

2019 SOT ANNUAL MEETING PROPOSAL SUBMISSION SITE INSTRUCTIONS

Log-in to the site using your Username and password from the previous year, or create a new account if you have not submitted a proposal or abstract to SOT in the past:

Click here for [Submission Instructions](#)

Please enter the same Username and Password you used to create abstract or session proposals for last year's SOT Annual Meeting. Click the lock icon on the right side of this page if you need your password sent to you.

Log-in to the site using your Username and password from the previous year, or create a new account.

Although this site is compatible with most versions of the 4 main browsers (Internet Explorer/Edge; Mozilla Firefox; Chrome; Safari), Internet Explorer is most recommended. If you use a different browser and encounter problems with the Title or Abstract field, please switch temporary to Internet Explorer.

Attention IE 8.0 or higher Users: Compatibility view must be disabled prior starting a submission. From the "Tools" menu, click on "Compatibility View Settings", if the website abstractsonline.com is in the box "Websites you've added to Compatibility View", click on the abstractsonline.com website and click the "remove" button.

Please note that you must also have JavaScript and Cookies enabled in your browser preferences in order for the system to function properly.

Login: If you have not created an account, please click "Create New Account". If you have created an account, your "Username" is your email address.

Helpdesk: If you have any difficulty with the submission process that you cannot resolve yourself, please call or email OASIS Technical Support. The email address and phone number are available from anywhere on the site by scrolling to the bottom of each page.

New accounts: After you create your account, you will be automatically redirected to the log-in page. The email address you entered will be your Username.

Existing accounts: After you log-in, you will be directed to the proposal session creation page.

Society of Toxicology
58th Annual Meeting
March 10-14, 2019
Baltimore, MD

Society of Toxicology
1190 Sunrise Valley Drive, Suite 300
Reston, VA 20191
703-438-3115 Office

New accounts: After you create your account, you will be automatically redirected to the log-in page.

The email address you entered will be your Username.

Existing accounts: After you log-in, you will be directed to the proposal session creation page:

Select the Session type of your proposal and click the "Create New Session" link that corresponds to that session type.

Session Type	
CE	Create New Session
CE Sunrise	Create New Session
Education-Career Development	Create New Session
Historical Highlights	Create New Session
Informational Session	Create New Session
Regional Interest	Create New Session
Roundtable	Create New Session
Symposium I (90-minute at least 2 but no more than 3 speakers)	Create New Session
Symposium II (traditional 165-minutes)	Create New Session
Workshop I (90-minute at least 2 but no more than 3 speakers)	Create New Session
Workshop II (traditional 165-minutes)	Create New Session

Note: If you have previously created a session for this Annual Meeting, you can see your previous entries by clicking on the plus sign (+) next to each session type.

Editing existing sessions: Click on the session title of your existing session to edit the session. If your session status is “Complete” you have successfully submitted the session for review by the Scientific Program Committee or the Continuing Education Committee. This summary of the session types, and any session proposals submitted, is the Workspace:

SESSIONS LIST

Session Type

- CE
- CE Sunrise
- Education-Career Development
- Historical Highlights
- Informational Session
- Regional Interest
- Roundtable
- Symposium I (90-minute at least 2 but no more than 3 speakers)
- Symposium II (traditional 165-minutes)
- Workshop I (90-minute at least 2 but no more than 3 speakers)
- Workshop II (traditional 165-minutes)

Session ID	Session Title	Session Status
8	Those Tricky Florida Lizards	
25	Chair	Kermit Frogg, University of Orlando
26	Co-Chair	Warren Zevon, US EPA
27	Reptiles of the Amazon	Judy Jetson, College of Brazil
28	Anoles as Pets: Not a Good Idea	George Karlin, Bronx Zoo

The + sign next to the session ID will produce a list of Chairs and presenters for the sessions you have entered.

Creating new submissions: The Step List will appear on the left side of each page. Enter your Session Title and your Session Description Abstract. Enter the **session title** and session description (main abstract) when prompted.

(Note the 5,000 character limit, which, unlike the abstract submission site, **includes spaces**).

Important: Submit full and complete abstract in the Session Information step as the overview abstract, and full information and abstracts for your presenters (do not enter “TBD” as Presenter names). Greater detail allows the SPC to better understand the nature of the proposal. If your session is tentatively accepted by the SPC in June, an opportunity will be provided for any revisions prior to “final acceptance”.

