

CE Speaker Webinar

- ◆ IMPORTANT INFORMATION
- ◆ AUDIO: There are two choices for Audio. You may either listen via the audio broadcast option or select the phone icon below the participants list to dial in. Click on the “Meeting Info” tab at the top of the screen for phone instructions.

Baltimore

2019

Continuing Education Speaker Webinar

SOT | Society of
Toxicology

Creating a Safer and Healthier World by Advancing
the Science and Increasing the Impact of Toxicology

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Thank You

SOT Regular Scientific Sessions Vs. Continuing Education Courses

- Intended to present techniques, ideas, and concepts that are more established than those suitable for symposia and workshops
- CE courses developed with a timeline quite different from that for symposia and workshops, which present the results of recently obtained cutting-edge research
- The audience of a CE Course includes Students, Postdocs, Exhibitors, with a majority of attendees having backgrounds in industry and government

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Key Deadlines

Item	Due Date
First Draft of slides (or outline) due to Course Chairs and Liaisons	October 5, 2018
Participate in Conference Call for review of course content and first draft of slide presentations or outline; check for presentation overlap (to be arranged by Course Chair); and determine timeline forward for delivering final presentation (FREE Conf Call Capabilities offered through SOT)	October 1 – October 31, 2018
<u>Online CE Speaker Bio/License Release</u> due to HQ* (for use of material belonging to someone else) http://www.toxicology.org/events/am/CECourseSpeaker/BioForm.asp	October 31, 2018
Second draft of presentation slides due to Course Chairs and Liaisons	December 7, 2018
Travel and Lodging Forms due to HQ for authorized Nonmember Speakers to receive full-funding support	December 7, 2018
Chairs return slide presentation comments for speakers to prepare FINAL slide presentations	December 15, 2018
Chairs to send FINAL slide presentations to liaisons for comments/approval	January 4, 2019

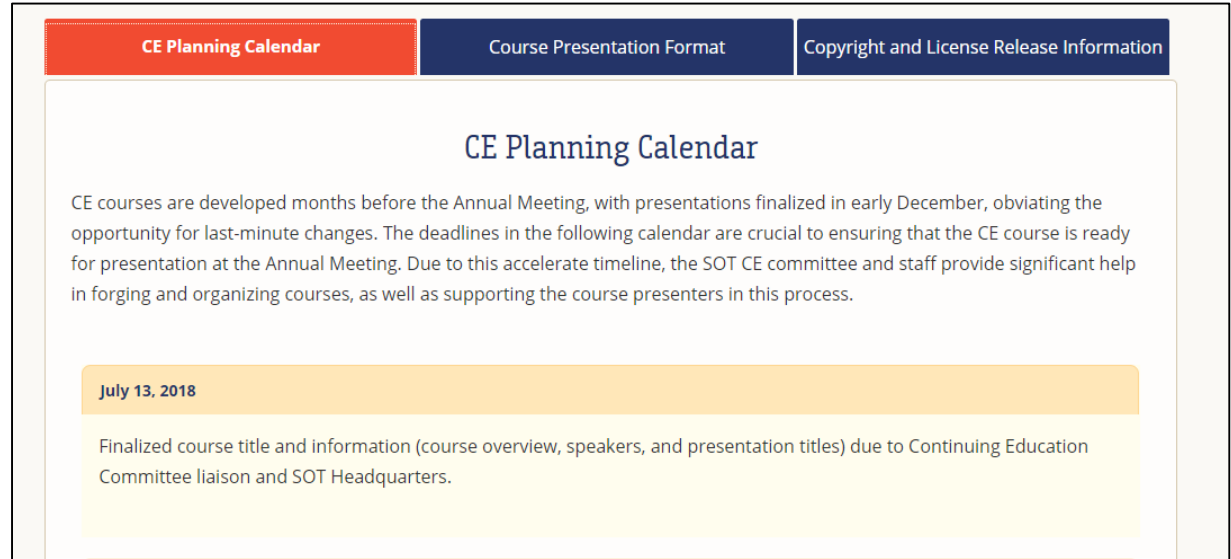
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What to Work on Now

- Prepare a first draft/outline of your presentation due on October 5
- Goal is to familiarize other speakers to what you are speaking so that content for each presentation can be better honed
- Talks should:
 - Adhere to the overall course abstract and goals
 - Provide information in an educational format with slides that supplement the educational objectives of the course
 - Not duplicate information between speakers

Continuing Education Speaker Webpage

The CE Speaker webpage is a valuable tool that answers F.A.Q.s, provides guidance on copyright and presentation formatting, etc.



The screenshot shows a webpage with three navigation tabs: "CE Planning Calendar" (highlighted in red), "Course Presentation Format" (dark blue), and "Copyright and License Release Information" (dark blue). The main content area is titled "CE Planning Calendar" and contains a paragraph explaining the development timeline of CE courses. Below this is a highlighted yellow box with a date "July 13, 2018" and a corresponding deadline for finalizing course information.

