

# Frequently Asked Questions – SOT Annual Meeting Proposal Submission and Review

## **When does SOT begin accepting proposals online?**

The proposal submission site generally opens in late-February and SOT announces these details *via* a broadcast email to the membership. A special invitation is also sent to session chairpersons to consider submitting for the next Annual Meeting as well.

## **How can I access the online proposal submission site?**

The URL to access the 2013 proposal submission site is <http://sot2013.abstractcentral.com>.

## **What is the deadline to submit a proposal online?**

The deadline to submit all proposals is April 30<sup>th</sup> by 11:59 PM ET in a calendar year. This also includes submission of justification letters for IAT/ITS session designation.

## **When will session organizers be notified if their proposal has been accepted for the Annual Meeting?**

All decision notices will be sent after the Scientific Program Committee has met in June. An SPC liaison is assigned to each tentatively-accepted proposal and this individual provides the initial contact, which is followed by a formal letter from SOT HQ. We anticipate that session organizers, and the proposal Sponsor Group, will be notified by the 3<sup>rd</sup> full week of June for the 2013 meeting.

## **Do the Special Interest Groups, Specialty Sections, and SOT Committee have internal deadlines for preliminary review of proposals? If so, what are they?**

Many groups have internal deadlines that are separate from the established SOT deadline of April 30<sup>th</sup>. Please check with each group individually in advance of the deadline to ensure that your proposal receives the appropriate feedback before submission.

## **If I submit my completed proposal to the intended Sponsor, will they enter this information online?**

Generally speaking the answer to this question is no, it is the responsibility of the proposer to submit the information online. However, you should check with your intended Sponsor to confirm this. It is a common practice that once you receive feedback on your proposed session from your Sponsor and adopt any suggested changes that you will enter the final proposal online.

## **Do I have to be a member of the Society to submit an Annual Meeting proposal?**

You do not have to be a member of the Society to submit a proposal for consideration. However, an SOT member must be listed to serve as a co-chair of the session if accepted.

## **How much time will each Special Interest Group, Specialty Section, and SOT Committee have to review the proposals submitted to them to sponsor or endorse?**

These review groups are granted access to the site beginning April 15<sup>th</sup>. However, any proposal submitted at this time should be considered a **DRAFT**. Therefore, these proposals should not be scored, ranked, or commented on until the site formally closes on April 30<sup>th</sup>. These groups will be given from May 1<sup>st</sup> through the 14<sup>th</sup> to provide the scores, ranks, and comments for all submissions requesting sponsorship or endorsement as applicable.

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### **Who should I contact from an intended proposal sponsor or endorser during development of the proposal?**

It is our recommendation that you contact the current President and/or Presidential chain of the appropriate group(s) that you intend to seek sponsorship/endorsement for your proposal. This information can be found online on the Group's website.

**If I submit a proposal that is focused on an announced theme for the upcoming Annual Meeting, does my proposal have a greater chance of being accepted?** No. All proposals are evaluated individually for their scientific merit. The goal of the themes is to solicit proposals on key themes in toxicology that SOT feels may be of broad interest to the membership. This provides an opportunity for members to be able to focus on specific sessions over the course of the meeting on an individual theme, if desired. Naturally, with a call for proposals on specific themes SPC receives proportionately more proposals on these topics. Thus statistically-speaking, the number of sessions appearing in the AM on these themes may make it appear that there is an advantage to submitting on a theme. All proposals, though, whether submitted on a theme or not, compete equally.

### **What is a tentative acceptance?**

All sessions that are accepted for the following years' Annual Meeting are granted a tentative acceptance. Tentative acceptance allows session organizers to address any concerns brought to their attention by the Scientific Program Committee. These issues can include the number of speakers, diversity of speaker – affiliations, geography, etc.

Each accepted session presenter must enter what is considered a complete abstract that fully describes in detail their presentation for each 165-minute session. Session chairpersons are only required to provide the final abstract and speaker presentation titles for 80-minute sessions.

Final acceptance is granted after a formal round of review by the Scientific Program Committee in September.

### **If my Special Interest Group, Specialty Section, or Committee is asked to Sponsor a proposal, does this imply a financial obligation by our group to provide funding for non-member speakers?**

No. SOT provides a limited number of non-member speakers, per accepted session type, with either full-funding or registration only support. *Please see below.*

### **How many non-member speakers will SOT allow on each proposal?**

You should identify the speakers that you feel would provide the best overview of the data to be presented. However, the number of speakers should be within the parameters suggested for each session type. For Symposia, Workshops, and other 165-minute sessions, SOT will fund up to two non-member speakers. For Roundtables, Informational Sessions, Historical Highlights, and Education/Career Development Sessions, i.e. 80-minute sessions, SOT will fund one non-member speaker.

### **Can I get funding support for all of the non-member speakers on my proposal?**

SOT may fund more than the standard two non-member speakers for a Symposium or Workshop session if it is accepted to be designated as IAT (Innovation in Applied Toxicology) or ITS (Innovations in Toxicological Sciences). In an IAT/ITS designated session up to four non-member speakers will be provided with full-funding support to attend the Annual Meeting. To apply for this designation, in addition to the online submission of your Symposium or Workshop proposal, you must also send an e-mail to April Brewer at [april@toxicology.org](mailto:april@toxicology.org) indicating that you wish to apply for

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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.