2017 SOT Annual Meeting
Invited Speaker Abstract Submission Instructions:
The Site User’s Guide

Thank you for your participation in the 56th SOT Annual Meeting. This guide was developed to assist you in entering your invited speaker abstract submission online. The URL to access the invited speaker abstract submission site is (copy and paste this link into your browser’s URL field):

http://tinyurl.com/jifhqd6

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Accessing the SOT Invited Speaker Submission Site

Please note that access to this site has been granted to the Session Chair and Co-Chair only; if another individual or speaker (not the Chair or Co-Chair) submitted the Session proposal, please contact David Rossé at davidr@toxicology.org for instructions. Only one individual should use this site to update your session details – if more than one individual updates the details, errors in the final publications may result.

Log in to the Submission site, using the same email and password you used for the session proposal due last spring:

After logging in, you will see a Sessions List. Click the plus sign to the left of the Session type that corresponds with the scientific session granted tentative acceptance. Note: If your session was proposed as one type (i.e. Workshop), but granted tentative acceptance as another session type (i.e. Regional Interest), click the session type that was granted tentative acceptance (Regional Interest in this example). Do NOT click “Create New Session.” If you have more than one tentatively accepted session, the session titles will appear in the appropriate session type drop down.

Click the plus sign next to the Session ID for the session you will be revising:
When you click the plus sign next to the session title you need to update, the **Session Information** screen will appear. Click the session title link to begin the update process:

**Session Information** screen: Note the step list on the left side of the screen. “My Workspace” will return you to the Sessions list page.

The **Session Information** screen contains the session description you entered during the proposal phase last spring. The **session title** should and session description should not be edited during the Invited Speaker phase.

Several other steps involved in the Invited Speaker phase will be outlined below.
STEP 1: UPDATING THE OVERALL ABSTRACT (REQUIRED: 165-minute and 80-minute sessions)

In order for the session’s overall (overview) abstract to appear properly in the SOT printed publications, and the mobile event app, it is critical to move the abstract from the “Session Description” area to the Overall Abstract area. You can “copy and paste” from the session description (or another document) into the Overall Abstract step, or manually re-enter the overall abstract during this step. Note the Session Title and Session Description may be “grayed out,” however you may still copy and paste the session description in the field.

Copy the session description from here, or another document

And then click the “Overall Abstract” step on the left side of the page.
When you click the Overall Abstract step, this screen will appear. As this is an overall abstract that will appear in the publications and the mobile event app, this additional step is needed to assign a “Control Number” to the abstract. Paste, or enter, the updated overall abstract in the box and click “Save and Continue.” **Note:** You may need to enter your first and last name, so the system can create a control record; however this name will not be tied to the Overall Abstract in the Annual Meeting materials.

As a reminder, the overall abstract cannot exceed 5,000 characters (including spaces).

Clicking Save and Continue will return you to the main Overall Abstract page. **You will see your name affiliated with the Overall Abstract, however no name will be tied to the overall abstract in the printed materials.**

As updating the Chair and Co-Chair information most likely will not be needed (unless a Chair or Co-Chair has new affiliation/contact information), click the **Speaker** step instead of Continue.
**STEP 2: REVIEW/MEMBER CHECK OF INVITED SPEAKERS (165-minute and 80-minute sessions)**

Visit Speaker step to review your speaker roster, verify society membership, make any updates to speaker names or speaker order, and (for Symposium, Workshop, and Regional Interest sessions only) add contributing authors for any non presenter(s) who assisted with the development of the abstract. **All speakers should be reviewed in this step.**

Click the Edit option to bring up the information on a speaker:

<table>
<thead>
<tr>
<th>Speaker (Minimum 2/Maximum 8 total) Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>You must have at least 2 speakers in a session.</td>
</tr>
<tr>
<td>Click on the “Add a Speaker (Primary)” button below to add additional speakers.</td>
</tr>
<tr>
<td>If you change the sort order of your speakers by using the “Sort Order” dropdown, you must click “Save Sort Order” before clicking “Add a Speaker (2 minimum, 8 maximum) (Primary)” or your change will NOT be saved.</td>
</tr>
<tr>
<td>If you do not wish to add the maximum 8 speakers, to continue, click on the “summary” link on the left hand side of the page.</td>
</tr>
</tbody>
</table>