CE Planning Calendar

CE courses are developed months before the Annual Meeting, with presentations finalized in early December, obviating the opportunity for last-minute changes. The deadlines in the following calendar are crucial to ensuring that the CE course is ready for presentation at the Annual Meeting. Due to this accelerated timeline, the SOT CE committee and staff provide significant help in forging and organizing courses, as well as supporting the course presenters in this process.

July 13, 2018

Finalized course title and information (course overview, speakers, and presentation titles) due to Continuing Education Committee liaison and SOT Headquarters.



Questions?

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On-Site CE Schedule

Sunrise Course

7:00 - 7:45 am Speakers 1-2

Morning Course

8:15 - 8:20 am	Opening Remarks (CE Liaison)	5 minutes
8:20 - 8:30 am	Introduction (Chair/Co-chair)	10 minutes
8:30 - 9:15 am	Speaker 1	45 minutes
9:15 - 10:00 am	Speaker 2	45 minutes
10:00 - 10:30 am	BREAK*	30 minutes
10:30 - 11:15 am	Speaker 3	45 minutes
11:15 - 12:00 pm	Speaker 4	45 minutes

Afternoon Course

1:15 - 1:20 pm	Opening Remarks (CE Liaison)	5 minutes
1:20 - 1:30 pm	Introduction (Chair/Co-chair)	10 minutes
1:30 - 2:15 pm	Speaker 1	45 minutes
2:15 - 3:00 pm	Speaker 2	45 minutes
3:00 - 3:30 pm	BREAK*	30 minutes
3:30 - 4:15 pm	Speaker 3	45 minutes
4:15 - 5:00 pm	Speaker 4	45 minutes

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On-Site CE Schedule

Recommended Adjustment for FIVE Speakers⁺

5 minutes	Opening Remarks (CE Liaison)
10 minutes	Introduction (Chair/Co-chair)
35 minutes	Speaker 1
35 minutes	Speaker 2
20 minutes	Speaker 3 (Part 1)
30 minutes	BREAK* (<i>break time is standard for all courses and MUST be adhered to</i>)
20 minutes	Speaker 3 (Part 2)
35 minutes	Speaker 4
35 minutes	Speaker 5

+ Alternatively, three speakers prior to or after the mandatory scheduled break can reduce their presentations to roughly 30 minutes, including a brief question and answer period.

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Slides

- Presentations must be in widescreen format (16x9) and use PowerPoint
- It is OK to use color in presentations
- Consistent formatting across all course slides is a must
 - Use Calibri as your font
 - **Bold** titles for slides
 - Consistent font sizes on all slides
 - Plain white background (no logos or themes)
- Use the PowerPoint template provided on the Annual Meeting CE Speakers webpage to get started with your presentation

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Recommendations for Professional and High-Impact Presentations

- Recreate tables or graphics for best results
- Use the “Drawing Tools” in PowerPoint for simple flow-charts and visual aides
- Use “Shape Outlines” to highlight key information and to differentiate graphics
- Attendee’s receive a complete digital copy of your presentation—Plan to be readable!
- Include important sources of information such as articles and book chapters in your references, even if they are not cited in your presentation

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Recommendations for Professional and High-Impact Presentations

- Text is OK. Remember, this is a course book as much as it is a presentation
- No page limits or color restrictions for your course presentation
- You can recreate “the big picture” of complex graphs/tables and cite the exact source to better communicate your points and learning objectives
- Do not use extraneous graphics outside of those that contribute to learning objectives (i.e., avoid clip-art)

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Slides

- **Required slides:**
 - Title Slide
 - Conflict of Interest Disclosure
 - List of Abbreviations
 - List of References

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Copyright

- If you use material that you did not create yourself, and is not covered under open access or Creative Commons 4.0 policies, you **MUST obtain a copyright release** for that material
- Sources vary in terms of their copyright policies so it is important to research each item
- Online sources-**If there is uncertainty, do not use the material** (simply cite it)
- Speaker bio and licensing form includes a conflict of interest statement, licensing form, and copyright release uploads

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Copyright

- **Work on obtaining copyright releases and completing your licensing form as soon as possible**
- More information on copyright can be found on the Copyright Clearance website at www.copyright.com
- Reach out to your Course Chair, Course Liaison, or SOT Staff for assistance
- Articles published under Open Access or Creative Commons Licenses may not need copyright permission, however, you should check the policy to be certain as they vary from journal to journal

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- Optional Speaker/Chair Orientation in the Baltimore CC in the evening of March 9
- Optional Luncheon from 11:45 am – 1:15 pm on March 10
- All non-member speaker housing forms dues by December 7
- ALL speakers receive a speaker stipend for \$500 intended to help defray some of the expense for preparing and presenting the course:
 - costs of slide preparation
 - copyright permission fees
- Meeting registration is provided for all nonmember speakers
- Per SOT policy, all members are responsible for registration, travel, and hotel arrangements



Questions?



Thank you!