

SOT CCT Pre-Proposal Application

The intent of this application is to propose a conference concept to the Collaborative Conferences Committee (CCC) and provide a brief outline of the structure of the meeting. It is expected that the application can be completed within a few hours and it should not exceed 2–3 total pages. It is **not** required that there are committed speakers or funding at this stage of the application. The CCC will utilize the information in the application to prioritize proposals and will work closely with organizers in the development of a full proposal.

The pre-proposal should be formatted to address the 8 points listed below. Word limits for some sections are indicated.

1. Conference title.
2. Type of CCT (1 day, 2 day, on-site, or virtual/webinar)
3. Briefly explain the importance of the scientific topic, its relevance to toxicology and how the conference will advance the field. *(Max 350 words).*
4. Please list any similar themed conferences sponsored by SOT or through other societies that have been held within the last three years or are pending, and as necessary, how the proposed CCT will build on outputs of those previous conferences.
5. Provide a brief outline of structure of the conference. For example, list the different sessions that will make up the conference and potential speakers with their affiliations (speaker commitments are not required at this time). *Note: A typical 1 day CCT may have a keynote address and contain up to 4 different themed sessions.*
6. Identify the potential interest level of and impact for various research sectors (ex. industry, government, academic, international...) Explain how this interest and impact was determined (i.e., based on previous related conferences, number of attendees at related symposia, number of articles recently published on topic, related scientific societies, etc.?) *Note that the expectation for a CCT is a minimum of 100 attendees.*
7. List the expected outcomes of the conference and new opportunities the conference is expected to create (e.g., what new scientific and/or multidisciplinary interactions will be fostered). *(Max 350 words).*
8. List potential meeting sponsors.
9. What Specialty Section(s), Component Group(s), and/or Regional Chapter is collaborating on this proposal? (There is no requirement to have one collaborate, but they receive a 50/50 split in the profits. See details in the proposal instructions.)

Financial Statement

Note that the SOT will assume the liabilities for the conference, as well as the liability for financing of the conference. In planning the conference, the goal should be to recover funds (breakeven) based on registration fees and additional funding from external sources.