

Continuing Education Course Preparation and Information Guide

2007 Annual Meeting
Charlotte, North Carolina

Society of Toxicology
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COURSE CALENDAR

Date	Assigned To	Item
6/3/06	CEC	CE Liaisons notify accepted course chairs and describe the CE process, requirements and important dates and deliverables as well as if any adjustments need to be made to the course
6/14/06	CEC, CC	CE Liaisons and Course Chairs receive a CE Course Summary including all individual talk titles and funding
6/26/06	CC	Confirmation of Course Information form due to Course Liaison
7/1/06	CC	Invited Speaker Abstract Submission Opens (ONLY applies to CE session overview)
7/20/06	CC	Deadline for requesting non-member funding
7/26/06	CEC	Conference Call dates due to Nichelle Sankey
7/28/06	CC	Invited Speaker Abstract Submission Closes
8/1/06		Abstract Submission Opens
8/1/06	HQ	CE Course Prep Guides available to CE participants
8/4/06 - 9/9/06	CEC, CC, CS	CE Conference Calls begin
9/9/06	CEC, CC, CS	Conference Calls must be completed
10/3/06		Abstract Submission Closes
11/1/06	CC, CS	Copyright and Permission Release forms due to Nichelle Sankey
11/4/06	HQ	Send out Non-member funded speaker housing and travel forms
11/4/06	CS	Draft syllabus section due from speakers to Course Chair
11/18/06		AbstractCentral Data is Closed to produce the Final Program and The Toxicologist. Any information that is not in the system at this point will not appear in the meeting materials
11/15/06	CC	CE Draft Syllabus due for Course Chairs to Course Liaison
12/6/06	CS	Non-member Speaker Housing forms due to HQ

12/7/06	CEC	CE Liaison returns syllabus comments to Course Chair
12/15/06		On-line Itinerary Planner Opens
12/16/06	CC	CE Chairs send FINAL syllabus in PowerPoint and in hardcopy to course Liaison for final review
12/20/06	CEC	CE Liaison send FINAL syllabus in PowerPoint and in hardcopy to Nichelle Sankey for production
1/19-25/07	HQ	FINAL Syllabus Proof in PDF available on SOT FTP site for review. This proof is available to CE Liaisons, Chairs and Presenters for a limited time.
2/2/07	HQ	CE Liaisons and Chairs receive printed syllabus proof. This proof is to verify printing quality - NOT TO MAKE CONTENT CHANGES. Example of what can be changed: If a table does not print correctly Example of what can not be changed: An additional slide, the addition of an image.
2/9/07	CEC, CC	Syllabus edits due to Nichelle Sankey
2/15/07	HQ	Send out non-member housing confirmations
2/15/07	HQ	Send out CE Luncheon Invitations and Ribbons
2/19/07	HQ	Final Syllabus sent to CE Participants including Liaisons, Chairs, Speakers
3/25/07	CEC, CS, SV	CE Courses in Charlotte, North Carolina
3/25/07	CEC, CS, SV	CE Luncheon for CE Liaisons, CE Chairs, Student Volunteers
3/25/07-3/29/07		2007 SOT Annual Meeting

Assigned To Codes
HQ - SOT Staff Liaison
CEC - Continuing Education Committee
CC - Course Chair
CS - Course Speaker
SV - Student Volunteers