STEP LIST

- Session Information
- Summary

Informational Session Information
Please describe the session by selecting a category, and by providing a title and a session description:

Title of Proposed Session
The title must clearly indicate the nature of the session (character limit 1,000).

* Session Title:

Session Description
The session description must contain the following information: a) a statement of the rationale and scope of the study presented; b) a brief description of the experimental procedures; c) the data that resulted from the study; and d) principal conclusion(s) based on interpretation of the results. In the case of studies that do not describe laboratory or field experiments, make the following modifications: a) instead of experimental procedures, the research or assessment approach should be briefly described and b) instead of resultant data, the study's results or findings should be summarized explicitly.

Type or copy-and-paste the session description into the box below.
To Copy - Use Ctrl + C
To Paste - Use Ctrl + V

There is a limit of **5,000 characters** for the session description. NOTE: The 5,000 character limit includes spaces.
All Sessions submitted with human testing implies that IRB protocol has been followed and approved obtained.
All animal experimentation must be carried out in accordance with the Society's criteria for the care and use of animals in research

* Session Description:

Use the formatting tool bar as needed.

Scroll down the page to enter the rest of the session information. One Primary Endorser is required. Select up to two additional Endorsers (SOT Specialty Sections, Special Interest Groups, Regional Chapters, Committees):

(Drop down menus)

The screenshot shows a web form with several sections:

- Endorser(s)**: A section with instructions to select endorser(s) from drop-down menus. It includes three fields: "Primary Endorser" (set to "Career Resource and Development Committee"), "Endorser 2" (set to "Please Select"), and "Endorser 3" (set to "Please Select"). An arrow points to the "Primary Endorser" dropdown.
- Perceived or Real Conflict of Interest**: A section with instructions to click a document link and check applicable boxes. Five checkboxes are listed: "1. The research described in th...tion was supported...", "2. One/more authors is/are employed by an entity...", "3. One/more authors has/have a significant financial...", "4. One/more authors has/have recvd significant...", and "5. The authors declare no...conflict of interest". An arrow points to the first checkbox.
- SOT Student Committee or Group**: A section with a field "This proposal was developed by an SOT student Committee or Group:" set to "Please Select".
- Secondary Session Type**: A section with a field "Secondary Session Type:" set to "Please Select". An arrow points to this dropdown.
- IAT/ITS Designation**: A section with instructions to click a link and checkboxes for "Innovations in Applied Toxicology (IAT)" and "Innovations in Toxicological Sciences (ITS)".

Perceived or Real Conflict of Interest: Click to read the document linked in the site before selecting the boxes 1 through 5 which apply to this session proposal and the proposed speakers. (You must click one of the boxes in order to proceed with the submission).

Click your Secondary Session type (you may pick only one secondary session type from the drop-down menu), and indicate if you would like your session considered for IAT or ITS, and then click **Save and Continue:**

A rectangular button with the text "Save and Continue" inside.

Enter Chair information. (Chair must be an SOT member).

Click **Save and Continue**:

Chair (required) Information

Chair

Please provide the data for the proposed Chair in the form below, then click on "Save and Continue".

Please Note: If you are attempting to enter data into a field with a character limit and receive an error you may be exceeding the limit for that field. Please click the Back button on your browser to try again. The character limit includes spaces.

*** = Required Fields**

* First Name: Jerry
Middle Name:
* Last Name: Garcie
* Institution Name: University of Virginia
* Member: Yes
* City: Charlottesville
State: Virginia
* Country: United States
* Email Address: jgarcie@uva.edu

Save and Continue

A confirmation screen will appear. If information is correct, click **Continue**. If incorrect, click the Edit button:

Chair (required) Information

If the Chair is listed correctly, click on "Continue". If not, you may click on "Edit" or "Delete" to make necessary changes.

*** IMPORTANT NOTE:**
The "SR Status" will show "Primary" for the Chair.
The "Title" listed below is your role in the Session.

Chair (required)	Sort Order	SR Status	Title	Name
Delete Edit	1	Primary	Chair	Name: J. Garcie, University of Virginia, Charlottesville, VA.

Continue

Enter Co-Chair information. Follow the same steps for the Co-Chair (the Co-Chair may be an SOT member or non-member). Click **Save and Continue**.

Co-Chair (required) Information

Co-Chair

Please provide the data for the proposed Co-Chair in the form below, then click on "Save and Continue".

Please Note: If you are attempting to enter data into a field with a character limit and receive an error you may be exceeding the limit for that field. Please click the Back button on your browser to try again. The character limit includes spaces.

