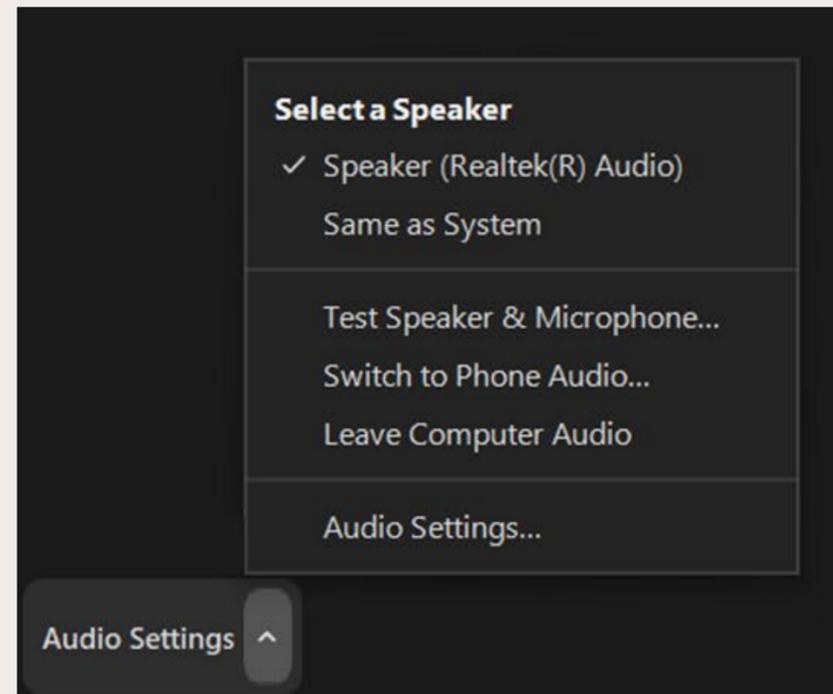


# WELCOME

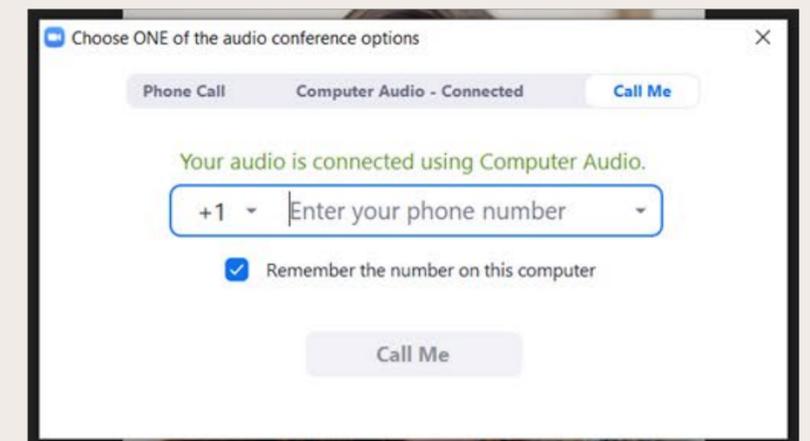
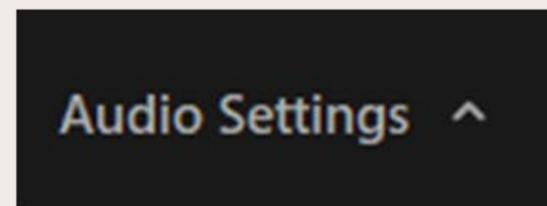
## Developing Competitive Scientific Session Proposals

### Two Options for Audio

- 1** Audio Broadcast (default audio):  
This will allow you to listen via your device or headphones connected to your device.