CONFERENCE CALL INFORMATION

1. The Course Chair coordinates setting a time between August 4 and September 9, 2006 for the conference call when the Chair, Speakers, and Course Liaison can all participate. Once a date and time have been identified, notify Nichelle Sankey (Nichelle@toxicology.org) at SOT Headquarters (SOT HQ) and the arrangements for the call will be made for you. Do not forget to notify all the participants of that time. Plan for the call to last about one hour.
2. Each speaker prepares an outline of their presentation; the Course Chair coordinates distribution of this outline to the rest of the course team for review **in advance** of the call.
3. The Course Chair will send a reminder to the Course Liaison, Speakers and Headquarters about the date and time of the conference call.
4. SOT Headquarters arranges the call with the conference call provider. The confirmation and dial-in number will be sent to the Course Chairpersons for dissemination to the group participants. On the day of the conference call, each participant will call in to the conference call with the dial-in number provided to them.
5. The Course Liaison moderates the call. It is recommended that the Course Liaison discuss the agenda in advance with the Course Chair. The agenda should include:
 - Confirm speaker responsibilities and review critical deadlines (see Course Calendar on page 3-4)
 - Finalize order of speakers, lengths of talks and schedule for the course. In accepting the outlined terms, the Chair and presenters agree to adhere to the **SPEAKER SCHEDULE** developed from your call (see page 6). This information appears in both the Preliminary and Final Programs. You should not deviate from the published schedule, even if a speaker needs to be replaced.
 - Review course objectives as written in abstract.
 - Coordinate course content so that presentations compliment each other. Check for overlapping information and clearly establish the basic or advanced level of the course. The most basic points are covered in the short introduction or with the first presenter's talk. Speakers continue from that point and do not repeat introductory information.
 - Review the directions for preparing PowerPoint slides and the course syllabus and use of electronic projection. **NOTE:** The final syllabus submitted to the course liaison will be pre-loaded on the computer equipment on site at the Annual Meeting. ALL final presentations will be available for speaker review in the SOT Speaker Ready Room on Saturday, March 24, 2007. You are strongly encouraged to review your presentation before your session using the SOT Speaker Ready room. No other presentation versions will be projected and no updates will be allowed to any presentation.
 - Discuss use of copyrighted materials and confirm that permission will be obtained from each source of previously published material. Please be aware that by the time SOT receives the final version of the each presentation, all copyright releases should have been obtained and are no longer pending.
 - Remind speakers to complete and turn in the copyright release form (permission for copyright holder to include copyrighted information in presentation) and permission release form (provides SOT permission to include presentation in syllabus) to SOT HQ.
 - Talk about funding for non-members. Also address any special funding issues.
 - Resolve any questions.

CONTINUING EDUCATION COURSE SCHEDULE

SUNRISE SESSION
7:00-7:45 Speaker 1

Four Speakers

NOTE:

Each CE liaison will go over general housekeeping notes.

Each speaker will be allotted 45 minutes.

Each speaker should allow 5 minutes for questions.

If you deviate from the suggested schedule, your course may be disrupted by the participants on break from other courses.

Morning Session

8:15 - 8:20 am	Opening Remarks (CE Liaison)
8:20 - 8:30 am	Introduction (Chair/Co-chair)
8:30 - 9:15 am	Speaker 1
9:15 - 10:00 am	Speaker 2
10:00 - 10:30 am	BREAK
10:30 - 11:15 am	Speaker 3
11:15 - 12:00 pm	Speaker 4

Afternoon Session

1:15 - 1:20 pm	Opening Remarks (CE Liaison)
1:20 - 1:30 pm	Introduction (Chair/Co-chair)
1:30 - 2:15 pm	Speaker 1
2:15 - 3:00 pm	Speaker 2
3:00 - 3:30 pm	BREAK
3:30 - 4:15 pm	Speaker 3
4:15 - 5:00 pm	Speaker 4

REIMBURSEMENT AND TRAVEL POLICY

Course Chairs

Course Chairs and Co-Chairs will each receive \$100 (\$150 if you are repeating a course in the AM and PM).

Speakers

Members

All speakers receive a \$500 (\$750 if you are repeating a course in the AM and PM) check intended to help defray some of the expense for preparing and presenting the course, including costs of course syllabus and slide preparation as well as the cost associated with obtaining copyright releases. Checks will be distributed approximately one month after the course by SOT Headquarters. SOT policy is that members do not receive travel funds or registration to attend the Annual Meeting. However, federal employees who cannot accept a check may be able to draw on this amount for meeting travel reimbursement (see below).

SOT members, as well as non-members who do not receive travel funding from SOT, are responsible for making their own meeting registration, travel, and hotel arrangements.

Non-members

SOT has budgeted for approximately one non-member speaker per course to receive SOT support as listed below. If the Continuing Education Committee agrees to the justification for having more than one non-member speaker in a course, SOT will assume the expense for these individuals as well. Funding needs are coordinated through the Course Chair and Course Liaison.

