

## Proposal Submission Guidelines

- All proposals must be submitted by **April 30<sup>th</sup> at 11:59 EST**. Proposal submissions will be entered online via the submission site – <http://sot2011.abstractcentral.com>
- Each proposal is limited to **6000 characters**. The system displays the number of characters used in the display box directly below the instructions on all the steps of the proposal submission.
- Proposals can be submitted for any of the session types listed below. You may submit your proposal to be considered for up to two session types. It is however, under the purview of the review body(s) to determine the final presentation type.
- All session chairpersons must be members of the Society, but co-chairs can be non-members.

### Session Types and Descriptions

#### **SYMPOSIUM**

**Subject Matter:** cover cutting edge science, emphasizing new areas, concepts, and data.

**Total Presentation Time:** 165-minutes

**Speakers and Presentations:** Chairperson(s) and 4-5 speakers, approximately 30-35 minutes per speaker, Summary of symposium by last speaker or session chairperson.

#### **WORKSHOP**

**Subject Matter:** emphasize quality presentations of generally accepted, state-of-the-art knowledge in toxicology in informal, interactive presentations with ample time for discussion.

**Total Presentation Time:** 165-minutes

**Speakers and Presentations:** 1-5 speakers, Informal, interactive presentations, emphasis on discussion

**INNOVATIONS IN APPLIED TOXICOLOGY AND TOXICOLOGICAL SCIENCES** A limited number of symposia and/or workshops have been designated Innovations in Toxicological Sciences (**ITS**) or Innovations in Applied Toxicology (**IAT**). **ITS** will introduce new technologies or scientific disciplines to the membership, and **IAT** will introduce innovative approaches in applied research. As an added incentive for development of **ITS** and **IAT** proposals, the Scientific Program Committee will provide financial support for up to four non-member speakers for each selected session. Typically, one or, at most, two non-members are supported for a particular symposium workshop session.

Proposals by SOT members for these special **ITS/IAT** symposia or workshops will be submitted in the same format and at the same time (April 30<sup>th</sup>) as regular proposals. In addition to the on-line submission, you must also send an e-mail to Nichelle Sankey at [nichelle@toxicology.org](mailto:nichelle@toxicology.org) that you wish to apply for this special designation, and provide your letters of justification detailing how your proposal meets the established criteria. The letters must include the following information to be considered.

- To compete for **ITS** designation, the proposal will require an accompanying letter explaining the innovative nature of the proposed session and how the topic may impact the science and/or practice of toxicology e.g., documentation of how the technology could be used in one's own research.
- To compete for **IAT** designation, the proposal will require an accompanying letter explaining how the proposed session demonstrates innovation in applied toxicology and how the topic may impact the practice of toxicology e.g., documentation of how the technology could be used in applied research.

- In addition, each letter should explain how the speakers were selected and indicate what efforts were taken to identify potential SOT members as speakers, e.g., literature search.

Those proposals which are not selected by the Scientific Program Committee for **ITS** or **IAT** designation and involve at least three members will automatically be considered for inclusion in the program as a regular symposium or workshop.

### **ROUNDTABLE**

**Subject Matter:** provide overviews of controversial subjects, followed by questions and discussion

**Total Presentation Time:** 80-minutes

**Speakers and Presentations:** Moderator and 2-4 speakers, each speaker makes a 3-5 minute statement (moderator coordinates the comments), balance of time for questions and discussion

### **CONTINUING EDUCATION**

**Subject Matter:** Emphasis on quality presentations of generally accepted, state-of-the-art knowledge in toxicology

**Total Presentation Time:** 225-minutes for regular CE courses, and CE sunrise courses are 45-minutes

**Speakers and Presentations:** CE Course: Chairperson(s) and 3-4 speakers (syllabus and slide presentation), Sunrise Mini-Course: one speaker (syllabus and slide presentation)

### **HISTORICAL HIGHLIGHT:**

**Subject Matter:** The selected topic should be broad based, include the contributions of multiple laboratories and feature a review of a historical body of science that has impacted the field of toxicology. The title should be descriptive of the advancement that has been achieved and/or the impact of the advancement

**Total Presentation Time:** 80-minutes

**Speakers and Presentations:** Moderator and 1-3 speakers; each speaker should provide a lecture in a symposium format (moderator coordinates the comments) - balance of time for questions and discussion

### **INFORMATIONAL SESSION**

**Subject Matter:** present the latest science in toxicology or other learning opportunities that address the professional interests and needs of toxicologists in the areas of career development, general information, and planned scientific activities and are not based on the outcome of scientific research.

**Total Presentation Time:** 80-minutes

**Speakers and Presentations:** Moderator and 1-3 speakers; each speaker should provide a lecture in a symposium format (moderator coordinates the comments) - balance of time for questions and discussion

Those who wish to have their proposal considered for the 165-minute time-slot, should send a letter explaining the need for the extended time requested. Letters should be forwarded to Nichelle Sankey ([Nichelle@toxicology.org](mailto:Nichelle@toxicology.org)). All requests will be reviewed by the Scientific Program Committee.

**Speakers and Presentations:** The number of speakers and the presentation will depend on the format selected. Each speaker in an 80 minute session makes a 10-15 minute presentation, with the balance of

time remaining for questions and discussion. A symposium session (165-minutes) format would generally have a moderator and 2 to 4 speakers.

### **EDUCATION-CAREER DEVELOPMENT SESSIONS**

**Subject Matter:** provide the tools and resources to toxicologists that will enhance their professional and scientific development.

**Total Presentation Time:** 80-minutes

Those who wish to have their proposal considered for the 165 minute time-slot, should send a letter explaining the need for the extended time requested. Letters should be forwarded to Nichelle Sankey ([Nichelle@toxicology.org](mailto:Nichelle@toxicology.org)). All requests will be reviewed by the Scientific Program Committee.

**Speakers and Presentations:** The number of speakers and the presentation will depend on the format selected. Each speaker in an 80-minute session makes a 10-15 minute presentation, with the balance of time remaining for questions and discussion. A symposium session (165-minutes) format would generally have a moderator and 2 to 4 speakers.