Continuing Education
Course Information and Preparation Guide

2016 Annual Meeting
New Orleans, Louisiana

Society of Toxicology
1821 Michael Faraday Drive, Suite 300
Reston, VA 20190
Phone: 703.438.3115
Fax: 703.438.3113
www.toxicology.org
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## Checklist for Key Deadlines

<table>
<thead>
<tr>
<th>Item</th>
<th>Due Date</th>
<th>□</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participate in 1\textsuperscript{st} Conference Call for discussion and development of course content, basic CE planning for the year (to be arranged by Course Chair)</td>
<td>August 1 – September 3, 2015</td>
<td></td>
</tr>
<tr>
<td>Final edits to Course Overview, Speaker Line-up, and Individual Presentation Titles due to HQ. <em>No changes can be made after this point.</em></td>
<td>September 4, 2015</td>
<td></td>
</tr>
<tr>
<td>First Draft of slides (or outline) due to Course Chair</td>
<td>October 1 – 15, 2015*</td>
<td></td>
</tr>
<tr>
<td>Participate in 2\textsuperscript{nd} 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)</td>
<td>October 2 – November 2, 2015</td>
<td></td>
</tr>
<tr>
<td>Modify slides based on feedback from 2\textsuperscript{nd} Conference call</td>
<td>October 30 – November 25, 2015</td>
<td></td>
</tr>
<tr>
<td><strong>Online CE Speaker Bio/License Release due to HQ</strong> <em>(for use of material belonging to someone else)</em></td>
<td>November 2, 2015</td>
<td></td>
</tr>
<tr>
<td>Second draft of presentation slides due to Course Chairs</td>
<td>December 9, 2015</td>
<td></td>
</tr>
<tr>
<td>Travel and Lodging Forms due to HQ for authorized Nonmember Speakers to receive full-funding support</td>
<td>December 9, 2015</td>
<td></td>
</tr>
<tr>
<td>Chairs return slide presentation comments for speakers to prepare FINAL slide presentations</td>
<td>December 16, 2015</td>
<td></td>
</tr>
<tr>
<td>Chairs to send FINAL slide presentations to liaisons for comments/approval</td>
<td>January 5, 2016</td>
<td></td>
</tr>
<tr>
<td><strong>FINAL presentation turned in by Course Liaison to HQ (in Powerpoint) <em>No changes to content will be possible after this point</em></strong></td>
<td>By January 8, 2016**</td>
<td></td>
</tr>
</tbody>
</table>

* It could take several weeks to obtain permissions to use copyrighted materials. Please submit your requests to the copyright holders as early as possible. Only copyrighted materials with written releases from the copyright holders will be included in the slides/course book.

** SOT headquarters needs several weeks to edit formatting for Chicago style, edit fonts as necessary for font consistency, merge MS Word versions of references, remove unacceptable logos and merge individual presenter slides to create books. Printer needs at least a month to print and ship books to the Annual Meeting site. **Printed books must be ready to be shipped to Annual Meeting site by March 1, 2016.**
## 2015–2016 COURSE CALENDAR

<table>
<thead>
<tr>
<th>Date</th>
<th>Assigned To</th>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>2-Jun-2015</td>
<td>CEC</td>
<td>CE Committee Summer meeting</td>
</tr>
<tr>
<td>19-Jun-2015</td>
<td>CC</td>
<td>Finalized Course Title due</td>
</tr>
<tr>
<td>26-Jun-2015</td>
<td>CC, CEC</td>
<td>Course Information due to Liaison and HQ (course overview, speaker names &amp; talk titles, funding requests). This is the data that will appear in the Annual Meeting marketing materials and on the SOT website.</td>
</tr>
<tr>
<td>27-Jul-2015</td>
<td>CC</td>
<td>Course Chairs arrange 1st Conference Call date with Speakers and Liaisons for content and basic CE planning for the year; report dates to HQ</td>
</tr>
<tr>
<td>15-Aug-2015</td>
<td>G</td>
<td>SOT Abstract Submission site OPEN for platform/poster sessions</td>
</tr>
<tr>
<td>3-Aug-2015 to 4-Sept-2015</td>
<td>CEC, CC, CS</td>
<td>1st Conference Call for discussion and development of course content, basic CE planning for the year.</td>
</tr>
<tr>
<td>4-Sep-2015</td>
<td>CEC, CC</td>
<td>Preliminary Program content to HQ: FINALIZE Speaker information/order and Presentation Titles. <strong>No changes to this information to be made after this point. This information will go to print in the Preliminary &amp; Final Program.</strong></td>
</tr>
<tr>
<td>25-Sept-2015</td>
<td>CC</td>
<td>Date and time of 2nd Conference Call in October to be reported to SOT HQ</td>
</tr>
<tr>
<td>1-Oct-2015 to 12-Oct-2015</td>
<td>CS</td>
<td>First Draft of slides (or outline) due to Course Chair</td>
</tr>
<tr>
<td></td>
<td>CC</td>
<td>2nd Conference Call with Speakers and Liaisons for content review: Report dates to HQ</td>
</tr>
<tr>
<td>7-Oct-2015</td>
<td>G</td>
<td>SOT Abstract Submission site CLOSED for platform/poster sessions (calendar date, 11:59 PM ET)</td>
</tr>
<tr>
<td>1-Oct-2015 to 30-Oct-2015</td>
<td>CC, CS, CEC</td>
<td>2nd Conference Call for review of course content and first draft of slide presentations; check for presentation overlap.</td>
</tr>
<tr>
<td></td>
<td>Fall 2015</td>
<td>HQ Begin advertising the need for student volunteers for CE Courses (GSLC, Communiqué and website)</td>
</tr>
<tr>
<td></td>
<td>HQ</td>
<td>Send out Nonmember funded Speaker housing and travel forms</td>
</tr>
<tr>
<td>16-Nov-2015</td>
<td>G</td>
<td>Abstract Central is closed to produce the Final Program and The Toxicologist. Any information not in the system at this point will not appear in the printed meeting materials.</td>
</tr>
<tr>
<td>TBD</td>
<td>CEC</td>
<td>November CE Committee Conference Call</td>
</tr>
<tr>
<td>9-Dec-2015</td>
<td>CS</td>
<td>Nonmember Speaker Housing forms due to HQ</td>
</tr>
<tr>
<td>9-Dec-2015</td>
<td>CS</td>
<td>Second draft of presentation slides due to Course Chairs</td>
</tr>
<tr>
<td>16-Dec-2015</td>
<td>CC</td>
<td>Chairs return slide presentation comments for speakers to prepare FINAL slide presentations</td>
</tr>
<tr>
<td>TBD</td>
<td>CEC</td>
<td>January CE Committee Conference Call</td>
</tr>
<tr>
<td>5-Jan-2016</td>
<td>CC</td>
<td>Chairs to send FINAL slide presentations to CE Committee liaisons for comments/approval</td>
</tr>
<tr>
<td>8-Jan-2016</td>
<td>CEC</td>
<td>CE Liaison sends FINAL Course PowerPoint to HQ for conversion to printer ready files <strong>No changes to content will be allowed after this point</strong></td>
</tr>
<tr>
<td>Date</td>
<td>Assigned To</td>
<td>Item</td>
</tr>
<tr>
<td>-----------------------------</td>
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<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>End of January to early February</td>
<td>HQ</td>
<td>CE Liaisons and Chairs receive Course book proof from HQ. This proof is to verify printing quality - NOT TO MAKE CONTENT CHANGES. Example of what can be changed: Table or figure that does not print correctly Example of what cannot be changed: Addition of content, a slide, or an image. Chairs will be asked to approve book proof via email or using a form if corrections are needed.</td>
</tr>
<tr>
<td>1-Feb-2016 to Mar-1-2016</td>
<td>HQ</td>
<td>Course book printing. DATES CANNOT BE CHANGED.</td>
</tr>
<tr>
<td>29-Jan-2016</td>
<td>HQ</td>
<td>Student Volunteers receive assignments</td>
</tr>
<tr>
<td>29-Jan-2016</td>
<td>HQ</td>
<td>Nonmember Speaker housing confirmations sent out</td>
</tr>
<tr>
<td>Early March 2016</td>
<td>HQ, SV</td>
<td>Student Volunteer Webinars</td>
</tr>
<tr>
<td>8-Mar-2016</td>
<td>HQ</td>
<td>CE Course Room map and e-book (PDF of course book) announcement sent to CE registrants</td>
</tr>
<tr>
<td>12-Mar-2016</td>
<td>CEC, CC</td>
<td>CE Committee and Chair walk through in New Orleans</td>
</tr>
<tr>
<td>Sunday, 13-Mar-2016</td>
<td>All</td>
<td><strong>2016 CE Courses presented (note: Daylight savings begins March 13)</strong></td>
</tr>
<tr>
<td>13-Mar-2016 to 17-Mar-2016</td>
<td>G</td>
<td><strong>2016 SOT Annual Meeting in New Orleans</strong></td>
</tr>
</tbody>
</table>

