

CONTEMPORARY CONCEPTS IN TOXICOLOGY
(FOCUSED MEETINGS SPONSORED BY THE SOCIETY OF TOXICOLOGY)
GUIDELINES FOR PROPOSALS

- I. Preamble:** (Overall description of Objectives) The objective of the “Contemporary Concepts in Toxicology” meeting series is to promote the organization, development and implementation of focused scientific meetings in order to foster, support and promote the expansion and dissemination of scientific knowledge in contemporary and rapidly progressing areas of toxicological sciences to the membership and other participants. SOT intends to hold two to four programs per year.
- II. Submission of Proposals:** Proposals may be submitted to the Society of Toxicology by Specialty Sections, Regional Chapters, or individual SOT members. **Proposals must be submitted by April 1 or September 1, of the year preceding the presentation year** and must contain the following elements as listed in Appendix A:
1. Proposed title of the meeting and brief description of the objectives and focus of the meeting.
 2. Composition of Organizing Committee.
 3. The list of suggested topics and speakers and projected length of the meeting.
 4. A tentative budget (Appendix B) for speaker and Organizing Committee expenses (e.g. travel, honoraria, food and lodging). This will be reviewed by SOT Headquarters and revised, as appropriate.
 5. Suggested date and location(s).
 6. Intended audience.
 7. Text for promotional material.
- III. Preliminary Expression of Interest.** Council will provide a preliminary expression of interest for those CCT proposals that it would like to see developed further, this will not connote that Council has made a commitment to grant final approval. One of the purposes of this preliminary expression of interest is to give the organizers a basis for raising the outside funding that is a requirement for final approval. The organizers are expected to provide Council with periodic up-dates concerning the status of their fund raising, any changes to the program, etc.
- IV. Final Approval:** Proposals must be approved by Council in advance of any financial commitment or publicity regarding the proposed meeting. Council will consider approving the proposal only after the organizers have collected or have firm written commitments for outside funding equal to at least 50% of SOT Headquarters estimated cost of the meeting. The purpose here is to try and insure that these meetings are successful financially. If too much time elapses between Council’s preliminary expression of interest and the securing of sufficient outside funding a proposed CCT may not be approved due to, for example, loss of timelines and/or competition with other CCT proposals.

V. **Timeline:** These meetings must be approved by Council for financial support and, for logistical purposes, will be scheduled between May and November.

VI. **Supplemental Information:**

1. **Deadline:** Proposals submitted to organize and host a “Contemporary Concepts in Toxicology” meeting may be submitted to the Society of Toxicology by May 1 of the year preceding the presentation year for Council review and approval. Proposals must contain a title, objectives, focus, Organizing Committee, budget, etc.

2. **Organizing Committee:** There shall be an Organizing Committee of scientists to design and construct the scientific program. The Organizing Committee should provide a list of topics to be covered, potential speakers and a brief description of the focus. The Chair of the Organizing Committee shall be responsible for implementation of the scientific program. SOT headquarters will appoint a liaison from the Council and headquarters to the Committee for the purpose of reporting and coordinating program status, fiduciary arrangements and physical operations

3. **Program:** The scientific program shall be one to three days in duration, with approximately eight speakers per day. The exact number and length of scientific sessions and presentations is to be decided by the Organizing Committee. Scientific sessions may consist of Plenary lectures, as well as shorter presentations. Suggested formats are presented in Appendix B. The proposed program is subject to Council approval.

4. **Budget:** A projected budget is to be constructed based on the proposed scientific program. A sample budget format is contained in Appendix C.

5. **Venue:** The Organizing Committee may suggest a site or sites for the proposed meeting. Selection of the site, however, will be managed by SOT headquarters and will depend on availability, accessibility, costs and other parameters identified by SOT Headquarters. SOT headquarters will also manage financial commitments and collection of registration fees.

6. **Advertisements:** The meeting will be advertised nationally/internationally via advertisements, brochures, electronic communications, etc. to be published by SOT headquarters. The advertisements should contain the scientific program (including topics and speakers), information regarding the number of registrants allowed (the number of registrants may be restricted), the registration fees, hotel accommodations and deadline dates for registration and/or other activities as deemed necessary.

7. **Financial obligations:** The Society of Toxicology will underwrite the financial obligations for the meeting, process registration fees and honoraria and will assume profits/losses resulting from the meeting. If matching funds are indicated, letters of confirmation must be submitted and signed by an authorized institutional officer.

8. **Time Line:** Meeting Proposals will be reviewed by the Contemporary Concepts in Toxicology

Subcommittee of Council following the May 1 proposal deadline. Two to four programs will be sent to the May Council Meeting for confirmation and presentation in the following calendar year.

9. Sponsorship: Meetings may be sponsored by individual members, Specialty Sections or Regional Chapters. Specialty Section and Regional Chapter sponsorship is NOT required.

10. Financial Considerations: In accordance with the Society's Long-range Plan goals of training members and increasing the Society's financial platform, the Society of Toxicology will underwrite the obligations for the meeting with the expectation that profits will be used to ensure continuation of the SOT's programs. Registration fees for students/post-doctoral fellows will be decreased relative to standard fees. SOT members will receive a reduction in registration fees relative to non-members.

11. Criteria for Selection: Programs will be selected based on quality science and relevance to toxicology; breadth and scope of scientific appeal; timeliness of topic; selection of speakers, completeness of proposal; financial considerations, and frequency of presentation.

Appendix B
Contemporary Concepts in Toxicology
SAMPLE SCHEDULE

<u>EXAMPLE #1</u>		<u>EXAMPLE #2</u>	
8:30	Welcoming	8:30	Welcoming
8:45 -9:30	Speaker #1	8:45- 9:30	Speaker #1
9:30 -10:15	Speaker #2	9:30- 10:15	Speaker #2
10:15 -10:30	Break	10:15- 10:45	Break
10:30 -11:15	Speaker #3	10:45- 11:45	Plenary Speaker
1:15 -12:00	Speaker #4	11:45- 1:30	Roundtable
			Discussion and
			Lunch
12:00 -1:30	Lunch	1:30- 2:15	Speaker #3
1:30 -2:15	Speaker #5	2:15- 3:00	Speaker #4
2:15 -3:00	Speaker #6	3:00- 3:30	Break
3:00 -3:30	Break	3:30- 4:15	Speaker #5
3:30 - 4:15	Speaker #7	4:15-6:00	Poster Session
4:15 - 5:00	Speaker #8		

(Second day may feature full length or truncated schedule).

**The above examples are not intended to be absolute, rather significant flexibility is allowed in constructing schedules of speakers. A social hour or dinner may be included as either an elective additional cost or contained in the registration fee.

Appendix C
Contemporary Concepts in Toxicology
BUDGET ESTIMATE WORKSHEET

Organizing Committee Expenses:

Transportation
Lodging
Food

Speaker Expenses:

Transportation
Lodging
Food
Honoraria

Administrative: *

Personnel
Meeting Rooms
AV
Promotional Material Preparation
Printing