- 2** Via Telephone (if needed):  
This will allow you to call in for audio.
- Go to Audio settings
  - Select “Switch to Phone Audio”
  - Select “Call Me”
  - Enter your Phone Number
  - Zoom will call you and allow you to listen to the Webinar via phone



# DEVELOPING COMPETITIVE SCIENTIFIC SESSION PROPOSALS

HOSTED BY: SOT Scientific  
Program Committee (SPC) and  
Continuing Education (CE)  
Committee

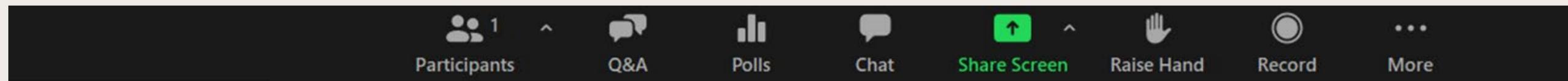
Friday, February 21

2:00 PM to 3:30 PM



# Discussion Instructions

This webinar is being hosted in Zoom. Please use the Q&A option in the tool bar in Zoom to ask a question. The webinar will pause at three designated breaks, and questions from attendees will be addressed during those breaks.



# Today's Presenters



**JIM LUYENDYK**  
Vice President-Elect



**KELLY ALMOND-ABBATE**  
CE Committee Co-Chair



**AILEEN KEATING**  
SPC Member



**LENA SMIRNOVA**  
SPC Member

PLUS

**DAVID ROSSÉ**  
SPC Staff Liaison

**SHANNON FROHM**  
CE Staff Liaison

# Agenda

01

DEVELOPING AN IDEA

02

TYPES OF SESSIONS

03

SPEAKER FUNDING

04

WHAT MAKES A GOOD PROPOSAL

05

SPEAKER SELECTION

06

ENDORSEMENT

07

ACCEPTANCE/REVIEW TIMELINE

08

WHAT TO AVOID

**SOT** 65<sup>TH</sup> ANNUAL MEETING  
& ToxExpo  
SAN DIEGO, CA MARCH 22-25, 2026



CE AND SESSION  
PROPOSAL SITE  
OPEN

April 1 to May 15, 2025



# What Makes a Strong Proposal Topic

Good proposals often contain at least one of these factors.

1

Cutting-Edge  
Interdisciplinary Science  
and New Perspectives

2

Emerging Fields and Their  
Application to the Field of  
Toxicology

3

Depth of Analysis

4

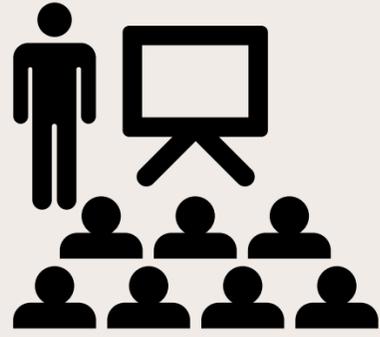
Active Involvement in Other  
Areas of Toxicology

# Why You Should Submit a Proposal

SOT is about YOU!

Without our members sharing their interests and work, SOT would not be a premiere professional association for toxicology. As our hallmark event, the Annual Meeting should capture the best, most interesting, and helpful science and information available.





## SYMPOSIUM

Cutting-edge science: new areas, concepts, or data in the forefront of toxicology



## WORKSHOP

Informal, interactive presentations that highlight state-of-the-art knowledge in toxicology with an emphasis on panel discussions



### LENGTH

165 or 90 minutes



### SPEAKERS

Two to Five depending on length



## ROUNDTABLE

Controversial subjects with presentations and moderated discussions



## HISTORICAL HIGHLIGHTS

Review of a historical topic with toxicology impact



LENGTH  
90 minutes



SPEAKERS  
Three to Four



## INFORMATIONAL

General information and planned scientific activities not based on outcome of scientific research



## EDUCATION/ CAREER DEVELOPMENT

Tools and resources to enhance professional or scientific development



LENGTH  
90 minutes



SPEAKERS  
Three to Four



# REGIONAL INTEREST

Central topics of relevance that describe public health and/or ecological problems of that region



## LENGTH

165 or 90 minutes



## SPEAKERS

Two to Five depending on length



# CONTINUING EDUCATION

Cover new, established knowledge in  
toxicology and related disciplines



## LENGTH

195 (regular) or 45 minutes (sunrise)



## SPEAKERS

Two (sunrise) to Eight (maximum)

# MORE ON CE Courses

## MYTH

CE courses are harder to prepare for and develop than other Scientific Sessions.

## FACTS

The same amount of preparation is required for all sessions and courses. The main difference is that CE courses are prepared on a faster timeline.