“Assigned To” Codes

HQ - SOT Staff Liaison
CEC - Continuing Education Committee
CC - Course Chair
CS - Course Speaker
CESV - CE Student Volunteer Organizer
G - General for all of SOT
SV - Student Volunteers
CONFERENCE CALL INFORMATION

1. The Course Chairs will coordinate a time for each conference call (WebEx) when the Chairs, Speakers, and Course Liaisons can all participate. Once a date and time have been identified, SOT Headquarters (SOT HQ) should be notified. Arrangements for the call will be made by SOT HQ.

2. The Course Chair will send a timely reminder to notify the Course Liaison, Speakers, and Headquarters about the date and time of the conference call. Plan for these calls to last approximately one to two hours.

3. For CALL 1, the initial planning call, each speaker is asked to discuss their presentation subject matter amongst other speakers and the Chair. The Course Chair will coordinate distribution of these outlines to the rest of the course team for review in advance of the call. The first planning call will also highlight key deadlines and other administrative points.

4. For CALL 2, each speaker is asked to provide a first draft presentation (or at least a written outline). The team will go over the slide presentations/outlines and identify possible overlap. Based on the outcome of the second call, the speakers may incorporate suggestions and move to the second or final draft stage of their presentations.

5. SOT Headquarters will arrange the calls with the conference call provider (WebEx). Details for the call will be sent to the Chairs for dissemination to the group participants.

6. The Course Liaison typically moderates the calls. It is recommended that the Course Liaison discuss the call agendas in advance with the Course Chairs.

CALL 1 – Planning: August 3 through September 4

Please include the following in your call Agenda.

- Confirmation of speaker responsibilities and review of critical deadlines (see Key Deadlines Checklist and Course Calendar on pages 3-5).
- Accept the outlined terms and adhere to the SPEAKER SCHEDULE developed by the CE Committee for a successful course (see page 8). You should not deviate from the published schedule, even if a speaker needs to be replaced. Minor adjustments may be made to accommodate up to five speakers, but the course start/end time and scheduled break must be adhered to.
- Review of course objectives as written in abstract, the order of the speakers, and the individual presentation titles. This information will be provided to you by SOT HQ. The deadline for final edits to this information is September 4 -- this information will be printed in the Annual Meeting materials (Preliminary & Final Program). *Please DO NOT make changes to the course title. This has already been released in the on-line registration system and through early marketing materials.*
- Review of speaker outlines and coordination of course content so that presentations complement each other. Check for overlapping information and confirm the level of the course presented as either basic or advanced. Be aware that the most basic points are covered in the short introduction or with the first presenter’s talk, and the final presenter should include a brief summary. Speakers should collaborate on content and avoid repeating introductory information.
- Review of the directions for preparing PowerPoint slides and the course book (see course book section beginning on page 22 of this prep guide). Remind speakers of the pre-formatted PowerPoint template available on the SOT website.
- Discussion of use of copyrighted materials and confirmation that permission will be obtained from each source of material not created/owned by the speaker. Please be aware that by the time SOT receives the final version of each presentation, all copyright releases should have been obtained and are no longer pending.
- Remind speakers to complete the online CE bio/license release form: http://www.toxicology.org/events/am/CECourseSpeaker/BioForm.asp, which includes the copyright release statement (permission from copyright holder to include copyrighted information in presentation) and license agreement which provide SOT the rights to utilize individual presentations. Please point out the addition of possible recording and web
release of course materials (slide presentation synced with audio only). The copyright and license agreement forms provide SOT with the right to record, reproduce, and release any and all course presentations.

- Confirm funding support for nonmember speakers (full funding, registration only), and address any special funding issues. Each CE course is limited to full-funding support for not more than one nonmember speaker, unless otherwise arranged with the CE Committee. Additional requests for support above registration are taken on a case-by-case basis at the discretion of the CE Chairperson.

- Resolve any questions.

CALL 2 – Review: October 1 through October 30

Please include the following in your call Agenda.

- Confirmation of speaker responsibilities and review of critical deadlines (see Key Deadlines Checklist and Course Calendar on pages 3-5).
- Confirm that prepared presentations will adhere to the SPEAKER SCHEDULE developed by the CE Committee for a successful course (see page 8). You should not deviate from the published schedule, even if a speaker needs to be replaced. Minor adjustments may be made to accommodate up to five speakers, but the course start/end time and scheduled break must be adhered to.
- Review course content so that presentations are coordinated with each other. Confirm that the most basic points are covered in the short introduction or with the first presenter’s talk, and that subsequent speakers do not repeat introductory information. Presentations should have continuity from one speaker to the next. It is recommended that the final presenter provide a brief summary.
- Discussion and edits of slide presentations or outlines.
- Review of slides for compliance according to the guidelines for PowerPoint and course book development (see pages 22 through 30). NOTE: The final slide presentation submitted to the Course Liaison will be pre-loaded in the Speaker Ready Room on site at the Annual Meeting (using Office 2013). ALL final presentations will be available for speaker review in the SOT Speaker Ready Room on Saturday, March 12, 2016. No other presentation versions will be projected and no updates will be allowed to any presentation onsite.
- Check slides for use of copyrighted materials and remind speakers of the October 30 deadline for license/copyright release online form. Remind speakers of same due date for license agreement forms for use of personal materials produced for the course. Any copyrighted materials lacking proper permission WILL BE REMOVED from the presentation by SOT HQ.
- Please point out the possible recording and web release of course materials (slide presentation and audio; no video of the speaker will be taken under any circumstances). The copyright and license agreement forms provide SOT with the right to record any and all course presentations. A final listing of courses slated for recording will be available by the second call date.
ONSITE CE COURSE SCHEDULE

Four Speakers (AM/PM Courses)

NOTE:
- Each CE Liaison will go over general housekeeping notes before the start of each course.
- Each speaker will be allotted 45 minutes. Please plan to include time for questions within this allotted period.
- You should not deviate from the suggested schedule or you will be disrupted by the participants on break from other courses, and may inhibit participant access to refreshments provided during break times.

