

COPYRIGHT RELEASE MEMO

MEMORANDUM

DATE: June 2010
TO: Continuing Education Speaker Participants
FROM: SOT Headquarters
RE: Copyright Release Form

In order for SOT to print the Syllabi for the Continuing Education Courses offered at the SOT Annual Meeting, it is imperative that each speaker receives permission for all copyrighted material included in the presentation. SOT will retain the right to use the materials included in the CE Course presentations, including recording and release as an online class. Please use the form on the following page to request permission from the copyright holder (usually the publisher and/or author).

Copyright Permission Instructions:

1. You (the speaker) need to complete the form by filling in your address (the requestor) and the copyright holder address, as well as a description of the material you wish to reproduce. (NOTE: You will need to complete a form for *each* copyright you are requesting.)
2. Send the form to the copyright holder and request that the copyright holder send the signed form back to you (the requestor).
3. Once you (the requestor) receive the signed form from the copyright holder, you have authorization to use that material in your course. Note: you may be assessed a fee. SOT assumes no responsibility for any costs associated with copyright fees. Please be sure to maintain a copy for your records and mail a copy to SOT headquarters **by October 30, 2010**; this information can be faxed to our office at (703-438-3113), but **you MUST send the form with an original signature to the address below.**

SOT Continuing Education
1821 Michael Faraday Drive, Suite 300
Reston, VA 20190

If you do not receive the appropriate permission(s), your course content should be adjusted **before** your course chairperson delivers the final version of your presentation to SOT on November 9, 2010.

4. **If your presentation does not include anything that requires a Copyright Release Form, we require that you sign this memo and check the box below indicating that your presentation does not include any copyright information. The signed form should be FAXED to SOT Headquarters at (703) 438-3113.**

5. Name _____ I will not have any copyrighted information

We recommend that you give yourself plenty of time to receive permission as it may take several weeks to get the form signed by the copyright holder. If you have requested copyright permissions, please update your course chairperson and CE liaison so that they are aware which material permissions are needed for.

*Please note the distinction between the Copyright Release Form and the Permissions Release Form. The Copyright Release Form is for you to arrange use of **materials from others**. It must be signed by you and the permission grantor. This form with both signatures is required for the SOT files. Please also sign and return the Permissions Release Form granting SOT permission to use your **personal course materials**.*

You must return both forms by October 30, 2010.

If you have any additional questions, please contact Dylan Amerine at (703) 438-3115 or dylan@toxicology.org.

COPYRIGHT RELEASE FORM

Date: _____

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From: Requestor Information

Name: _____
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To: Copyright Holder Information

Name: _____
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I am preparing a presentation and syllabus for one of the Society of Toxicology Continuing Education Courses. Materials produced for this course will remain the property of SOT, including all rights to reproduce, publish, record, and market any documents or presentations.

I request permission of the copyright holder(s) to reproduce the material specified below:

Full credit will be given to your work. The acknowledgment of the source will be printed on the page where the material appears as (1) a footnote or credit line, or (2) a parenthetical reference keyed to the bibliography where the citation will be given in full.

Your prompt consideration of the request will be greatly appreciated. A release form is given below for your convenience. Please sign and make a copy for your own files. Or, send your organization standard copyright release form and be sure to include the name of the requestor on the form.

Sincerely yours,

 Requestor Name (Signature)

 Requestor Name (Print)

Copyright Release Form:

I (we) hereby have the right and do grant permission for the use of the material specified above.

 Copyright Holder Name (Signature)

 Copyright Holder Name (Print)

**Please return this form with original signatures to SOTHQ no later than
 OCTOBER 30, 2010**