Fewer CE course proposals are received each year, making acceptance percentages higher.

# Special Designations

IAT

Innovations in Applied Toxicology (IAT) Symposium sessions introduce innovative approaches in applied research.

ITS

Innovations in Toxicological Sciences (ITS) Symposium sessions introduce new technologies or scientific disciplines.

ENGAGEMENT

Sessions that encourage audience participation, discussion among audience members, polling, and other interactive activities

# SPEAKER FUNDING

SOT members do not receive any funding support. For nonmembers, funding available depends on the session length. Full funding means registration, travel, hotel, and meals.

## 165 MINUTES

- Up to Three nonmember speakers may receive full funding

## 90 MINUTES

- Up to Two nonmember speakers may receive full funding

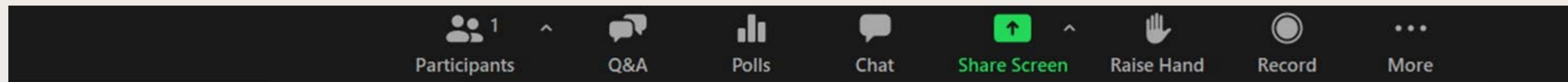
## IAT OR ITS

- Up to Four nonmember speakers may receive full funding for a 165-minute session

Registration-Only funding may be available for nonmember speakers if you meet your full funding limits.

# Question Break #1

Submit your questions or comments by using the Q&A option.



# Proposal Development Process Outlined Online

## Session Proposals

[Home](#) | [Presenters](#) | [Session Proposals](#)

- ➔ [Step 1: The Idea](#)
- ➔ [Step 2: Pick the Session Type](#)
- ➔ [Step 3: Find Your Experts](#)
- ➔ [Step 4: Prepare the Proposal](#)
- ➔ [Step 5: Get Endorsements](#)
- ➔ [Step 6: Submit Your Proposal](#)

### The Basics of Preparing a Session Proposal



#### Step 1: The Idea

Look at previous SOT *Programs* for inspiration and to avoid previously covered topics.



#### Step 2: Pick the Session Type

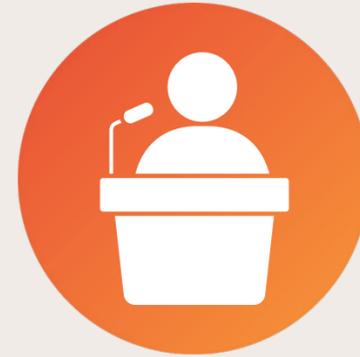
Choose between eight distinct section formats and lengths.



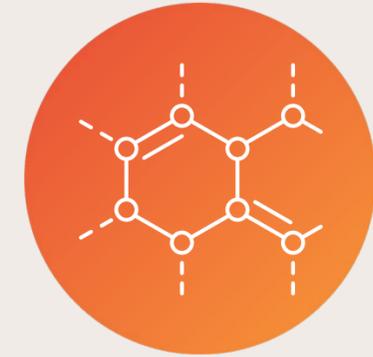
# A Good Proposal Has...



A clearly presented focus/message and objectives



Confirmed speakers—no TBDs



Relevance to toxicology and is unique



Integrated overall abstract with presentations that relate to each other



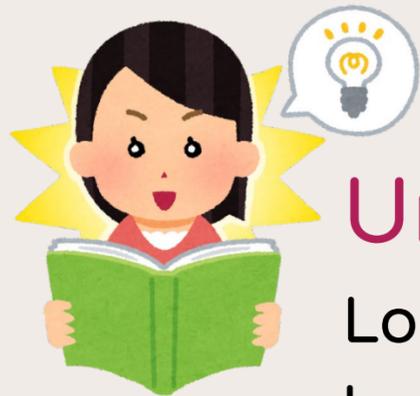
Primary endorsement by a relevant Component Group with a favorable ranking or insightful comments



Speaker Diversity (job sector, ethnicity, gender, geography, etc.)

# Securing Speakers

It's easier than you think!



## Unique Perspectives

Look for diverse scientific views, as hearing the same presentation five times is not entertaining.



## Search the Literature

Use key words related to your topic.