Sunrise Course
7:00-7:45 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

*Begin, end, and break times for these course sessions are not flexible.
BE SURE TO ADHERE TO THIS TIME 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* (break time is standard for all courses and MUST be adhered to)
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.
ONSITE PRESENTATION LOGISTICS

Presenters at the SOT Annual Meeting sessions are required to use digital projection of a PowerPoint presentation. PowerPoint presentations may be prepared using the latest version of PowerPoint in a PC compatible format. If you find that you are unable to prepare your presentation in PowerPoint, please contact your Course Liaison immediately to discuss an alternative.

The computers in the presentation rooms will be Windows-based PCs with Microsoft PowerPoint, Office 2013 version. Mac users should save the file for the presentation in a PC compatible format on a PC compatible formatted diskette or zip disk. **Anything done on a Mac needs to be saved as “PC” and tested before it is sent to your session chairperson for delivery to SOT. All equipment at the Annual Meeting is PC and will be using Office 2013.**

Please review your presentation on a computer different than the one on which it was prepared before sending it to your course Chair. Different computers tend to display items differently and this will ensure the backgrounds, graphics, and linked images appear properly. It is very important that you provide any accompanying video/movie files along with your final slide presentation. If these files are not provided, the presentation will not run properly.

SOT HQ will arrange for ALL presentations to be pre-loaded in the Speaker Ready Room on site at the meeting. The AV staff will be instructed that changes are not allowed to the final presentations provided to them once they are pre-loaded. Your presentation will be loaded into the appropriate session folder (e.g., Course Abbreviation/Course Title/Presenter Name, etc). You will NOT be able to load your presentation from the course classroom.

You are strongly encouraged to review your presentation on Saturday, March 12, 2016 in the Speaker Ready Room, especially if your presentation includes special files such as video or movie clips. You will NOT be able to test your presentation in the course room.

The audio-visual provider will have all presentations linked from the Speaker Ready Room to the computer in the classroom. A technician will be on hand for the entire course and can assist with any questions or technical difficulties. At the lectern, you will be provided with a computer and mouse from which to operate your slide presentation, as well as a laser pointer and a microphone (either lapel or desktop, you may choose to use either).

Please see pages 22 through 30 for further instructions on preparing your slide presentation.
SPEAKER STIPEND & REIMBURSEMENT AND TRAVEL POLICY

SPEAKER STIPEND

Course Chairs
Course Chairs and Co-Chairs will each receive $100 stipend ($150 if you are repeating a course in the AM and PM). Course Chairs and Co-Chairs who are also Speakers will receive a total of $600 as a stipend.

Speakers
All speakers will receive a $500 stipend ($750 if you are repeating a course in the AM and PM) intended to help defray some of the expense for preparing and presenting the course, including course material preparation and any cost associated with obtaining copyright releases. Checks will be distributed approximately six weeks after the Annual Meeting. Please refer to the form on page 13.

Federal Employees
Federal employees may need to make special arrangements with their agency and with SOT for use of course stipend funds or expense reimbursements related to travel funding. Please contact SOT headquarters at the beginning of the course planning if such arrangements need to be made.

REIMBURSEMENT AND TRAVEL POLICY

Full-Funding Support for Nonmembers
SOT has budgeted for one nonmember speaker per course to receive full-funding support, as described below. The Continuing Education Committee, at their discretion, may agree to the justification for having more than one nonmember speaker in a course. Funding needs are coordinated through the Course Chair and Course Liaison, and are based upon funding requests as indicated at the time of proposal submission.

Authorized Full Funding for Nonmembers includes:

- Complimentary Annual Meeting registration
- Complimentary lodging for up to two nights (reserved by and directly billed to SOT)
- Reimbursement of up to two days meal expenses (up to $50 per day, not to exceed $100 total)
- Transportation costs for the least expensive advance booking fare (reserved through SOT travel agency and billed directly to SOT)

Travel
Please note that nonmembers are strongly encouraged to make travel arrangements through SOT’s travel agent. The travel agency will bill authorized travel directly to SOT. If you prefer, you may make your own travel arrangements and submit your expenses to SOT at the conclusion of the meeting. Reimbursements can be submitted after the conclusion of the meeting, and will be processed within six weeks of submission.
Housing
Authorized nonmember speakers receiving full-funding support need to complete a housing form in order to have SOT make their lodging arrangements (see page 12). All arrangements made for authorized nonmember speakers will be billed directly to SOT. If you plan to stay additional days, SOT will still make your housing arrangements; however, your additional lodging will be billed to your personal or business credit card. You may also choose to have your participation stipend applied to your hotel, provided you have made prior arrangements for this through SOT HQ.

Expense Reimbursement
After the meeting, fully funded nonmember speakers will document your expenses on the SOT Reimbursement Form which will be distributed by email. Remember to **sign the form** and submit it to SOT HQ with the required receipts. A check for reimbursable expenses will be distributed after the reimbursement request is processed by SOT HQ. This process can take up to six weeks.

*NOTE:* A receipt must be provided for *any expense over $25*. Without the receipt, you will not be reimbursed.

SOT will automatically provide meeting registration for all nonmember speakers and chairs. However, nonmembers who have not been approved to receive full funding are responsible for making their own travel and hotel arrangements.

Per SOT policy, all members are responsible for their own meeting registration, travel, and hotel arrangements.
NONMEMBER SPEAKER HOUSING FORM
Due to SOT: December 9, 2015
55th Society of Toxicology Annual Meeting
New Orleans, LA

ROOM DETAILS
☐ Single (1 bed/1 person) ☐ Indicate special requirements
☐ Double (1 bed/2 people) ☐ Wheelchair
☐ Double/Double (2 beds/2 people) ☐ Other

Authorized and funded nonmember speakers receive complimentary lodging for up to two nights. If you wish to stay beyond the two nights covered by SOT, a credit card is required to secure your reservation.

If you are bringing a guest or extending your stay, additional charges should be guaranteed to:

Visa ☐ Discover ☐ Diner’s Club ☐ Master Card ☐ American Express ☐

Credit Card #: __________________________ Expiration Date mm/yy) __________________

Name on Card __________________________ Signature __________________________

List ALL names, including your own, and that of any one who is sharing your room, with arrival & departure date for each individual.

<table>
<thead>
<tr>
<th>Name</th>
<th>Arrival Date</th>
<th>Departure Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

CONFIRMATION SHOULD BE SENT TO:

Name __________________________
Address __________________________

City __________________________ State __________________________ Zip __________________________

Phone __________________________ Fax __________________________

Email Address __________________________

TRAVEL (please select one)

_____ I will be using the SOT travel agency for my flight arrangements (directly billed to SOT)

_____ I am making my own flight arrangements and will request reimbursement at the lowest available coach fare.

You will receive a housing confirmation via email from the Society of Toxicology in mid January 2016. Return completed form to SOT HQ by December 9, 2015

E-Mail: rachel@toxicology.org Fax: 703.438.3113

Society of Toxicology | 1821 Michael Faraday Drive, Suite 300 | Reston, VA 20190 Phone: 703.438.3115
SOT Stipend Policy

Course Chairs
Course Chairs (and each Co-Chair) will receive $100; if the Chair/Co-Chair is also giving a full presentation (not just an Introduction), the Chair or Co-Chair will receive $600.

Speakers
All speakers receive a check for $500 intended to help defray some of the expense for preparing and presenting the course, including costs of slide preparation and copyright permission fees. Checks will be distributed approximately six weeks following the meeting by SOT Headquarters. Please note that if you are a nonmember approved for full funding support, your travel reimbursement check will be mailed separately, following your submission of an expense reimbursement form.

Because all organizations have different policies that may affect your being able to accept this check, we ask that you take a few minutes and check the appropriate blanks on the form below. This information will be helpful in expediting the processing of the checks.

