 15, 2009 11:59 PM EST
- **BEGIN A NEW ABSTRACT:** To begin a new abstract choose "Create a New Abstract" on the sidebar. To view abstracts that are in progress or submitted choose "View Abstracts".

GETTING THROUGH THE SYSTEM: It is recommended that you proceed through the system in a step-by-step fashion, carefully completing each page. You can navigate this system either by clicking the "Next" and "Back" buttons at the bottom of each page or by clicking the "Step #" link on the left sidebar on each page. To save your entries, you must click the "Next" button at the bottom of the page or a different "Step #" link on the left sidebar. In addition, if you do not save your entries, your submissions will not be displayed, and the "Character Counter" will not correctly record the number of characters used, until after you go to the next page.

TIME-OUT: This system has a 45-minute time-out feature. After 45 minutes of inactivity, the system will automatically log you out. If this happens, your entries up to that point WILL BE SAVED and you will be returned to the place where you left off when you log back in. If you get a "Page Cannot Be Displayed" error, you have probably been logged out.

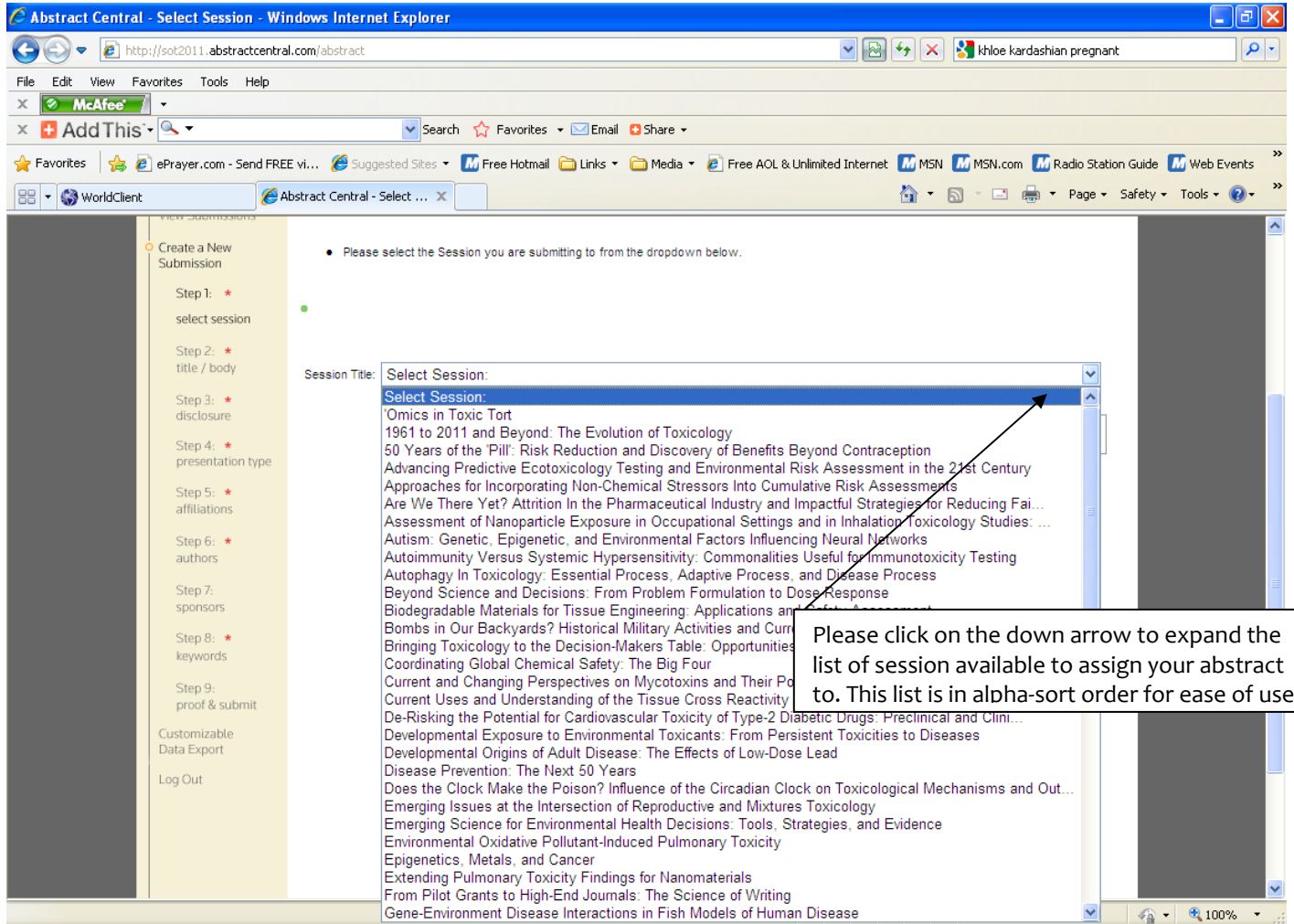
- **REQUIRED FIELDS:** Required elements of this system are designated by an asterisk (*) either in the left sidebar or next to an individual data entry field. If you fail to complete or make an error when entering required data, an "Error Page" containing a list of incomplete or erroneous items will be displayed. To return to the abstract submission page, you will have to re-enter the abstract submission information before your submission will be saved.

