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.

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:
Click “Add New” on the right side of the page corresponding to your preferred session type to enter a new session proposal.

Note: If you have previously created a session for this Annual Meeting, those sessions will appear under the respective session type.

<table>
<thead>
<tr>
<th>Session Type</th>
<th>Status</th>
<th>Add New</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continuing Education (195 minutes)</td>
<td>Incomplete</td>
<td><img src="#" alt="Add new" /></td>
</tr>
<tr>
<td>Testing a CE Course</td>
<td>Incomplete</td>
<td><img src="#" alt="Add new" /></td>
</tr>
<tr>
<td>Continuing Education (Sunrise-45 minutes)</td>
<td>Incomplete</td>
<td><img src="#" alt="Add new" /></td>
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<tr>
<td>Education-Career Development</td>
<td>Incomplete</td>
<td><img src="#" alt="Add new" /></td>
</tr>
<tr>
<td>A Test Educational Session</td>
<td>Incomplete</td>
<td><img src="#" alt="Add new" /></td>
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<tr>
<td>Historical Highlights</td>
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<td><img src="#" alt="Add new" /></td>
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<tr>
<td>A Test Historical Session</td>
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<td><img src="#" alt="Add new" /></td>
</tr>
<tr>
<td>Informational Session</td>
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<td><img src="#" alt="Add new" /></td>
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<tr>
<td>Test IS Session</td>
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<td><img src="#" alt="Add new" /></td>
</tr>
<tr>
<td>Regional Interest</td>
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<td><img src="#" alt="Add new" /></td>
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<tr>
<td>Regional Interest Test</td>
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<td><img src="#" alt="Add new" /></td>
</tr>
<tr>
<td>Roundtable</td>
<td>Incomplete</td>
<td><img src="#" alt="Add new" /></td>
</tr>
</tbody>
</table>

**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.
Add a new submission: The Step List will appear on the left side of each page. Enter your Session Title, Session Description Abstract, and Endorsing group.

Note the character limits: 1,000 for title, and 5,000 for session description (including 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, an opportunity will be provided for any revisions prior to “final acceptance”.

Symposium I: 90 minutes
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: Toxicological Impact of the Aral Sea Basin

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:

Scroll down the page to enter the rest of the session information.
At least one Endorser is required:

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).
SOT Student Committee or Group

This proposal was developed by an SOT student Committee or Group: [Yes]

Secondary Session Type

If you would like your presentation considered for another session type, make your selection below.

Secondary Session Type: [Workshop 1—90 minutes]

IAT/ITS Designation

Please consider my proposal for an IAT or ITS Session:
- Innovations in Applied Toxicology (IAT)
- Innovations in Toxicological Sciences (ITS)

Select other fields as applicable.  

Click SAVE AND CONTINUE for the next steps.
Note that once you click Save and Continue in the Session Information step, the additional steps appear on the left:

Enter Chair information: **Chair must be an SOT member.**

*First Name:* Bart  
*Middle Name:*  
*Last Name:* Simpson  
*Institution Name:* University of Vermont  
*Member:* Yes  
*City:* Burlington  
*State:* Vermont  
*Country:* United States  
*Email Address:* bsimp@1111.edu

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

<table>
<thead>
<tr>
<th>Chair (required) Information</th>
<th>Sort Order</th>
<th>SR Status</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>If the Chair is listed correctly, click on &quot;Continue&quot;. If not, you may click on &quot;Edit&quot; or &quot;Delete&quot; to make necessary changes.</td>
<td>Primary</td>
<td>Chair</td>
<td></td>
</tr>
</tbody>
</table>

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

**STEP LIST**

**Session Information**

**Chair (required)**

<table>
<thead>
<tr>
<th>Delete</th>
<th>Edit</th>
</tr>
</thead>
</table>

**Co-Chair (required)**

<table>
<thead>
<tr>
<th>Name</th>
<th>B. Simpson</th>
</tr>
</thead>
<tbody>
<tr>
<td>University of</td>
<td>Vermont,</td>
</tr>
<tr>
<td>Burlington,</td>
<td>VT</td>
</tr>
</tbody>
</table>

**Speaker (Minimum 2/Maximum 8 total)**

**Summary**

[Continue]
Enter Co-Chair information. Co-Chair may be SOT member or non-member. Follow the same steps for the Co-Chair. Click Save and Continue.
Enter Speaker 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.

IMPORTANT! The Scientific Program Committee uses SOT member status for their acceptance decisions, so accuracy of Member status is critical.

Individual Abstract Description: 2,400 character limit, including spaces

Click Save and Continue after completing Speaker 1 information.
A confirmation screen will appear.

**STEP LIST**

**Session Information**

**Chair (required)**

**Co-Chair (required)**

**Speaker (Minimum 2/Maximum 8 total)**

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Introduction to Session</th>
<th>SR Status</th>
<th>Sort Order</th>
</tr>
</thead>
<tbody>
<tr>
<td>N. Grant</td>
<td>US EPA, Washington, DC</td>
<td>L. Grant</td>
<td>Primary</td>
<td>1</td>
</tr>
</tbody>
</table>

Verify Speaker information and then click “Add a Speaker” button.

Repeat the process to enter all presenters and their information.
Confirmation screen (with all 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.

Add Author: if there is a co-author of the session abstract you wish to add

If you are finished adding all speakers, click the SUMMARY step.
Your proposal is finished! An email sent to the submitter’s account will be generated.

**Finalizing the session (clicking the Finalize button) is not required. If you finalize the submission, you will be unable to edit it.**

Click the “Home” button above the Step List on the left side of the page if you wish to submit another proposal.  **NOTE: Finalization is not needed, as your proposal(s) is considered to be in “real time,” and immediately viewable by SOT HQ on the administrative site.**