If you have any questions, please do not hesitate to contact SOT HQ. Thank you in advance for your response.

PLEASE RETURN FORM VIA EMAIL SCAN (to rachel@toxicology.org) or FAX 703.438.3113, ATTN. RACHEL

Name: _______________________________________________________________________

1. I am a Federal Employee
   □ No     □ Yes
   
   As a Federal Employee:
   □ I cannot accept the funds
   □ I can accept the funds (continue to question #2)

2. Stipend allocation
   □ OPTION 1: Please make stipend payable to me
   □ Using the address SOT has on file for me
   □ Using an alternate address (see next page)
   □ I wish to donate the funds to a 501(c) 3 charity (please complete information on next page)

Fax: 703.438.3113
E-Mail: rachel@toxicology.org
Alternate Address (not on file at SOT) for checks payable to you:

Name: ________________________________________________________________

Address: __________________________________________________________________

City/State/ZipCode: __________________________________________________________________

SSN (if payment is $600): _________ - _______ - _____________

I wish to donate the funds to a 501(c) 3 charity

☐ SOT Endowment Priorities Fund
☐ Another charity

Address for alternate payee, with tax ID# for charities:

Name: ________________________________________________________________

Organization or Charity

Address: __________________________________________________________________

City/State/ZipCode: __________________________________________________________________

Contact Name: _________________________________________

Tax ID#: ___________________________________________

Telephone: ___________________________________________
CE SPEAKER BIO, LICENSE RELEASE, CONFLICT OF INTEREST STATEMENT
AND COPYRIGHT INFORMATION
(DUE OCTOBER 30, 2015)

CE SPEAKER BIO AND PHOTOGRAPH:

All Continuing Education speakers are asked to upload their professional biographies and a digital photograph, so SOT can include this information on the website to promote the CE courses throughout the year. Click here for the online form for uploading this information: http://www.toxicology.org/events/am/CECourseSpeaker/BioForm.asp

LICENSE RELEASE FORM:

The License Release Form embedded in the online CE bio form is an agreement between the course speaker(s) and SOT. This agreement provides SOT with the authority to use the materials that you have personally prepared for the course presentation. SOT use can include, but is not limited to, the marketing and presentation of the CE course, the printing of your materials in the course book (and any subsequent reprint of the course materials), the recording of your live audio and slide presentation, and the marketing and release of these course materials and presentations at the discretion of SOT. Please note that this is separate and distinct from the copyright release form.

CONFLICT OF INTEREST DISCLOSURE:

A disclosure statement is required on speaker slides (corner of first slide of presentation, or a stand-alone slide following the introductory slide). In addition, a conflict of interest statement is requested (this statement is embedded in the License Release form described above).

COPYRIGHT RELEASE FOR USE OF MATERIAL FROM OUTSIDE SOURCES:

If you use material that you did not create yourself and for which you do not hold the copyright, or that has been previously published, you MUST obtain a written copyright release from the copyright holder or owner of this material. A hard copy form is provided in this packet (see pages 20-21, and is also included in the online CE bio form). Proper attribution for this material must be included in your presentation and course book. This is for the legal protection of SOT and is taken very seriously.

Please be aware that journal and magazine covers as well as popular product brand names and images are copyrighted materials. Therefore, the appropriate copyright permissions are required to use them in your presentation. The same applies to most of the material available on the internet. Unless you can clearly prove that your source lies in public domain, you must gain permission to use materials taken from the internet. If there is uncertainty, do not use the material. Any questionable or undocumented materials will be required to be removed from the presentation. Be sure to properly credit copyrighted or adapted materials in your slide presentation and in the accompanying reference document. SOT follows the style shown in Toxicological Sciences for the citation and referencing of material.

Logos

Company, University, or other logos are not permitted under any circumstances. Use of these logos implies partnership and endorsement by the logo holder and leaves SOT liable for misrepresentation. Any logos included in your presentation materials will be removed.
Copyright Usage Fees
Note that the speaker may be charged for permission to use copyrighted material. SOT does not reimburse for copyright usage fees, although the speaker stipend (see page 10) is intended to help defray some of these costs. If problems are encountered, please contact your Continuing Education Course Liaison. SOT suggests using the Copyright Clearance Center; the link for the copyright permission section of the site is: http://www.copyright.com/

IMPORTANT NOTE: As a general rule, if you did not create the table, graphic, or image yourself, you may assume that someone else owns the rights. Even though items may be readily available in print or on-line, verification of permission to use them is required. It is preferable that speakers create or adapt all material used for the presentation, crediting the source of data, to minimize the need for permission to use copyrighted material.

GUIDELINES FOR USE OF TOXICOLOGICAL SCIENCES MATERIALS IN CE COURSE PRESENTATIONS

The Society of Toxicology, as the publisher of the 2016 SOT Annual Meeting Continuing Education course books, is able to grant gratis permission for limited use of information from Toxicological Sciences, for which SOT holds the copyright. The slides and printed materials must include appropriate citation of Toxicological Sciences, within the guidelines of the International Association of Scientific, Technical & Medical Publishers, as listed below.

Quantity limits for gratis permissions for use of materials in Toxicological Sciences is as follows:

- Use up to three figures (including tables) from a journal article, but
  - Not more than five figures from journal issue/edition; and
  - Not more than six figures from an annual journal volume;
- Use of single text extracts of less than 400 words from a journal article, but
  - Not more than a total of 800 words from a journal issue/edition.

SOT has the copyright only to Toxicological Sciences and, thus, this guidance is specific only to the use of materials from that journal. If it is imperative to use materials that also hold a copyright from other sources (e.g., journals, books), please communicate directly with the publisher of those materials and follow the appropriate citation guidelines.

Toxicological Sciences is available online to all SOT members through our website or at http://toxsci.oxfordjournals.org/. Please notify SOT HQ with any questions or concerns.
LICENSE RELEASE and COPYRIGHT PERMISSION
FREQUENTLY ASKED QUESTIONS

1. Why do I need to complete the SOT License Release?

In disseminating information, it is important that SOT protects the intellectual property rights of others and of SOT. SOT claims ownership for materials produced by SOT so we request that contributors give permission for use of their work and acknowledge that the content of the contributed materials is copyright free or that the contributor has permission to use any materials that are under copyright.

2. I am employed by the state/federal government/military. What licensing obligations do I have?

Government agencies usually retain a nonexclusive, royalty free license to publish or reproduce work that is produced by employees, and permit others to use and publish that work without further licensing or fees. By signing the License Release, you are certifying that SOT is free to use the material without infringing upon the rights of another entity.

3. The materials for the presentation were prepared as part of my job. Is it still necessary to complete the License and Release for SOT Use of Materials?

Yes. Through the License and Release for SOT Use of Materials process, you are confirming that you are authorized by your employer to transfer licensing rights to these materials and your employer has consented to all the terms and conditions of the agreement.

4. There are various blanks on the form to fill in, but I don’t have information for every line. Guidance, please.

This form is used for any type of material that is provided to SOT. Please complete the sections that are pertinent to the material you are contributing. For example:

“Materials created for”: Provide the intended use of the items—CE course
“Title”: The title of your presentation
“Text or slides,” “Photographs,” “Video,” “Other”: Nature of the material that you are licensing to SOT.

5. What is the difference between the License Release and Copyright Permission?

License Release grants permission from the “Author” (you) for SOT to license to reproduce, copy, electronically store, publish, and sell the materials as developed by the presenter. This licensing is independent of the copyright permission process. Copyright Permission is necessary if the presenter uses any material (e.g., images, information from other publications, or photographs) that is copyrighted by another author or institution. These may be items that you have previously published, depending upon your arrangements with that publisher, or material from other authors. Proper citations are required for all reproduced text and images.
6. How do I know if I need Copyright Permission?

