

Continuing Education Session Speaker Reimbursement Policies and Details

These guidelines apply to Continuing Education Courses. Each Session Chair(s) has the ability to structure their session and has the opportunity to manage the session's budget.

The Course Chair and speakers are strongly encouraged to work with their home societies to solicit travel support for their member speakers. They should consider if their local government, academic, or other organizations would provide grant funding or other means to help defray the travel expenses associated with their session. The ICT Giving Initiatives for International Funding of Toxicology (GI²FT) Committee is happy to provide documents and assist with reviewing grant proposals or other funding request applications.

All funding organizations' missions and values should support the use of sound science and align with IUTOX's mission and purpose. All funding organizations will receive acknowledgement for their support of the ICT XV via the ICT website, onsite signage, and other appropriate methods. The ICT Organizing Committee reserves the right to decline support from organizations and/or individuals on a case by case basis in accordance with the policies of the Society of Toxicology and IUTOX.

If Course Chair(s) and speakers cannot provide their own funding, basic expenses of the invited speakers will be paid from the Congress budget according to the following guidelines. Eligible expenses include:

- Maximum of three-night stay at a hotel within the Congress Room Block
- Speakers will be eligible for a waiver of registration fees for ICT XV.
- Speakers will receive a \$75 daily per diem for up to 3 days. Any expense exceeding \$25 will require a receipt. The daily per diem is for meals and transportation while at the Congress.
- The most economical airfare based on the below requirements.* Approved individuals are welcome to utilize the services of ATC agency (contact [SOT Headquarters](#) for additional information) for booking of their airfare. Airline tickets booked individually by the approved speaker will be reimbursed at the completion of the ICT XV Congress.

Additional guidelines for expenses:

- Applicable dates are July 13 - July 19.
- Stays beyond the three nights will be at the individual's expense.
- Hotel reservations made outside of the Congress hotel block will be at the speaker's expense.
- All speakers will be responsible for their own incidentals (i.e., ground transportation, tips).

*The sum of all airfares for four speakers should not exceed **\$5,000** inclusive of all taxes and fees, in each Continuing Education session proposal. Individual speaker's airfare will be reimbursable up to the amounts shown below depending on the geographic zone where the trip originated. The Chairperson(s) expenses will be covered only when the Chairperson(s) also is a speaker within the session.

- **Zone 1 = \$850** [Japan, Korea, Russia (far East), Alaska, US and Canada (states and territories in the Pacific and Mountain time zones)]
- **Zone 2 = \$1,200** (US and Canada (states and territories in the Central and Eastern time zones), Mexico, Australia, New Zealand, South-East Asia and Oceania, China (coastal provinces))
- **Zone 3 = \$2,000** [Central and South America, Caribbean, Europe, Russia (Western), China (inland provinces)]
- **Zone 4 = \$2,500** [Africa, India, Pakistan, Middle East, Central Asia, Russia (central)]

Since speaker travel costs are anticipated to be reimbursed, honoraria will not be offered to CE course speakers.

If there are any questions, please contact Peter Goering, the Continuing Education Committee Chair, or [SOT Headquarters](#).

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