

2012 SOT Annual Meeting

Invited Speaker Abstract Submission Instructions: A Guide

Thank you for your participation in the 51st 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://sot2012.abstractcentral.com>.

We look forward to welcoming you to San Francisco, CA March 11-15, 2012. All Annual Meeting sessions will take place at the Moscone Convention Center. 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.



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Tips and Reference Information

Dates:	<ul style="list-style-type: none"> • July 5th through August 14th • August 15th through October 3rd – module opens for poster and platform abstract submissions • Early October – session organizers notified of acceptance decision by Scientific Program Committee liaison.
URL to access the submission site	http://sot2012.abstractcentral.com
Role Access Code to submit an abstract	Sot2012SF (see page #6)
Access to original proposal	Instructions for chairpersons to access the original proposal to submit expanded overview and presenter abstracts for final review (see page #4)
165-Minute Sessions	<ul style="list-style-type: none"> • Either session chairperson may enter a revised session overview abstract, considered the marketing abstract online as an Invited Speaker Submission. This step should not be skipped (see Access to the Original Proposal on page #4). • The session organizer or each presenter must enter an expanded abstract in support of the overview abstract by the Sunday, August 14th at 11:59 PM EST. However, your SPC liaison should be provided with a copy of the abstracts before the deadline to make recommendations for changes, as applicable. • Session chairperson(s) will indicate the presentation time for each speaker, including time for introductory remarks, or panel discussions/Q&A. The time allotted will not be less than or exceed 165-minutes. Introductory remarks and panel discussions are included in the 165-minute programming time. • Session logistics information may be sent to Nichelle Sankey via email at Nichelle@toxicology.org at the conclusion of this process.
80-Minute Sessions	<ul style="list-style-type: none"> • Either session chairperson may enter a revised session overview abstract, considered the marketing abstract online as an Invited Speaker Submission. This step should not be skipped (see Access to the Original Proposal on page #4). • Presenters in 80-minute sessions will not enter individual abstracts. • Session chairperson(s) will indicate the presentation time for each speaker, including time for introductory remarks, or panel discussions/Q&A. SOT HQ staff will manually enter this information online. The time allotted will not be less than or exceed 80-minutes. Introductory remarks and panel discussions are included in the 80-minute programming time. • Session detail information should be sent to David Rossé via email at davidr@toxicology.org.

Chairperson Access - Original Proposal Submission

The screenshot shows the SOT Annual Meeting 2012 web portal. At the top, there is a banner for the SOT Annual Meeting 2012 in San Francisco, California, from March 11-15 at the Moscone Convention Center. Below the banner, there is a navigation bar with tabs for 'Welcome', 'Submission', 'Review', and 'Review'. A 'Get Help Now' button is in the top right corner. On the left, there is a sidebar menu with 'Instructions', 'View Submissions', 'View Session(s)', and 'Log Out'. The 'View Submissions' option is highlighted with a red box and a red arrow points to it. The main content area is titled 'Proposal Submission' and 'Instructions for Authors'. It contains text stating that the Proposal Submission role will remain open through April 30, 2011, and provides contact information for Michelle Sankey. A callout box on the right contains the following text: '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

- ❖ The person who entered the proposal will have access the 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. ***This information applies only to sessions programmed for 165-minutes.***
 - **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 Invited Speaker Submission** abstracts for review.
- ❖ Speakers in 80-minute sessions are not required to enter individual abstracts. Session organizers/chairpersons will provide David Rossé (davidr@toxicology.org) at SOT HQ with presentation titles for all speakers in these sessions by August 12th.

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

The screenshot shows the homepage of the SOT Abstract Submission Site. At the top, there is a banner for the "SOT Annual Meeting 2012 San Francisco, California" held from March 11-15 at the Moscone Convention Center. Below the banner, a navigation menu on the left includes "Log In", "Instructions", "Forgot Your Password?", "Create an Account" (highlighted with a red box and a red arrow), and "Society Home Page". The main content area features a "Welcome to the SOT Abstract Submission Site!" message, a thank-you note, and a recommendation to use Internet Explorer. A "Log In" form is visible, with fields for "User ID:" and "Password:", and a "Log In" button. A red box highlights the "Create an Account" link in the navigation menu, and a red arrow points to it. A text box on the right provides instructions for returning users, and another text box at the bottom left explains the first step for new users.