If any material in your presentation is taken directly from another source, you would need permission of the author/publisher to use that material. However, if you take data from multiple sources, for example, and create a new table, that is your work and you would cite the source of the data but would “own” the new work. If an image you created was published and the publisher retained copyright, you could not use that image without a copyright release. However, you could use a similar image you created that had not been previously published.

7. I will be using images readily available on the Internet. Is the Copyright Permission necessary?

Images, website screen shots, photographs, and text derived from Internet sources may be copyrighted and cannot be used without permission and attribution. Some sites do have statements allowing free use, use for educational purposes, or other guidelines. It is important to track the source of material and the use statement on that site and proceed accordingly. Unless explicitly stated otherwise, the assumption is that materials are copyrighted OR were borrowed without attribution/permission. Some materials are in the public domain and may be used freely. For example, US law defines the interval for intellectual property rights on some materials, and once expired, those materials may be used freely.

8. Will SOT reimburse me for any payments made (to organizations like Copyright Clearance Center) for copyright permissions?

SOT provides a stipend (explained on page 10 of the Course Information and Preparation Guide) designed to help defray expenses incurred for the preparation of the CE courses. Individual reimbursement for copyright permission will not be provided.

9. I have confirmed that no copyrighted information will appear in my presentation. Do I still need to complete this section of the online CE SPEAKER BIO AND PHOTOGRAPH form?

Yes, we ask all presenters to confirm that they will not have any copyrighted information by checking the appropriate box in the online CE

10. I am using a photograph of a person. Are there any particular cautions?

If the photo is copyrighted, you’d follow the appropriate procedures to get permission for use, which may involve a fee. In photos you or someone else own, before SOT use we need to know that the person gives permission for the use of their image, and a photo release form is used for that. Approval must be received in writing from parents for anyone under the age of 18.
Policy Governing Conflict of Interest
The Society of Toxicology (SOT) policy governing Conflict of Interest (COI) for all SOT scientific presentations is derived in part from the COI policy recommended by the International Committee of Medical Journal Editors (ICMJE) for publications. The complete document appears at http://www.icmje.org/index.html#conflict. The intent of this policy is to fully disclose all relationships that may be a COI and hence may be perceived to bias the research.

The policy is as follows:
When presentations are submitted for consideration for SOT-sponsored events, authors must indicate all sources of funding for the submitted work along with any potential financial or other interests that may be perceived to bias the research. This includes corporate, governmental, institutional, and/or public interest funds. All sponsors that are not from the presenter’s institutions must be identified, even if their support is indirect. If an abstract is submitted in advance, this information should be included when the abstract is submitted to SOT. Authors are not required to state the monetary value of their financial interests.

Some examples of relationships that may bias a presentation or which, if known, could give the perception of bias include: (1) stock options or bond holdings in a for-profit corporation or self-directed pension plan; (2) research grants; (3) employment of a family member; (4) ownership or partnership; (5) consulting fee or other remuneration; and/or (6) non-remunerative positions of influence such as officer, board member, trustee, or spokesperson; receipt of royalties; or membership in a speakers bureau.

Factors such as professional collaboration or competition may also constitute COI that can affect the credibility of the presentation. Following are examples of real or perceived COI that require disclosure by presenters: (1) the presenter/reviewer acknowledges that he/she (or family member) is employed by Company/Government/Non-Government Organization X who owns the patent on the compound that appears in the presentation; (2) the presenter/reviewer acknowledges that he/she (or a family member) do(es) consulting work for an organization that competes with the organization that holds the patent on the referenced compound; (3) the presenter acknowledges that he/she has a grant from Company/Government/Non-Government Organization X to do research in this area; and, (4) the presenter/reviewer acknowledges that he/she has an affiliation with a related industry or special interest group.

All disclosures will be held in strict confidence during the review process by the SOT Committee(s) or group responsible for the review of materials for the specific scientific meeting or event. If a COI is noted by the presenter, this information should appear as a brief acknowledgement in the poster or included as an acknowledgement slide in presentations. Members of the group responsible for the review process should also disclose any real or perceived conflicting interest to the group chair, and this may be the basis for a that member to be recused from participating in the review process for a given presentation.
As presenting author, I certify on behalf of myself and the co-authors of the abstract that: (Please check the appropriate statement)

_____ Neither myself nor any of my coauthors, including members of our immediate families, have any financial interest or affiliation of the type described above with a commercial organization that has a direct or indirect interest in the subject matter of my presentation.

_____ Set out below are the names and the nature of the financial interest, affiliation in commercial firms, or professional collaboration or competition circumstances that I, my coauthors, and our immediate families have with any organization or other individuals that may have a direct or indirect interest in the subject matter of my presentation.

NOTE! You are responsible for disclosing any vested interest(s) to the audience at the beginning of your presentation.

Please describe below.

SOT Research Policy

1. I acknowledge that all animal experimentation has been carried out in accordance with the Society’s Guiding Principles in the Use of Animals in Toxicology.
2. I acknowledge that IRB protocol for human testing has been followed and approval obtained.

_____ By checking here, I indicate my agreement with statements 1 – 2 above.

Signature

Name Printed

Date
License and Release for SOT Use of Materials

Note: This form should only be used if the speaker cannot access the online form: http://www.toxicology.org/events/am/CECourseSpeaker/BioForm.asp

The Author identified below hereby grants to the Society of Toxicology (“SOT”) the nonexclusive worldwide right and license to reproduce, copy, electronically store, publish, distribute, and, if a charge will be associated with the use of the materials, sell the materials identified below, wholly or in part, throughout the world, including translations in all formats and media of expression now known or later developed, including electronic, for noncommercial use. While the author licenses the use of his or her work to SOT and retains copyright to that material, SOT retains copyright for any course, publication, webinar, or any other larger work of which this contribution may be a part, in the entirety of the larger work.

The Author hereby represents and warrants that: 1) he or she either owns and holds the copyright to the materials or would to the best of his or her knowledge and belief be entitled to copyright protection were an application to be submitted; 2) he or she has the authority to grant this nonexclusive license; 3) SOT’s exercise of its rights hereunder will not infringe upon any other person’s or entity’s copyrights or other proprietary rights; 4) SOT may use his/her name, photo, or likeness in connection with promoting or advertising the work and any adaptation thereof.

SOT agrees to give the Author appropriate credit in all reproductions, copies, and publications of these materials described below.

For Authors who are U.S. Government employees, this agreement applies only to the extent to which the Author has rights to grant permission.

MATERIALS CREATED FOR: ___________________________________________________

Title: _______________________________________________________________________

Text or slides: _______________________________________________________________________

Photographs: _______________________________________________________________________

Video: _______________________________________________________________________

Other _______________________________________________________________________

Permission for author’s email address/contact information to be visible on materials
[ ] to SOT members only  [ ] to SOT members and nonmembers

_____________________________   ________________________________   __________
Author: Printed Name                                 Signature                                         Date

Return completed and signed form to SOT
1821 Michael Faraday Drive Suite 300
Reston, VA 20190
FAX: 703.438.3113 or .pdf to rachel@toxicology.org
COPYRIGHT RELEASE

Note: This form should only be used if the speaker cannot access the online form:
http://www.toxicology.org/events/am/CECourseSpeaker/BioForm.asp

In order for SOT to print the Course Book for the Continuing Education Courses offered at the SOT Annual Meeting, it is imperative that each speaker receives permission for all copyrighted material included in the presentation. SOT will retain the right to use the materials included in the CE Course presentations, including recording and release as an online class. Please use the form on the following page to request permission from the copyright holder (usually the publisher and/or author).

