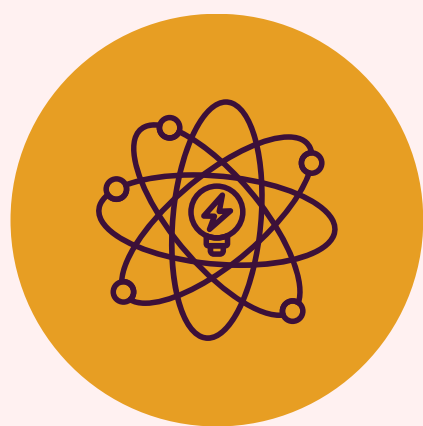


## SESSION PROPOSAL ENDORSEMENT BASICS

Every SOT session proposal must include at least one endorser, but proposals may list up to three endorsers.

**Endorsers may be:**



**Specialty Sections**



**Special Interest Groups**



**Select SOT Committees**

A proposal may include a Primary Endorser, Secondary Endorser, and Tertiary Endorser.

## WHAT ENDORSERS NEED TO KNOW

Endorsing groups may support an unlimited number of proposals. They may be listed as the Primary, Secondary, or Tertiary Endorser.

The Primary Endorser should be the group most closely aligned with the topic of the proposal. If an endorsing group helped develop the proposal, that group should generally be listed as the Primary Endorser.

Secondary and Tertiary Endorsers are considered interchangeable. There is no hierarchy between those roles.



## ENDORSER TIP

Even though only one endorser is required, proposal submitters are strongly encouraged to include Secondary and Tertiary Endorsers when appropriate. This can help ensure the proposal receives broader review and input from relevant groups.

## CHECKLIST FOR ENDORSERS

Before agreeing to endorse a proposal, consider:



Is the topic clearly aligned with your group's interests?



Should your group be listed as the Primary Endorser?



Would another Specialty Section, Special Interest Group, or Committee also be a good fit?



Has the submitter followed your group's pre-review process, if applicable?

**ENDORSED**



# GUIDANCE FOR PROPOSAL SUBMITTERS AND CHAIRS

## BEFORE YOU SUBMIT



Each proposal must list at least one endorser and may include up to three endorsers.

The endorser most closely connected to the session topic should be listed as the Primary Endorser. Secondary and Tertiary Endorsers may be listed in either order.

For science-driven proposals, a Specialty Section should generally serve as the Primary Endorser. Special Interest Groups or SOT Committees should not usually be listed as the Primary Endorser for science-driven proposals.

However, listing a Special Interest Group or SOT Committee as the Primary Endorser may be appropriate for an Education-Career Advancement Session.

## PRE-REVIEW IS STRONGLY ENCOURAGED

Proposal submitters and Chairs are highly encouraged to send their proposal to an endorsing group for pre-review before submitting.

The Scientific Program Committee does not participate in the endorser pre-review process.

Because each endorsing group may receive a different number of proposals, pre-review procedures and deadlines may vary. Submitters should contact the appropriate Endorser directly to confirm requirements and deadlines.



## ENDORSER TIP

Do not assume every endorsing group has the same process. Some may have formal review timelines, while others may handle requests differently. Contact the Endorser early.



## CHECKLIST FOR SUBMITTERS

Before submitting your proposal, make sure:

- ✓ At least one endorser is listed
- ✓ The Primary Endorser is the best match for the topic
- ✓ Secondary and Tertiary Endorsers are included, if appropriate
- ✓ The proposal has been sent for pre-review, if possible
- ✓ You have checked the Endorser's deadlines and process
- ✓ A Special Interest Group or Committee is only listed as Primary when appropriate for the session type



# CHAIR, CO-CHAIR, SPEAKER, AND FUNDING RULES

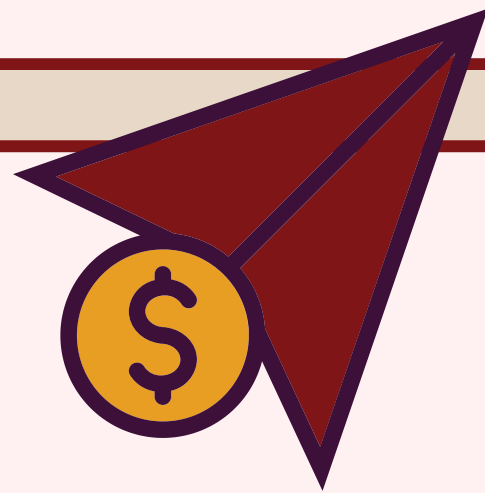


## CHAIR RESPONSIBILITIES

Chairs are responsible for asking invited speakers whether they are involved in any other SOT session proposals. This helps ensure that all role limits are followed before the proposal is submitted.

Before finalizing your proposal, confirm each speaker's SOT involvement and funding needs. This can help avoid eligibility issues later in the review process.

## NON-MEMBER SPEAKER FUNDING



For all session types, including Continuing Education courses, one nonmember speaker may be considered for full travel funding. Funding is not guaranteed. Chairs should have a backup plan in case the request is not approved. The same nonmember speaker cannot receive full travel funding for two consecutive SOT Annual Meetings.

## ROLE LIMITS FOR SESSION PROPOSALS

Individuals may be listed in up to two session proposals in the role of: **Chair, Co-Chair, or Speaker**

However, an individual may only serve as a speaker giving a full scientific presentation in one session.

This rule applies to sessions reviewed by the Scientific Program Committee, including Scientific Sessions, Informational Sessions, Education-Career Advancement Sessions, and Engagement Sessions. It does not apply to Continuing Education courses, Tiny Tox Talks, Platform Sessions, or Poster Sessions.

## WHAT FULL TRAVEL FUNDING MAY INCLUDE

Full travel funding may include:

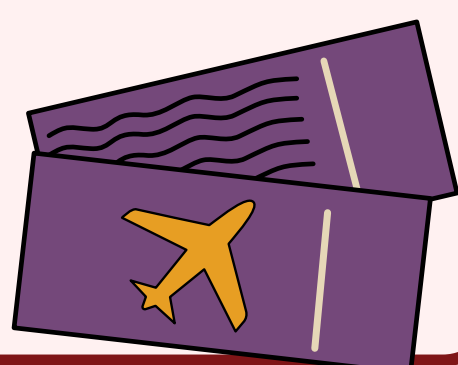
Roundtrip economy,  
non-refundable airfare

One night of housing in an SOT  
block hotel

Two days of meals, up to \$50 per  
day

Incidentals such as taxi, Uber, Lyft,  
parking, and tips.

Rental cars are not  
reimbursable.



## QUICK CHECKLIST FOR CHAIRS



- ✓ Confirm each person's role in the session
- ✓ Ask speakers whether they are listed on other proposals
- ✓ Confirm that no speaker exceeds the role limits
- ✓ Identify whether a nonmember speaker needs funding
- ✓ Prepare a contingency plan if funding is not approved