Done Internet | Protected Mode: On 100%

Instruction Interface Page – please review the instructions listed on this page. Please note that after 45 minutes of inactivity while you are logged into the site, your session will time out. Your data will have been saved up to the point where you stopped.

Character Limit - There is a limit of 2,300 characters for the text of your abstract submission. This includes title, authors, institutions, references, the abstract body as well as all spaces.

Assigning Your Abstract to the Appropriate Session



The screenshot shows a web browser window titled "Abstract Central - Select Session". The address bar shows the URL "http://sot2011.abstractcentral.com/abstract". The browser's search bar contains the text "khloe kardashian pregnant". The page content includes a sidebar on the left with a "Create a New Submission" section and a main content area with a "Session Title:" dropdown menu. The dropdown menu is expanded, showing a list of session titles in alpha-sort order. A callout box with a black border and white background points to the dropdown arrow with the text: "Please click on the down arrow to expand the list of session available to assign your abstract to. This list is in alpha-sort order for ease of use."

Session Title: Select Session:
'Omics in Toxic Tort
1961 to 2011 and Beyond: The Evolution of Toxicology
50 Years of the Pill: Risk Reduction and Discovery of Benefits Beyond Contraception
Advancing Predictive Ecotoxicology Testing and Environmental Risk Assessment in the 21st Century
Approaches for Incorporating Non-Chemical Stressors Into Cumulative Risk Assessments
Are We There Yet? Attrition In the Pharmaceutical Industry and Impactful Strategies for Reducing Fai...
Assessment of Nanoparticle Exposure in Occupational Settings and in Inhalation Toxicology Studies: ...
Autism: Genetic, Epigenetic, and Environmental Factors Influencing Neural Networks
Autoimmunity Versus Systemic Hypersensitivity: Commonalities Useful for Immunotoxicity Testing
Autophagy In Toxicology: Essential Process, Adaptive Process, and Disease Process
Beyond Science and Decisions: From Problem Formulation to Dose Response
Biodegradable Materials for Tissue Engineering: Applications and
Bombs in Our Backyards? Historical Military Activities and Curr...
Bringing Toxicology to the Decision-Makers Table: Opportunities
Coordinating Global Chemical Safety: The Big Four
Current and Changing Perspectives on Mycotoxins and Their Po...
Current Uses and Understanding of the Tissue Cross Reactivity
De-Risking the Potential for Cardiovascular Toxicity of Type-2 Diabetic Drugs: Preclinical and Cli...
Developmental Exposure to Environmental Toxicants: From Persistent Toxicities to Diseases
Developmental Origins of Adult Disease: The Effects of Low-Dose Lead
Disease Prevention: The Next 50 Years
Does the Clock Make the Poison? Influence of the Circadian Clock on Toxicological Mechanisms and Out...
Emerging Issues at the Intersection of Reproductive and Mixtures Toxicology
Emerging Science for Environmental Health Decisions: Tools, Strategies, and Evidence
Environmental Oxidative Pollutant-Induced Pulmonary Toxicity
Epigenetics, Metals, and Cancer
Extending Pulmonary Toxicity Findings for Nanomaterials
From Pilot Grants to High-End Journals: The Science of Writing
Gene-Environment Disease Interactions in Fish Models of Human Disease