Copyright Permission Instructions:
1. You (the speaker) need to complete the form by filling in your address (the requestor) and the copyright holder address, as well as a description of the material you wish to reproduce. (NOTE: You will need to complete a form for each copyright you are requesting.)
2. Send the form to the copyright holder and request that the copyright holder send the signed form back to you (the requestor).
3. Once you (the requestor) receive the signed form from the copyright holder, you have authorization to use that material in your course. Note: you may be assessed a fee. SOT assumes no responsibility for any costs associated with copyright fees. Please be sure to maintain a copy for your records and mail a copy to SOT headquarters by October 30, 2015; this information can be faxed to our office at (703.438.3113). You may mail this form to:

SOT Continuing Education
1821 Michael Faraday Drive, Suite 300
Reston, VA 20190

If you do not receive the appropriate permission(s), your course content should be adjusted before your course chairperson delivers the final version of your presentation to SOT.

4. If your presentation does not include anything that requires a Copyright Release Form, we require that you sign this memo and check the box below indicating that your presentation does not include any copyright information. The signed form should be FAXED to SOT Headquarters at 703.438.3113.
5. Name______________________________________ I will not have any copyrighted information

We recommend that you give yourself plenty of time to receive permission as it may take several weeks to get the form signed by the copyright holder. If you have requested copyright permissions, please update your course chairperson and CE liaison so that they are aware which material permissions are needed for.

Please note the distinction between the Copyright Release Form and the Permissions Release Form. The Copyright Release Form is for you to arrange use of materials from others. It must be signed by you and the permission grantor. This form with both signatures is required for the SOT files. Please also sign and return the Permissions Release Form granting SOT permission to use your personal course materials.

Both forms must be returned to SOT headquarters by October 30, 2015

If you have any additional questions, please contact Rachel Frohberg at 703.438.3115 or rachel@toxicology.org
COPYRIGHT RELEASE FORM

Date: ___________________________

From: Requestor Information
Name: __________________________
Organization: _______________________
Address 1: ____________________________
City: __________________ State: _______ Zip: _______
Phone: __________________ Email: ____________

To: Copyright Holder Information
Name: __________________________
Organization: _______________________
Address 1: ____________________________
City: __________________ State: _______ Zip: _______
Phone: __________________ Email: ____________

I am preparing a presentation and course book for one of the Society of Toxicology Continuing Education Courses. Materials produced for this course will remain the property of SOT, including all rights to reproduce, publish, record, and market any documents or presentations.

I request permission of the copyright holder(s) to reproduce the material specified below:

Full credit will be given to your work. The acknowledgment of the source will be printed on the page where the material appears as (1) a footnote or credit line, or (2) a parenthetical reference keyed to the bibliography where the citation will be given in full.

Your prompt consideration of the request will be greatly appreciated. A release form is given below for your convenience. Please sign and make a copy for your own files. Or, send your organization standard copyright release form and be sure to include the name of the requestor on the form.

Sincerely yours,

Requestor Name (Signature) Requestor Name (Print)

I (we) hereby have the right and do grant permission for the use of the material specified above:

Copyright Holder Name (Signature) Copyright Holder Name (Print)

Please return this form with original signatures to SOT HQ no later than October 30, 2015
COURSE BOOK AND SLIDE PREPARATION GUIDELINES

As part of the team for a Society of Toxicology Continuing Education course, the Course Chairpersons and Speakers combine materials to make the course book. Course registrants receive a bound copy of this book on site, an electronic version (“e-book”), and additional copies are available for purchase at the Annual Meeting following the conclusion of the CE program. All course presenters and chairpersons will receive a complimentary copy.

The following instructions and guidelines are based on the past experiences of the Continuing Education Committee as well as feedback from attendees, and will help ensure the success of your course. Please review these carefully.

All Annual Meeting courses are required to use Windows-based, PC-compatible presentation software such as PowerPoint to digitally project presentations (see Onsite Presentation Logistics, page 9). PowerPoint facilitates the production of high quality slides and handouts, and is the preferred format for developing Continuing Education presentations. Detailed PowerPoint presentation tips are provided beginning on page 26.

A) INSTRUCTIONS FOR PREPARATION OF PROJECTED SLIDES

- All Annual Meeting courses are required to use Windows-based, PC-compatible presentation software such as PowerPoint to digitally project presentations.
- The slides for the presentation should be oriented horizontally (landscape).
- The number of slides to be used in a presentation should be limited to approximately 45, but this number can vary at the discretion of the speaker, course chair, and liaison to effectively present the desired material.
- The slide template is available on the SOT website at http://www.toxicology.org/events/am/ce_guide.asp (under “Preparing a Course”). Use of this template will reduce the need for font and style editing down the line. It is highly recommended that if you use an alternative format that you keep it simple and consistent; a title, text and graphics, and accent colors. Background colors and complex schemes are discouraged, despite their common use and value. The goal for SOT is to have continuity in the look of the presentations, especially within each course, and to minimize extensive reformatting of content that does not reproduce on different systems and print formats. Please coordinate your presentation scheme with your fellow speakers, chairs, and course liaisons early in the development process.
- Slides should be limited to black text on white background with blue and/or yellow highlights. Keep in mind that a portion of the population is color blind; therefore, colors such as red, blue, and green may make it more difficult for texts and graphs to be read; the less color, the better, in the text, charts, and graphs.
- Text slides should be limited to no more than six lines, with the print being large enough (>20 point) so that it can be read by the naked eye from a distance. This will ensure that slides can be read by all the attendees, even those in the back of a large lecture room.
- Slides with tabular data often are difficult to read. In general, avoid overly busy slides!
- Company or university LOGOS on the slides are not permitted and will be removed by SOT HQ.
B) INSTRUCTIONS FOR PREPARATION OF PRINTED CONTENT

Printed Slides for Course Book

For the course materials, printed slides will be prepared in full color (although grayscale production of final slides suggested due to color blindness issues explained above), avoiding fancy borders, backgrounds, shades, emblems, etc. Past experience has shown that white on black, or white on blue, does not reproduce well, and will be converted to black on white for print.

Note that PowerPoint has an option to print colored slides in grayscale so you may preview how your slides will appear in the printed course book.

The goal is to have continuity in appearance of all slides for the printed course books. Changes to font and layout may be made prior to print production at the discretion of SOT in order to achieve this.

*You do not need to create two separate versions of your presentation. SOT will use your final presentation file to create the printed copy.*

- Each slide should be prepared in landscape format. Each printed page is in portrait orientation, with two slides per page (see examples beginning on page 35).
- A Conflict of Interest disclosure statement should appear at the beginning of each speaker slide decks (indicating any, or lack of, conflicts of interest).
- Provide a list of definitions at the beginning of your section for abbreviations, acronyms, or jargon. It is recommended that these be consistent across all speaker presentations within the course.
- Be cognizant of the size of numbers in letters in graphs and charts. Two slides will be printed on each course book page. One of the biggest complaints from CE attendees pertains to not being able to read extremely small numbers or letters in the slides printed in the book.
- When using tabular data, try not to exceed 2 or 3 lines and make sure data is large enough to be visible when projected over a large room.
- A reference list of 5-25 items (do not exceed this number) in journal style, portrait orientation, should be provided by each speaker in a Word document. These references may also be included as the final projected slide in the presentation at the discretion of the speaker.