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 **sot2012SF** (see next page).

All submitters will enter the role access code (**sot2012SF**) to enter an **Invited Speaker Submission**.

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

NEW users to the ScholarOne 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, Committee or Task Force, 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**. It is the only role available at this time and requires that you enter the role access code of **sot2012SF**. Please **do not** click on the **Abstract Submission** role. This role applies only to the submission of poster and platform abstracts. This role will not be available until mid-August and requires a \$50 submission fee. SOT does not collect a fee to submit **Invited Speaker Submission** abstracts.

- **Symposia, Workshop, other 165 Minute Sessions** - each presenter will enter an **Invited Speaker Submission**. Session chairpersons **may** enter the invited talks for each of their confirmed speakers if that is agreed upon. However, the abstracts should be an expanded abstract other than what was entered during the **Proposal Submission** phase.
- **Roundtables, Historical Highlights, Information, and Education-Career Development Sessions (80 minutes)** – the designated session chairperson will re-enter the session overview abstract online as an **Invited Speaker Submission**. Individual talk titles for each presenter will be submitted to David Rossé (davidr@toxicology.org) at SOT HQ by **August 12th**. This information will be entered into ScholarOne administratively by headquarters staff.
 - Please enter each of the presenters as authors on the **Invited Speaker Submission** overview abstract for each 80-minute session.

Role Request – Invited Speaker

Role Request

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

- 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 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	#
<input type="checkbox"/>	Itinerary Planner	No				
<input type="checkbox"/>	Proposal Submission	No				
<input type="checkbox"/>	Extended Grace Period Submission	No		Active	-	0
<input type="checkbox"/>	Abstract Submission	No		Active	-	0
<input type="checkbox"/>	Invited Speaker Submission	Yes	<input type="text"/>	Active	-	0
<input type="checkbox"/>	Late Breaking Submission	No		Active	-	0
<input type="checkbox"/>	Proposal Review	Yes	<input type="text"/>	Active	04-11-11	0
<input type="checkbox"/>	Abstract Review	No		Active	-	0
<input type="checkbox"/>	Invited Speaker Review	No		Active	-	0
<input type="checkbox"/>	Specialty Section Review	Yes	<input type="text"/>	Active	04-11-11	0

Step #4 – Role Access Code – ALL submitters must enter the role access code of **sot2012SF**. The **Abstract Submission** role applies to the submission of **poster and platform abstracts due by October 3, 2011**. This module will not be open before mid-August.

When you have completed these steps, users will have the following message displayed - Your account has been created/modified. You may now log in to Abstract Central.

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**.

Entering Your Invited Speaker Presentation

SOT Annual Meeting 2012 San Francisco, California
March 11–15 • Moscone Convention Center

Welcome **Submission** Review Review / Decision Session Admin Itinerary Planner

Multiple Role Selection

PLEASE READ!
At this time there is only one role available for the 2012 Annual Meeting. Therefore, please select the **Invited Speaker Submission Role**. All invited speaker submissions are due August 14, 2011.

Proposal Submission
 Extended Grace Period Submission
 Abstract Submission
 Invited Speaker Submission
 Late Breaking Submission

Go

SCHOLARONE Abstracts

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.

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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 used to prepare this document 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, and a \$50 submission fee will be applied.

IMPORTANT NOTE: *All session chairpersons and speakers who intend to submit an abstract for a poster or platform presentation must designate another person who will present your work. According to the written SOT policy, you may not list yourself as the first/presenting author on more than one abstract.*