Session Selection – please use this list to search for your session title. By clicking on the down arrow, the list will expand to bring back all of the 2011 tentatively accepted sessions, including those for the Continuing Education (CE). Therefore it is important that you select the correct session.

Entering Your Abstract Title and Body

Control ID# - This unique number, known as the control ID#, is generated by the system upon creation of an abstract. If you need to communicate with SOT HQ or AbstractCentral technical support, this is the number needed to troubleshoot any issues for you.

Special Characters
Please click on the special characters link to insert these characters into your abstract submission. As noted, there are 5 sets of special characters available for your use.

Special characters **will not** transfer from your Word processing software.

[greek](#) [special](#) [math](#) [latin](#) [format](#)

Α	α	Β	β	Γ	γ	Δ	δ	Ε	ε	Ζ	ζ	Η	η	Θ	θ
Ι	ι	Κ	κ	Λ	λ	Μ	μ	Ν	ν	Ξ	ξ	Ο	ο	Π	π
Ρ	ρ	Σ	σ	ς	Τ	τ	Υ	υ	Φ	φ	Χ	χ	Ψ	ψ	Ω
ω															

Special Characters

Title and Body

- The title must clearly indicate the nature of the abstract. Titles will automatically be converted to upper case. The title requires a lowercase letter in the title; use the lowercase formatting tags on the Text Formatting page.
- The body of the abstract must contain the following information: a) a statement of the rationale and background, b) experimental procedures, c) the data that resulted from the study, and d) principal conclusion(s). Do not describe laboratory or field experiments, make the following modifications: a) Instead of experiments should be briefly described and b) Instead of resultant data, the study's results or findings should be described.
- Type or copy-and-paste the title and body of your abstract into the boxes below.
 - To Copy - Use Ctrl + C
 - To Paste - Use Ctrl + V
- IMPORTANT:** Greek letters and other special characters will not transfer; you must replace them with the appropriate text. Click on the "Special Characters" button below. Place your cursor at the point of insertion and click on the symbol (i.e. "beta"). Formatting tags need to be placed around the chosen text (i.e. "x^2").
- There is a limit of 2300 characters for the text of your abstract submission (title, authors, institutions, abstract body, and spaces will be counted).
- All abstracts submitted with human testing implies that IRB protocol has been followed and approval obtained.
- All animal experimentation must be carried out in accordance with the Society's criteria for the care and use of animals in research.
- When finished, click the "Next" button at the bottom of the page or "Step #2" from the left sidebar to save and/or continue.

Title (Only)

Abstract Body

Internet | Protected Mode: On 75%

Control ID# - please reference this number when communicating with SOT HQ or ScholarOne Technical Support if you require assistance.

Character Count - The system will actively count the number of characters you have used at each step of the entry process. You are limited to 2,300 characters. Please be reminded that your invited speaker submission is an expanded overview of your specific topic.

Entering Your Title - Your titles should not contain any contact information. This includes your affiliation, city/state, or postal code, etc.

Abstract Body – you should avoid using unnecessary returns and spaces which will count as characters during entry. SOT HQ will format your submission during the final data output.

Author Affiliations

Step #3 - **SOT Disclosure Statement** - You should read this statement carefully and complete this information as appropriate.