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

Make any edits as needed to the speaker name, institution, contact information, or (for Symposium, Workshop or Regional Sessions only) individual abstract title and abstract description. Indicate SOT Member status. If the speaker is not an SOT Member, enter the Sponsor name (usually the Session chair). **Note:** The SOT member fields were reset from the proposal site; Chairs are asked to re-confirm member status for all speakers again during the Invited Speaker phase. Click Save and Continue after entering the information.
Adding a Contributing Author (optional; 165-minute sessions only): You may add up to 5 contributing authors, for authors who contributed to an individual presentation abstract, but are not presenting in the session. Click the Add Author option to enter the co-author name.

The Add Author section fields will be pre-populated with the presenter’s name and contact information, however you can write over the fields to enter the co-author information. Be sure to hit “Save and Continue” when finished.
The co-author information will appear under the presenter’s name:

Adding a speaker: Additional speakers may have been suggested by your liaison from the Scientific Program Committee (SPC). Click the appropriate button and follow the on-screen steps.

After reviewing all speakers’ information, and making any changes as necessary, you have the option of changing the order of the presenters. Use the “Sort Order” boxes to re-order the presenter order if you wish to do so. Click “Save Sort Order” after you have re-sorted the presentation order:
STEP 3: UPDATING THE INDIVIDUAL PRESENTER ABSTRACTS (165-minute sessions only)

For Symposium, Workshop, and Regional Interest sessions, if you did not update the individual presentation abstracts in Step 2 above, you may refer to this section for instructions.

Clicking the Speaker step will produce your list of speakers, in the order they were arranged in your original proposal. Click the Edit option to the left of presentation title for the presentation abstract you wish to revise:

Make the necessary edits to the presentation title and presenter abstract in the appropriate boxes. The Title and the Abstract Description should be revised as requested by your SPC liaison. **Note: individual presenter abstracts have a character limit of 2,400.**

If you have not already done so, you will need to confirm the speaker’s member status. Click SAVE AND CONTINUE at the bottom of the page to save the changes.
Repeat presentation abstract revision process for all other speakers as requested by your SPC liaison. If you were asked to remove a speaker from your session, click the Delete option and follow the steps. You can also re-order your speaker roster if that was suggested by your liaison.

Click “Save Sort Order” after your re-sort the speaker presentations.
STEP 4: SAVING YOUR INVITED SPEAKER SUBMISSION (165-minute and 80-minute sessions)

Click the Summary option on the left side menu. A summary screen will appear, with all Chair, speaker, and abstract information. Review the information for accuracy, and if you need to re-enter any section of the submission, click the necessary menu option on the left side menu:

If the session information is correct, click the FINALIZE button at the top or bottom of this page to lock your invited speaker submission (the Finalize button will appear at the top and bottom of this page):

The Overall Abstract is the abstract that will be printed in the Annual Meeting.
After you click the Final button, a pop up message will appear. It is very important to finalize your Invited Speaker proposal so the session information will appear properly in the SOT Annual Meeting materials. If you need to re-enter the Invited Speaker site to make additional changes before August 12, please email David Rossé (davidr@toxicology.org) or Rachel Frohberg (rachel@toxicology.org) or call 703.438.3115. Arrangements can be made to unlock your proposal for editing.

www.abstractsonline.com says:

Are you sure, you want to finalize this Session?
Once the session is finalized it will be locked and no further editing is possible.

Click OK if you would like to confirm and click CANCEL if you do not want finalize this Session now.
Additional Notes on Upcoming Poster and Platform Abstract Phase:

The regular Abstract Submission site for platform and poster presentations will open on August 15th. To submit an abstract for these presentation types you must wait until the site officially opens. SOT cannot process abstracts for regular submissions before this date, and a $50 submission fee will be applied.

IMPORTANT NOTE: All scientific session chairpersons and speakers who intend to submit an abstract for a poster or platform presentation must designate another person who will present your work. According to the written SOT policy, you may not list yourself as the presenting (first) author on more than one abstract.

We invite you to visit the Abstract Submission section of the SOT website for complete information. Should you require any assistance, please contact David Rossé (davidr@toxicology.org), or Rachel Frohberg (rachel@toxicology.org).