Instruction Interface Page

2012 San Francisco, California
March 11-15 • Moscone Convention Center

Welcome Submission Review Review / Decision Session Admin Itinerary Planner

Instructions
View Submissions
Create a New Submission
View Session(s)
Log Out

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 14, 2011 11:59 PM EST
- **BEGIN A NEW ABSTRACT:** To begin a new abstract choose "Create a New Submission" on the sidebar. To view abstracts that are in progress or already submitted choose "View Submissions".
- **NAVIGATING THROUGH THE SYSTEM:** It is recommended that you proceed through the system in a step-by-step fashion, carefully completing each screen. You can navigate this system either by clicking the "Next" and "Back" buttons at the bottom of each page or by clicking the "Step #" links in the left sidebar on each page.
- **SAVING:** 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, changes/additions 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.
- **SYSTEM 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 after you click the "Abstract Submit" button. You will have to go back and correct these errors before your submission will be accepted.
- **ERROR MESSAGE:** If you get an error message or experience other problems while entering your abstract, this probably means that you are using an outdated browser version. You should update your browser by using the links at the bottom of the login page. In addition, it is extremely important that your browser's cache function be set to constantly refresh the pages. If you continue to experience difficulty, contact ScholarOne Tech Support by clicking the "Tech Support" button in the upper right corner.
- **CONFIRMATION/CONTROL ID:** To ensure the correct entry of your data, please follow all directions carefully. We recommend that you proceed through the system in a step-by-step fashion, carefully completing each screen in turn. When you have completed the abstract submission process, please keep a copy of the submission confirmation for your records including your control ID number. You will need your control ID

Please click on **Create a New Submission** to begin entering your **Invited Speaker Submission**.

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 the title, authors, institutions, references, and the abstract body as well as all spaces.

Assigning Your Abstract to the Appropriate Session

Control ID: 1172677 Contact Name: Nichelle Sankey Current Character Count: 65 out of 2300

Select Session

- Please select the Session you are submitting to from the dropdown below.

Session Creator: Cyr, Daniel

Session Title: The Epididymis — The Forgotten Target of Toxicants

[Save & Continue](#)

Session Creator: choose the session organizer name. All session(s) associated with the organizer will be returned under the Session Title field. The session creator list is in alpha-sort order for ease of use.

Please click on **Save & Continue** to move to the next step.

Session Creator – please use session creator list to search for your session organizer. This list is sorted according to the organizers last name. After you have selected the organizer’s name only the tentatively accepted session title(s) associated with the name will be returned. This feature allows you to self-session your abstract into the appropriate session.

Entering Your Abstract Title and Body

Control ID: 1172877

Contact Name: Nichelle Sarkey

Title and Body

- The title must clearly indicate the nature of the abstract. Titles will automatically be converted to a scientific term that requires a lowercase letter in the title. Use the lowercase formatting tags.
- The body of the abstract must contain the following information: a) a statement of the rationale; b) a description of the experimental procedures; c) the data that resulted from the study; and d) the results. In the case of studies that do not describe laboratory or field experiments, make experimental procedures, the research or assessment approach should be briefly described as results or findings should be summarized explicitly.
- 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 symbol tag. To access the palette, click on the "Special Characters" button below. Place your cursor at the position of the symbol tag. The symbol tag should completely replace the symbol (i.e. " β "). Formatting tags (i.e. "[total][in vitro]" or "[etal]") will appear as *in vitro*.
- There is a limit of 2300 characters for the text of your abstract submission (title, authors, included).
- All abstracts submitted with human testing implies that IRB protocol has been followed and approved.
- All animal experimentation must be carried out in accordance with the Society's criteria for the use of animals.
- When finished, click the "Next" button at the bottom of the page or "Step #2" from the left side.

Special Characters

Title (Only)

Abstract Body

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 ScholarOne 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															

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. Keep in mind that your submission will become the archived abstracts for the Annual Meeting proceedings material.

Title - Your title 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.

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. They are the **Disclosure Statement** and **Presentation Type**.

Author Affiliations

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. **Chairperson Note** – see paragraph #2.

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 Speaker Submission** abstracts 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

Control ID: 920808 Contact Name: John Lipscomb 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.

Please proceed by entering the appropriate member type and funding requested for non-member presenters. SOT will provide registration support for ALL non-member speakers, and full-funding support for up to two non-member speakers for proposed Symposium or Workshop sessions. Please visit the Proposal Submission Guidelines for details on funding for all other session types.

Please enter a presentation title and a brief overview of the intended talk for each presenter. For sessions that are not yet tentatively accepted, you will be notified via email. For sessions that are tentatively accepted, you will be notified via email. For sessions that are not yet tentatively accepted, you will be notified via email.