Step #4 - **Presentation Type** - there is only one presentation type available. It is that of **Invited Speaker Submission**.

NOTE - Steps #3 and #4 are not shown in the interest that they are intuitive as you maneuver through the site.

The screenshot shows the 'Author Affiliations' page on the Abstract Central website. The browser address bar shows 'http://sot2011.abstractcentral.com/abstract'. The page has a sidebar on the left with a list of steps: Step 1 (select session), Step 2 (title/body), Step 3 (disclosure), Step 4 (presentation type), Step 5 (affiliations), Step 6 (authors), Step 7 (sponsors), Step 8 (keywords), and Step 9 (proof & submit). The main content area contains instructions for entering affiliations. Below the instructions is the 'Add an Affiliation' form with fields for Department, Institution, City, Country, and State/Territory. A table below the form shows one existing affiliation: #1, Department: ORD/NCEA, Institution: US EPA, City: Cincinnati, State: Ohio, Country: United States. An 'Add' button is circled in red, and an arrow points to it from a callout box.

Author Affiliations

- Enter the Institutional affiliation of all authors.
- Enter each institution only once, i.e., if there are 5 authors - 3 of whom are from one institution and 2 of whom are from another - you will have 2 institutions, NOT 5.
- However, if there are 2 or more departments at the same institution represented, they should be entered separately.
- Required fields are noted with an asterisk (*).
- If this is your first time entering institutions for this abstract, the Contact person's institution has already been entered as institution #1. When you are finished entering all institutions, please be sure to check the order they are in and change it, if necessary, by changing the numbers that appear in the boxes in the far left column. After changing the order or the institutions, click the "Save" button at the bottom of the list.
- On the next screen, you can associate institutions with the respective authors.
- After entering the data on each institution, click "Add" to add it to the list at the bottom of the page. Be sure to clear the data fields before entering another institution.
- Click the "Next" button when you are finished.

Add an Affiliation

Department:

* Institution:

* City:

* Country: United States

* State/Territory: -- Please Select --

2

Add

#	Department	Institution	City	State	Country	Edit	Delete
1	ORD/NCEA	US EPA	Cincinnati	Ohio	United States		

Save

Begin typing any additional affiliations and click **Add** to insert that information to your list of options. When you are done, click save and move to step #6 to add your authors.

Affiliations – here is where you enter the information to give proper credit to the contributing authors for your abstract. You will enter only the affiliations here (see note below). At step #6, you will enter the names then match the authors with the appropriate affiliation.

Chairperson's Note – if you are entering the invited presentations for your speakers, please note that your name will automatically appear as an author for the abstract. To remove yourself from the listing please click on the **Red X** to delete your name. **This in no way changes your account information. It just removes you from that particular abstract.** For each abstract entered, please leave it in or remove your name as appropriate.

For presenters in 80-minute sessions it is important that chairpersons add all presenters in their sessions to the overview abstract that will be resubmitted online. This allows Annual Meeting attendees the opportunity to search for presenters using the Itinerary Planner or the author index of the final program.

Abstract Authors

Affiliations entered at step # 5 will be listed under Affiliations.

To assign the authors click on the down arrow to return the list of affiliations that you entered. In addition, you may assign the presenter. You can only assign **one presenter**.

The system will automatically resort the list of names and list the presenter first and/or presenting author.

Adding Author Names – Click on add author to add names. A window will open (see below) where you will enter any additional name(s). Be sure to save all changes.