However, the references will be included in the course book in Word document form and not as a printed slide. SOT follows the style shown in *Toxicological Sciences* for the citation and referencing of material.

- Be cognizant of the quality loss that occurs during photocopying. Choose figures with high contrast and differences in shading. Ensure that symbols for different treatments are readily distinguishable in grayscale (see examples on pages 43 through 46).
- **YOUR ORAL PRESENTATION MUST FOLLOW THE COURSE BOOK.** The course book will be produced and presented according to the final slide presentation file that is submitted to SOT in January. A slide-heavy presentation (more than 45 slides) will result in the presenter skipping through slides, (due to the time constraints), and this practice will result in negative feedback on the course in the CE survey.
C) REVIEW OF RESPONSIBILITIES FOR FINAL COURSE MATERIAL PREPARATION

1. **Speakers**
   a. Participate in two conference calls with the Chairs and Liaison for content planning (August) and review (October).
   b. Provide a first draft or outline of the slide presentation to the Course Chair by **mid October**. This file should be submitted in original PPT or MS Word format, not as a PDF.
   c. Provide the proper permissions for use of any copyrighted material by **October 30**. **NOTE:** Any copyrighted material that does not have proper permission for use **will be removed** prior to print and presentation. This is for the protection of SOT.
   d. Prepare presentation materials consistent with guidelines for quality of viewing and reproduction. Detailed guidelines are provided beginning on page 26. Please work with Chairs and other Speakers to maintain continuity of style across all presentations for your course.
   e. **Final draft** slide presentation files are due to the Course Liaison by **January 8**. This file should be submitted in original PPT format, not as a PDF. Revisions to the presentations may be recommended as the Course Chairs and Liaisons review the materials.

2. **Course Chairs**:
   a. Arrange two conference calls with the Speakers and Liaison for content planning (August) and review (October).
   b. Collect all presentation materials and provide them to the Course Liaison by the scheduled deadlines.
   c. Review the speaker presentations for copyrighted material and proper permissions. **NOTE:** Any copyrighted material that does not have proper permission for use **will be removed** prior to print and presentation. This is for the protection of SOT.
   d. Provide the final version of the course materials to the Course Liaison by **January 8**.

3. **CE Committee Course Liaison** is responsible for the final quality of the course book for which he/she is the course organizer. The Course Liaison will:
   a. Review the materials for consistency with guidelines and quality for reproduction.
   b. Review the materials for copyrighted material and proper permissions.
   c. Check that all introductory material is in place and that all pages are correctly numbered.
   d. Ensure that all final course materials are provided to SOT HQ by **January 12** so the print production process can begin on schedule.
   e. Review quality of the printed proof copy of the final course book.

4. **SOT Headquarters** will provide the following:
   a. Artwork and cover pages, including listing of the CE Committee with Course Liaison indicated.
   b. Collation of course materials in preparation for print.
   c. Printing, binding, and distribution (including PDF proof copy for Liaison/Chair review).
# CHECKLIST FOR PREPARATION OF COURSE MATERIALS

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<th>Course book Introduction – this will be created by SOT HQ</th>
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*Please note that the copyrighted materials will not be printed if there are pending copyright requests in process. Your course presentation should be adjusted before being submitted to SOT HQ. This is for the legal protection of SOT and will be strictly adhered to.

Please refer to Toxicological Sciences for SOT’s preferred style of citation and referencing of materials.
DETAILED POWERPOINT PRESENTATION TIPS

Here are some specific tips for developing a successful slide presentation in PowerPoint. For best results, consider how your presentation will display on a large screen and if content will be visible from a distance.

Please note that only one version of your presentation will be sent to SOT HQ for projection and course book production. The final slide presentations projected in the classroom will be somewhat different from what appear in the printed course materials. These subtle nuances will not affect the content, but are conducted to produce the highest quality reproducible copy using minimal color (for consideration to those with color blindness). SOT HQ may adjust the slide presentation to grayscale where possible and remove any solid backgrounds for the printed course book, and may make minor adjustments to formatting (Calibri font style consistent across all presentations, page numbering, increasing size of slide frame, for example) according to the SOT style guide. Please test your presentation in grayscale before finalizing and submitting to your course liaison.

Save yourself some time! SOT has developed a PowerPoint template to use as you prepare your slide presentation. Go to http://www.toxicology.org/events/am/ce_guide.asp to download (in the “Preparing a Course” section)

REMINDER: All final presentations submitted to SOT by your Course Liaison will be pre-loaded onto the audio-visual equipment on Saturday prior to the day of the course. Presenters will not be allowed to load revised/updated presentations, nor will presenters need to plug in their personal laptops or portable file drives for projection.

A) MOVIES AND MULTIMEDIA

When using movie clips or other multimedia, be sure to provide these files along with your slide presentation. We also recommend that you bring a copy of these files with you to the meeting as a backup. It is essential to have these files for any multimedia to run properly. Without these files the PowerPoint presentation will not know where to find the media and will not play correctly.

If using video, the recommended format is .WMV. If you are using another video format, please contact SOT HQ for guidance. This is particularly important if you plan to use something besides Real Networks Real Player, Flash, Shockwave, or Windows Media Player.

Please refer to Course Book and Slide Preparation Guidelines beginning on page 22 for general information on preparing your presentation materials.

B) ON SCREEN SLIDE PRESENTATION

1. Text Format

Design your slides in View, Outline View. Set up the format in View, Master, Slide Master. This will assure consistent format for text. It also lets you add or delete background graphics from all of your presentation slides. (Click on View, Slide to go back to slide view.)
• **Fonts and Font Size**
  Calibri recommended (allows more text per slide). These fonts will be represented and/or converted well on almost every computer system. Click on View, Master, Slide Master. Using Slide Master will allow you to define the font and sizes for ALL new slides you create.
  Font size suggestions are provided below.

<table>
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<th>Level</th>
<th>Font</th>
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<tbody>
<tr>
<td>Title</td>
<td>Calibri 40 pt</td>
</tr>
<tr>
<td>First Level</td>
<td>Calibri 32 pt</td>
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<tr>
<td>Second Level</td>
<td>Calibri 28 pt</td>
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<tr>
<td>Third Level</td>
<td>Calibri 24 pt</td>
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  For text with a fixed width font (like computer output), use Courier New at 16 pt.

  **Important Note:** Avoid text and imagery (graphs, charts) heavy slides; remember two slides per page in the course book. Create a new slide if you find too much information is appearing in one particular slide.

• **Spacing Between Lines**
  The best way to adjust the spacing between lines is with the command Format, Line Spacing. This lets you adjust spacing in smaller increments than the default full line spacing, producing a slide that is much easier to read. Line spacing is usually defined in the Slide Master view for all slides, but may be adjusted for text in individual slides.

• **Special Characters**
  Special characters in special fonts (such as “micro” and “degree” in Symbol font) may not translate from one computer to another. For greatest portability use the “extended” characters of a standard font such as Times New Roman. In Windows, these include • ™ © ø ø ± ² ³ µ ¶ · º » ¼ ½ ¾ ß. “Extended” characters are found in the Character Map program of the Windows Start menu. Go to the Windows Start menu and search programs and files for “charmap.” Once the Character Map comes up, select the font that you are using. Highlight the symbol, click on Select, then Copy. (Note: Character Map may not be present in all versions of Windows).

2. **Graphical Elements**

• **Word Tables**
  When you insert a Microsoft Word table onto a PowerPoint slide, the unexpected can happen. If you want light text over a dark slide background, you will have to set the font color (Format, Font, Color) to a light color.

