2015 SOT Annual Meeting

Invited Speaker Abstract Submission Instructions: A Guide

Thank you for your participation in the 54th 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://sot2015.abstractcentral.com.

We look forward to welcoming you to San Diego, California, March 22-26, 2015. All Annual Meeting sessions will take place at the San Diego 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:
- **July 1st** through **August 12th**
- **August 15th** through **October 7th** – module opens for poster and platform abstract submissions
- Late September–session organizers notified of acceptance decision by Scientific Program Committee liaison.

### URL to access the submission site
- [http://sot2015.abstractcentral.com](http://sot2015.abstractcentral.com)

### Role Access Code to submit an abstract
- **sot2015** (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
- 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 **Tuesday, August 12th at 11:59 PM ET**. 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 April Brewer via email at april@toxicology.org at the conclusion of this process.

### 80-Minute Sessions
- 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

- Only the person who entered the proposal will have access to the submission in order to copy 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](mailto: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.
NEW USERS: You will need to create an account. You should use a login and password that you will remember easily. You will enter the code sot2015 to grant yourself access to Invited Speaker Submission as part of creating your account. For more information about that step, please see page 7.

Returning users, or proposal organizers/submitters, please enter the site using the same login that you used to submit the original proposal. Instructions for getting access to the Invited Speaker Submission role are on the following page.
RETURNING USERS: Once you have logged in, you must select your name from the upper right corner to update your account and 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 sot2015. 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, Workshops, Regional Interests, and 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 expanded and not the same brief abstracts entered during the Proposal Submission phase.

- **Roundtables, Historical Highlights, Informational, 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 Access Code—ALL submitters must enter the role access code of sot2015. The Abstract Submission role applies to the submission of poster and platform abstracts due by October 7, 2014. This module will not be open before mid-August.

Once you have checked the box and entered the code, click on “Save Changes/Next Section” to confirm your user ID and password before the changes are finalized.

You should see the message shown below, confirming that your account has been modified, before proceeding to entering your invited speaker abstract.

Success! Your account has been changed
Entering Your Invited Speaker Presentation

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. 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 by clicking your name in the upper right corner of any screen.

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

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

Step #1: Select Session—Please use session creator list to search for your session organizer. This list is sorted according the organizer’s 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.

Select Session: 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.
Entering Your Abstract Title and Body

Step #2: Title/Body—Once you have selected the appropriate session for your abstract, you will enter the title and body of the abstract. Your title should not contain any contact information. This includes your affiliation, city/state, or postal code, etc. For your 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.

Please also pay attention to the following items on this page, and at the top of all pages through Step #10: Proof and Submit:

- **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 remember 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.

Step #3: Disclosure Statement [NOT SHOWN]—You should read this statement carefully and complete this information as appropriate.

Step #4: Presentation Type [NOT SHOWN]—There is only one presentation type available. You must select Invited Presentation from the drop-down menu.
**Step #5: Affiliations**—This is the step 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 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 meeting event app or the author index of the final Program.
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 must assign the presenter. You can only assign one presenter. The system will automatically resort the list of names and list the presenter and/or presenting author first.

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. If an author doesn’t exist in the system, you will need to create a new author.

**Step #6: Authors**—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

Step #7: Sponsors—All nonmember presenters must include a sponsor, who is a SOT member, for their invited speaker submission; this is generally the session Chairperson. It is important that you not skip this step. Members of the Society are not required to provide Sponsor details.

Step #8: Keywords [NOT SHOWN]—You must enter at least one keyword. We ask that you 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 meeting event app 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.
Step #9: Image Upload—In this step you have the opportunity to upload a headshot of the presenter, to be available in the Annual Meeting app. This step is not required for abstract submission. The image (head and shoulders of the presenter) should be either JPEG or PNG files, with a minimum resolution of 300 dpi. Also, image file names cannot contain spaces or special characters.
Submitting Your Abstract

Step #10: **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 site closes for **Invited Speaker Submissions** on August 12\(^{th}\). 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 September for a final decision.
Abstract Review Center

Abstract submitters may return an abstract to draft to make corrections until the site closes on August 12th. To access your submissions, please click on View Submissions. Your submissions will be listed under Submissions. Click on the “Return to Draft” link to make modifications.

Your abstract will appear in the Draft center where you will have access to make modifications.

IMPORTANT NOTE FOR ABSTRACTS RETURNED TO DRAFT FOR MODIFICATIONS: Once you have completed your modifications you MUST resubmit the abstract so that it will be formally reviewed by the SOT Scientific Program Committee. Making changes and exiting the site does not formally resubmit the abstract. To ensure that the abstract is submitted it must appear under Submissions.

Printing Your Abstract – you may click on the View Proof link to print a copy of your abstract. Please provide a copy of your abstract to the session chairpersons.

Emails regarding your abstract will be delivered from the AbstractCentral Technical Support team. To ensure that you receive these emails, please set your SPAM filter to accept email from ts.acsupport@thomson.com.

You may view all emails sent to you regarding your submission(s) by clicking on the View E-mail link.