## Pursue Diversity

Consider diversity from various angles: employment sector, gender, geographic location, ethnicity, etc.



## Cold Call (or Email)

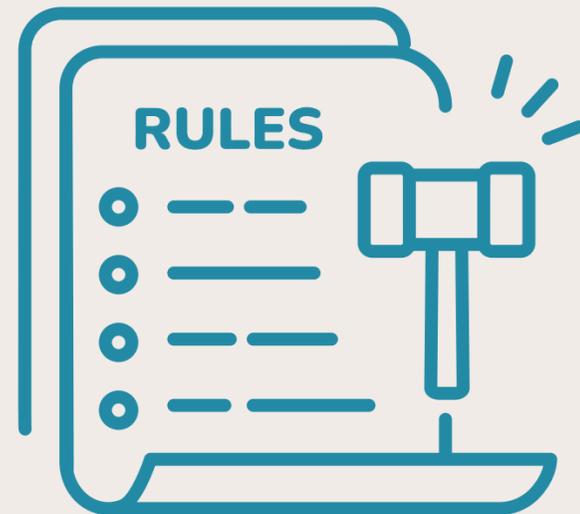
People are usually flattered to be asked.

# Golden Speaker Rule



You may only speak in one Scientific Session.

## Chair and Co-Chair Rules



The Chair must be an SOT member.

You can only Chair one session and Co-Chair one additional session.

# Endorsement

Go to the group with an affinity for your topic!



## Key Takeaways

1

SOT Component Groups and certain Committees can endorse sessions and courses.

2

Rankings and especially comments are considered during proposal review.

3

You must have one primary endorser. Two additional endorsers are allowed.

4

For the best success have your endorsers review your proposal before submitting it (aka, a pre-review).

# Tips for Pre -review



Identify the groups most relevant to your proposal by reviewing the Component Group and Committee lists.

COMMITTEES



COMPONENT GROUPS



Approach the leaders of each group to determine their pre-review timelines and processes—each group will be unique.

MEMBERSHIP DIRECTORY



# Checklist for Proposals

- COMPELLING TOPIC**  
with a clear toxicology connection
- APPROPRIATE SESSION TYPE**  
that will best showcase the topic
- DIVERSE SPEAKERS**  
with unique scientific perspectives to share
- ENDORSEMENT**  
from at least one and up to three groups



# Review Timeline

**May 19–30**  
Post-submission Endorser Reviews

**Late June/Early July**  
SPC and CE Committee meet and  
select tentatively accepted sessions

**Starting July 15**  
Resubmission process for  
tentatively accepted sessions

**By October 1**  
Final acceptances and schedule  
information sent to proposers

**Thursday, May 15**  
Proposal Submission Deadline

**June 2–20**  
SPC and CE Committee Proposal Reviews

**July 15**  
Acceptance and rejection notices sent

**Mid-September**  
SPC meets and determines scientific  
program schedule for meeting

# Acceptance %

CE

Sessions

100%

2022 San Diego

80%

100%

2023 Nashville

82%

76%

2024 Salt Lake City

58%

82%

2025 Orlando

56%



# Reasons for Nonacceptance

Focus on methodology  
needs expansion

Topic was too similar to a recently  
held session

Lack of enthusiastic feedback by  
endorsers and/or SPC and CE  
Committee reviewers

Too narrow of a focus

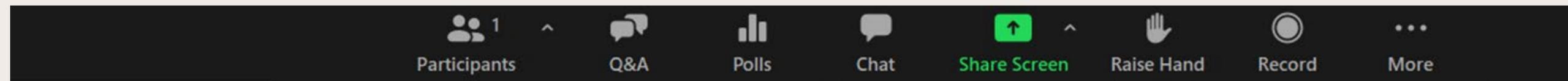
Proposal not fully developed

Connection to toxicology missing

Space limitations

# Question Break #2

Submit your questions or comments by using the Q&A option.



# A DIFFERENT KIND OF SESSION

## Tiny Tox Talks

01

20-MINUTES

Informal, small audience

02

ANYTHING GOES (ALMOST)

Soft skills, best practices, science-lite discussions

03

AUGUST/SEPTEMBER SUBMISSION

Process is separate from session proposals



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