• **Excel Charts, etc.**
  A preferred method for pasting an Excel chart onto a PowerPoint slide is to select Edit, Paste Special, and choose to paste it as a Picture rather than a Microsoft Excel Chart Object. While this selection prevents editing the chart with Excel, it avoids problems that arise if your PowerPoint file is transferred to a computer that lacks Excel. You can edit individual lines of the chart in PowerPoint, but the chart functions like a picture.

• **Images, Histology Slides, and Screen Captures**
  Images may be pasted into PowerPoint, but can take up an enormous amount of memory and disk space depending upon the resolution and number of colors. For instance, one can paste an image of a Web page into PowerPoint by:
  1. opening your browser
  2. making it full screen
3. holding down the Alt, Shift and PrtScn buttons all at once
4. switching back to PowerPoint
5. pasting in the image.

However, this may result in just one image that takes 1 Megabyte of memory!

To control file size, try the following:
1. open your browser
2. make it full screen
3. hold down the Alt, Shift and PrtScn buttons all at once
4. open a graphics program such as Paint or Adobe Photoshop
5. paste in the image
6. select Save As, and change the file type. A 24-bit bitmap file takes up a lot of memory. For Web pages (and mostly text items), Save As 16-color bitmaps.

Histology images can also be saved in different formats to reduce file size. In some cases a 256-color bitmap histology image may look just as good as a 24-color bit histology image, but takes up 1/4 the file size! For other graphics file formats, see the PowerPoint help menu, Help Menu, Contents, Adding Clip Art, Graphics File Types PowerPoint Can Use.

C) PRINTED COURSE BOOK

1. Color or Grayscale
   The course materials will be printed in color directly from your PowerPoint slide presentation. Grayscale is suggested wherever possible as some CE course attendees suffer from color blindness. Note that PowerPoint has an option to print colored slides in grayscale so you may preview how they will appear in the printed copy (click the “View” option in the PowerPoint toolbar). In addition, some individual slides may print better in black and white instead of color or grayscale.

2. Shading or Shadow Effects
   Although shading or shadow effects on words looks nice on screen, they DO NOT PRINT WELL. Do not use shading, shadow, or other font effects in your presentation.

3. Word Tables
   When you print an imported Word table in grayscale, the font may not show. If you have light color table text (e.g., yellow) on a dark background (e.g., dark blue), the conversion to grayscale may give a light background with the light text! This is not what you want for a handout. To be compatible with printing, change the background of the table to be light, with a dark font. You can change the color of your font in the table, select the table, choose Format, Font, Color and select a darker font (e.g., black), then select the table, click on Format, Object, Fill, Color and choose a light background color.

4. Background Graphics
   Background graphics can obscure your text. For example, a background graphic on the Slide Master may look good in color but become an obstruction in grayscale. The solution is to remove the background: View, Master, Slide Master, select the background graphic, and delete. Finally, you may have graphics on some slides that simply have to be individually deleted or their background coloring changed.
5. **Use of Text Boxes**
Text boxes can be inserted into a PowerPoint presentation to add information or to serve to cover up an unwanted portion of an image or chart. However, please note that these boxes will often show their borders when converted to grayscale, even when formatted to have no outline or border. One way to avoid these “mystery lines” is to conduct your creation of the content in another program (such as Word), group the items together and save them as a complete image, then import the final image into PowerPoint.

6. **Printed Page Format**
The format for a printed page in the course book is the “2 slide per page handout” format (File, Print, Print What, Handouts) 2 slides per page.

   **Mac Users** – the format for a printed page in the course book is “2 slides per page handout” format (File, Print, Under Presets select Microsoft Power Point, Print, Print What, Handouts,) 2 slides per page.

7. **Pagination**
The course book pages will be printed to **automatically** reflect the page numbers of the presenter’s section in the course for example, presenter 1 would number the page 1.1, 1.2, etc.; presenter 2 would number the page 2.1, 2.2, etc. Page 1.1 will be the presenter’s title page.

   PLEASE DO NOT INSERT SLIDE NUMBERS IN YOUR FINAL SLIDE DECK SENT TO SOT. Slide numbers will interfere with the pagination done during the course book creation phase, and will have to be manually removed by SOT staff.

   **NOTE TO MAC USERS:** Your presentations will be formatted by SOT Headquarters for pagination.

**FINAL THOUGHTS**
If you have carefully worked out a presentation you like, you may save it as a template for future presentations. Just delete all but the first couple of slides, and then remove the text on these remaining slides. Choose File, Save As, and select the File Type, as Template.

If you find that you are unable to prepare your presentation in PowerPoint, please contact your Course Liaison immediately.
FILE SHARING OF POWERPOINT PRESENTATIONS

There are several programs that speakers may use for file sharing during the development of the Powerpoint drafts. Several of these programs are free, others charge a nominal subscription fee.

It is suggested that you delete your uploaded Powerpoint file from one of these programs immediately after you send the file to your Course Chair and/or SOT HQ. If you send a Powerpoint file to your Chair or another speaker using one of these file-sharing programs, it is suggested that you notify the recipient via email. Your file may have been sent to the recipient’s Spam or Junk folder.

If you are an SOT member, you may also use ToXchange to share Powerpoint files. Please contact SOT for more information and instructions (rachel@toxicology.org).

Below are URL links for several file sharing programs—

Box:
https://www.box.com/

Drop Box:
https://www.dropbox.com/

Hightail:
https://www.hightail.com/

MediaFire:
http://www.mediafire.com/
REQUIRED SLIDES IN ALL CE SPEAKER PRESENTATIONS

SOT requires all CE speakers to include the following slides in their final slide decks:

1. Conflict of Interest Disclosure (may be on the first introductory slide containing speaker name and institution, or the second slide following the introductory slide).

2. List of Abbreviations (before the scientific content section of the slide deck begins). A frequent complaint SOT receives in the CE surveys is that the printed course book does not contain definitions of frequently used abbreviations.

3. List of References (the last pages of the presentation). References may be inserted on the Powerpoint slide itself, or submitted to SOT on an MS Word document.

Examples of these slides are contained in the next pages of the Course Prep Guide.
Conflict of Interest (COI) Statement for final slide presentation:
Example of disclosing a COI

Conflict of Interest Statement

Speaker 1 is a stockholder in Company X, the company developing ZZZ enzyme replacement therapy.
Conflict of Interest Statement

Neither myself nor any of my coauthors, including members of our immediate families, have any financial interest or affiliation of the type described above with a commercial organization that has a direct or indirect interest in the subject matter of my presentation.
Example of Abbreviation and Course Objectives slides

Abbreviations

- BBB – blood brain barrier
- CLN2 - ceroid lipofuscinosis neuronal, type 2
- CNS – central nervous system
- CSF – cerebrospinal fluid
- CTA – clinical trial authorization
- ICM – intracisternal
- ICV – intracerebroventricular
- IND – investigational new drug
- IT-L – intrathecal lumbar
- PD – pharmacodynamic
- PK – pharmacokinetic
- rhTPP1 – recombinant human tripeptidyl peptidase 1

Course Objectives/Outline

- Introduction to CNS administration
  - History
  - CNS indications
  - CNS biology relevant to biologic development
  - Routes of CNS administration
  - CNS administration nonclinical studies
- Recombinant human tripeptidyl peptidase 1
  (rhTPP1) nonclinical program
  - CLN2 disease
  - Regulatory strategy
  - Nonclinical studies
References

Ocular Pathology: Looking at the Eye


A list of References must be included for each presentation (maximum 25 per page).

These references will be printed in journal layout as shown here, but may also be included as a slide within the presentation.

See Toxicological Sciences or other mainstream scientific journals for recommended citation and reference style.