*** = Required Fields**

* First Name: Melissa
Middle Name:
* Last Name: Stone
* Institution Name: Sea Horse Institute
* Member: No
* City: Jackson
State: Mississippi
* Country: United States
* Email Address: mstone@aol.com

Save and Continue

After reviewing the Co-Chair information, click **Continue** to bring up the speaker steps.

Enter Presenter information (one at a time). Scroll down the page and be sure to complete required fields. If you need to return to a previous section, click the appropriate step in the Step List.

Reminder: SOT Members are not eligible for Full Funding.

2,400 character limit, including spaces, for individual abstract descriptions.

Click **Continue** after completing Speaker 1 information. A confirmation screen will appear:

Delete	Edit	Add Author	Sort Order	SR Status	Title	Name
			1	Primary	The State of the Science	F. Pepper, NIH, Bethesda, MD

Verify Speaker information and then click "Add a Speaker" button.

Delete	Edit	Add Author	Sort Order	SR Status	Title	Name
			1	Primary	First Presentation	B. Bradford, NIEHS, Research Triangle Park, NC.
			2	Primary	Second Presentation	G. Jones, US EPA, Washington, DC.

Repeat the process to enter all presenters and their information.

Confirmation screen (with speaker information entered). You may re-sort the speaker order on this screen if you wish:

Be sure to Save Sort Order if you re-sort the speaker order.

Speaker (Minimum 2/Maximum 8 total) Information
You must have at least 2 Speakers in a session.

Click on the "Add a Speaker (Primary)" button below to add additional speakers.

If you change the sort order of your speakers by using the "Sort Order" dropdown, you must click "Save Sort Order" before clicking "Add a Speaker (2 minimum, 8 maximum) (Primary)" or your change will NOT be saved.

If you do not wish to add the maximum 8 speakers, to continue, click on the "summary" link on the left hand side of the page.

*** IMPORTANT NOTE:**
The "SR Status" will show "Primary" for the Speakers.
The "Title" listed below indicates your role as a chair or co-chair, or is the abstract title for the speakers in this session.

Delete	Edit	Add Author	Sort Order	SR Status	Title	Name
Delete	Edit	Add Author	1	Primary	First Presentation	B. Bradford, NIEHS, Research Triangle Park, NC.
Delete	Edit	Add Author	2	Primary	Second Presentation	G. Jones, US EPA, Washington, DC.
Delete	Edit	Add Author	3	Primary	Third Presentation	J. Torrance, Here's Johnny, Inc., Winter Park, CO.
Delete	Edit	Add Author	4	Primary	Final Presentation	S. Jones, Get Happy Institution, Paris, France.

[Add a Speaker \(Minimum 2/Maximum 8 total\) \(Primary\)](#) [Save Sort Order](#)

Click the "Add a Speaker" button and repeat the process for the remaining speakers in your session, or click SUMMARY in the Step List on the left side of the page.

The **Summary** page will display your submission; scroll down to review all information. If edits are needed, click the appropriate page from the Step List on the left side. Click this link to produce a printable copy of the session proposal.

Summary Information

Congratulations!

- Your session proposal submission is complete.
- You may continue to edit your submission until the deadline of 11:59 PM US Eastern on May 15, 2018.
- If you would like to submit another session, click on the Home button above the Step list on the left side of the page.
- Please click the link on the right side of this page for a print-friendly copy of your submission confirmation (click the link, and then click on the right mouse button to produce a "print" option).

Thank you for your proposal. A summary of your submission is below.

[Click here for a Print-Friendly view of this submission](#)

Roundtable Information

Session Title: David's Roundtable
 Session Description: A roundtable of major interest.
 Primary Endorser: Clinician-Scientist Engagement Task Force
 Endorser 2:
 Endorser 3:
 You must check the Perceived or Real Conflict of Interest statement that applies to this session: 5. The authors declare no....conflict of interest
 This proposal was developed by an SO1 student Committee or Group: No
 Secondary Session Type: Informational Session
 Please consider my proposal for an IAT or ITS Session

Chair (required) Information

First Name: Eric
 Middle Name:
 Last Name: Jones
 Institution Name: US FDA
 Member: Yes
 City: San Antonio
 State: TX
 Country: United States
 Email Address: ejones@aol.com

Co-Chair (required) Information

First Name: Maria
 Middle Name:
 Last Name: Chambers
 Institution Name: US Geological Survey
 Member: No

Your proposal is finished! Click the "Home" button above the Step List on the left side of the page if you wish to submit another proposal.