Control ID: 920808 Contact Name: Current Character Count: 58 out of 2300

Authors

- To create a list of co-authors for this abstract, click the "Add Author" button below.
- Enter the last name, first name or initial and middle initial, if any, for each author in the boxes provided. Do not enter a period after initials. Click "Save" and then "Add Author" after entering each one until all are entered.
- The Institutions you entered previously are listed below with their appropriate reference numbers.
- Associate each author with their institution by entering the appropriate reference number from the drop down boxes to the right of each name. Use the first drop-down box if the author has only one institution or to denote the author's primary institution.
- If this is your first time entering authors for this abstract, the contact (presenting) author has already been entered as the **first** author and checked as the presenter.
- When you have finished entering all authors **YOU MUST** put them in the order they should appear on the abstract in the publication. Use the drop-down boxes in the far left column of the list to do this. Failure to properly order the authors will result in their being incorrectly listed when the abstract is published. After you have reordered the authors, click the "Save" button at the bottom of the list.
- When you have entered all authors correctly, click on the "Next" button at the bottom of the page.

Affiliations

1. US EPA - ORD/NCEA

#	Last Name	First Name/Initial	MI	First Affiliation	Second Affiliation	Third Affiliation	Presenter?	Membership Status	Student?	Edit	Delete
1	Lipscomb	John	C.	1			<input checked="" type="checkbox"/>	SOT Member	<input type="checkbox"/>		
2	Amerine	Dylan					<input type="checkbox"/>	Non-member	<input type="checkbox"/>		

Buttons: Save Add Author

Control ID: 920808 Contact Name: Current Character Count: 58 out of 2300

Add an Author

- Enter all required fields (denoted by red asterisk).
- Click "save author" to add an author to your list.

Special Characters

Add an Author

* First Name:

Middle Initial:

* Last Name:

Suffix (Jr., III, Esq.):

* Required for All

* Required for Presenter

Buttons: Save Author Reset Cancel

The affiliations that you entered at step # 5 will be listed at the top of your author screen provided that you saved this information. You can now assign the authors to their affiliations. Please be aware that when you select the presenter, this person's name will automatically be resorted to the top of the list. This person then becomes known as the **presenting/first author**. Please reorder all other authors accordingly #2 through the final listed author in order of preference.

Abstract Sponsor

The screenshot shows a web browser window with the URL <http://sot2011.abstractcentral.com/abstract>. The page is titled "Abstract Central - Sponsors" and features a banner for the "SOT Annual Meeting 2011" in Washington, D.C., from March 6-10, 2011, at the Walter E. Washington Convention Center. The main content area is a form titled "Sponsor" with a "Control ID: 920805" and a "Current Character Count: 58 out of 2300". The form includes instructions: "If there are NO SOT Member Authors on your abstract please provide the Sponsor's name and contact information. The Sponsor MUST be an SOT Member." and "If there is an SOT Member Author on your abstract you do not need to complete this step. Click the 'Next' button to continue." The form fields are: First Name, Last Name, Email, Institution, Department, and Phone. A "Delete" button is located below the form. At the bottom of the form are "Back" and "Save & Continue" buttons. A left sidebar contains a navigation menu with steps 1 through 9, with Step 7 "sponsors" highlighted. The browser's status bar at the bottom indicates "Internet | Protected Mode: On" and a zoom level of "75%".

Step #7 – **Sponsors** – **All** non-member **presenters** must include a sponsor, who is an SOT member, for their invited speaker submission; this is generally the session Chairperson. It is important that you not skip this step. However, members of the Society, are not required to provide Sponsor details.

Step #8 – **Keywords** – please enter at least **one** keyword. We ask that you to use the list provided in the existing database to search for keywords before you enter them. To begin your search, you can enter up to the first three letters of the word to return a list of options. If you do not find the appropriate listing, please enter that information as you wish to have it appear.

SOT includes this data in the online Itinerary Planner and in the Final Program so that Annual Meeting participants can easily find abstracts of interest to their particular specialty or discipline.