Affiliations

1. US EPA - BRONCEA

#	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"/>		

Save Add Author

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: b 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

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 the 'Sponsor' step in the abstract submission process. At the top, there is a banner for the 'SOT Annual Meeting 2012 San Francisco, California' held from March 11-15 at the Moscone Convention Center. Below the banner is a navigation menu with options: Welcome, Submission (highlighted), Review, Review / Decision, Session, Admin, and Itinerary Planner. The main content area displays the user's control ID (1172577), contact name (Nichelle Sankey), and current character count (65 out of 2000). The 'Sponsor' section 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.' Below the instructions is a form titled 'Sponsors' with fields for First Name, Last Name, Email, Institution, Department, and Phone. A 'Delete' button is located at the bottom right of the form. At the bottom of the page, there are 'Back' and 'Save & Continue' buttons. On the left side, there is a sidebar with a list of steps: Instructions, View Submissions, Create a New Submission (highlighted), Step 1: select session, Step 2: title / body, Step 3: disclosure, Step 4: presentation type, Step 5: affiliations, Step 6: authors, Step 7: sponsors (current step), Step 8: keywords, Step 9: proof & submit, View Session(s), and Log Out.

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. Therefore, it is ideal to enter up to three keywords.

Submitting Your Abstract

The screenshot displays a web application interface for submitting an abstract. At the top, there are navigation tabs: Welcome, Submission (highlighted), Review, Review / Decision, Session, Admin, and Itinerary Planner. Below the tabs, the user's information is shown: Control ID: 1165780, Contact Name: Nichelle Sankey, and Current Character Count: 2296 out of 2300. On the left side, there is a vertical menu with the following items: Instructions, View Submissions, Create a New Submission (selected), 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, Step 9: proof & submit, View Session(s), and Log Out. The main content area is titled 'Proof and Submit' and contains the following text:

- If you have no errors/omissions in your abstract a "Submit Abstract" button will appear at the bottom of the proof.
- If the Error box appears you must correct all errors before the abstract can be submitted. Once the errors have been resolved the "Submit Abstract" button will appear, and pressing it, will submit your abstract.
- **Please carefully proofread each portion of your abstract.** Be particularly careful to make sure your Category selection(s) are correct, that the authors are in the proper order and associated with the correct institution(s), that Special Characters are displayed in the proper places and that there are no typos in the text of the title and body of the abstract.
- If you exit the system without submitting the abstract, it will be logged in the system as a draft and will appear in the "Draft" section of your "View Abstracts" page when you reenter the system.

Below the instructions, there is a 'Proof' section with the following details:

CONTROL ID: 1165780
CONTACT (NAME ONLY): Nichelle Sankey
Abstract Details
PRESENTATION TYPE: Invited Presentation
KEYWORDS: immunotoxicology, WHO/IPCS
DATE/TIME LAST MODIFIED: July 12, 2011, 2:12 PM
DATE/TIME SUBMITTED:
Abstract
TITLE: OVERVIEW AND APPLICATION OF THE WHO/IPCS HARMONIZED GUIDANCE FOR IMMUNOTOXICITY RISK ASSESSMENT FOR CHEMICALS
AUTHORS (LAST NAME, FIRST NAME): Rooney, Andrew A.¹; Van Loveren, Henk²
SPONSOR NAME: None
INSTITUTIONS (ALL): 1. NIEHS, Research Triangle Park, NC, United States.
2. National Institute of Public Health and the Environment, Bilthoven, Netherlands.

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 and provide a copy to your Scientific Program Committee liaison. All recommended changes to abstracts should be entered online **before** the deadline. Please note that the sessions tentatively accepted for presentation will undergo a second round of review by the SOT Scientific Program Committee in early September for a final decision.

Abstract Review Center

The screenshot shows a web browser window at <http://sot2011.abstractcentral.com/abstract>. The page title is "Abstract Central - View Abstracts". The navigation tabs are "Welcome", "Submission", and "Review". The left sidebar contains links: "Instructions", "View Submissions" (circled in red), "Create a New Submission", "Customizable Data Export", and "Log Out". The main content area is titled "View Abstracts" and contains the following text:

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" column.
- To edit or delete a submitted abstract, you must first return it to draft status. To return a submitted abstract to draft, click on the appropriate "Return to Draft" link. After the page refreshes, go to the draft list and click on the appropriate "Return to Draft" link.
- IMPORTANT: You MUST resubmit the edited abstract or it will not be reviewed.**

Below this text is a table with the following columns: Control ID, Title, Date / Time Submitted, Return to Draft, View Proof, and View E-mail. The table is currently empty.

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