Submitting Your Abstract

The screenshot shows a web browser window displaying the 'Abstract Central - Abstract Proof' page. The browser's address bar shows the URL 'http://sot2011.abstractcentral.com/abstract'. The page features a navigation menu with options like 'Welcome', 'Submission', 'Review', 'Review / Decision', 'Session', 'Admin', and 'Itinerary Planner'. A sidebar on the left lists steps for creating a new submission, with 'Step 9: proof & submit' highlighted. The main content area is titled 'Proof and Submit' and includes instructions for submitting an abstract. Below the instructions is a 'Proof' section with the following details:

- CONTROL ID: 920781
- CONTACT (NAME ONLY): Dylan Amerine
- Abstract Details
- PRESENTATION TYPE: Invited Presentation
- KEYWORDS: test, test.
- DATE/TIME LAST MODIFIED: June 30, 2010, 11:28 AM
- DATE/TIME SUBMITTED:
- Abstract
- TITLE: THIS IS A TEST
- AUTHORS (LAST NAME, FIRST NAME): Amerine, Dylan¹
- SPONSOR NAME: None
- INSTITUTIONS (ALL): 1: Society of Toxicology, Reston, VA, United States.
- ABSTRACT BODY: test only

Step #9 – Proof & Submit – Before submitting your abstract, please review your proof carefully to ensure that your abstract is consistent with the objectives of the session. Before submitting your abstract you should confirm that the information listed is accurate including the authors and their affiliations. This abstract can be modified until the date that the site closes for invited speaker submissions on August 14th. After review and formal submission the following message will be returned.

Invited Abstract Successfully Submitted

- Click the "View Submissions" link on the left menu to view your submitted invited abstracts.
- If you are finished, click the "Logout" link on the menu.

Session chairpersons should review the abstracts submitted for their session which should be sent to you by your presenters. Please note that the sessions tentatively accepted for presentation will undergo a second round of review by the SOT Scientific Program Committee in late August for a final decision.

Abstract Review Center

Printing Your Abstract – you may click on the **View Proof** link to print a copy of your abstract. Please provide a copy of your abstract to the session chairpersons.

Emails regarding your abstract will be delivered from the AbstractCentral Technical Support team. To ensure that you receive these emails, please set your SPAM filter to accept email from ts.acsupport@thomson.com.

You may view all emails sent to you regarding your submission(s) by clicking on the **View E-mail** link.

To view your submission(s) click on **View Submissions**

View Abstracts

Listed below are abstracts that you have **submitted** and those that are still in **draft form**.

Submitted Abstracts

- To look at and/or print a submitted abstract, click on the check mark in the "View Proof"
- To edit or delete a submitted abstract, you must first return it to draft status. To return to "Return to Draft" column. After the page refreshes, go to the draft list and click on the pencil icon.
- **IMPORTANT:** You **MUST** resubmit the edited abstract or it will not be reviewed.

Draft Abstracts

- To continue working on an abstract that is in draft form, click on the "Pencil" icon next to the abstract.
- To delete an abstract draft, click on the appropriate "X" icon. Deleted abstracts cannot be recovered.
- To begin a new abstract, choose "Create a New Abstract" on the left sidebar.

Before beginning a new abstract, please check your Drafts center below. You may edit an abstract that you have created to complete the submission. It is not necessary to create a different abstract each time you enter the site unless you intend to submit multiple abstracts.

Additionally, abstracts that you do not intend to submit should be deleted from your Drafts center.

Control ID	Title	Date / Time Submitted	Return to Draft	View Proof	View E-mail

Abstract submitters may return an abstract to draft to make corrections until the site closes on August 14th. To access your submissions, please click on **View Submissions**. Your submissions will be listed under **Submissions**. Click on the **"Return to Draft"** link to make modifications.

Your abstract will appear in the **Draft** center where you will have access to make modifications.

IMPORTANT NOTE FOR ABSTRACTS RETURNED TO DRAFT FOR MODIFICATIONS

Once you have completed your modifications you **MUST** resubmit the abstract so that it will be formally reviewed by the SOT Scientific Program Committee. Making changes and exiting the site **does not** formally resubmit the abstract. To ensure that the abstract is submitted it must appear under **Submissions**.