Federally Employed Chairs and Speakers

Federal employees may need to make special arrangements with their agency and with SOT for use of course expense reimbursements. Federally employed members and non-members may draw on the \$100 (\$150 if participating in a repeat course) for chairs or \$500 (\$750 if participating in a repeat course) for speakers for meeting expenses such as lodging by making prior arrangements with SOT.

Travel

Please note that non-members can make travel arrangements through SOT's travel agent, Navigant International, (800) 525-6061. The agency will bill authorized travel directly to SOT. If you prefer, you can make your own travel arrangements and submit your expenses to SOT at the conclusion of the meeting.

Housing

You will need to complete the SOT housing form so we can be sure your accommodations are made in conjunction with your travel schedule. **SOT will make your lodging arrangements and they 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.

After the meeting, document your expenses on the SOT Reimbursement Form found on the SOT Web site (<http://www.toxicology.org/ai/fa/formsapps.asp>) **sign it**, and submit it to SOT with required receipts. A check for reimbursable expenses will be distributed after the reimbursement request is processed by SOT Headquarters.

Authorized Funded Non-members receive:

- \$500 for preparation expenses (\$750 if participating in a repeat course)
- 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)
- Transportation costs for the least expensive advance booking fare (reserved through SOT travel agency and billed directly to SOT)

NOTE: A receipt must be provided for any expense over \$25. With out the receipt, you will not be reimbursed.

2006-2007 COUNCIL

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Ph.D., ATS
ILSI Health and
Environmental Sciences
Institute

Elaine V. Knight,
Ph.D.
Johnson & Johnson

EXECUTIVE DIRECTOR

Shawn Douglas Lamb

PERMISSIONS RELEASE FOR CONTINUING EDUCATION COURSE MATERIALS

The Course Speaker identified below hereby grants to the Society of Toxicology ("SOT") the nonexclusive worldwide right and license to reproduce, copy, and publish the materials assembled for the course syllabus identified below, in any and all media (including but not limited to electronic, print, and audio).

In addition, the Course Speaker hereby authorizes SOT to offer the course syllabi for sale, with SOT retaining all the proceeds of sale, conferring hereby on SOT full ownership rights in and to all such syllabi.

The Course Speaker hereby represents and warrants: (1) that 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, or has obtained necessary release from the copyright holder; (2) that he or she has the authority to grant this nonexclusive license; and (3) that SOT's exercise of its rights hereunder will not infringe upon any other person's or entity's copyrights or other proprietary rights.

For Course Speakers who are U.S. government employees, this agreement applies only to the extent to which the Speaker has rights to grant permission. If the work was produced by the Course Speaker under a U.S. Government contract pursuant to which the U.S. Government retains a nonexclusive, royalty-free license to publish or reproduce the published form of this work or to allow others to publish or reproduce it for U.S. Government purposes, then the Speaker transfers to SOT permissions in accordance with this agreement subject to the contract rights of the U.S. Government. The foregoing shall apply to Course Speakers who are employed by corporations which have similar restrictions to those of the U.S. Government.

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

Continuing Education Course _____

Title of Presentation _____

Course Speaker: Printed name _____ Signature _____ Date _____

Please return by November 1, 2006 to:

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

COPYRIGHT RELEASE MEMO

MEMORANDUM

DATE: August 2006
TO: Continuing Education Speaker Participants
FROM: SOT Headquarters
RE: Copyright Release Form

In order for SOT to print the Syllabi 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. 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 November 1, 2006; this information can be faxed to our office but you MUST send this form with an original signature to the address below.**

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

If you do not receive permission, your course content should be adjusted BEFORE your course chairperson delivers the final version of your presentation to SOT on December 16, 2006.

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 send that information to our office so that we can track each request to make sure we have the appropriate information for our records.

Please note the distinction between the Copyright Release Form and the Permissions Release Form. The Copyright Release Form is for you to arrange to use materials from others; **you** need to sign and forward the Permissions form to SOT HQ to give permission for use of **your** course materials.

If you have any additional questions, please contact me at (703)438-3115 or nichelle@toxicology.org.

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COPYRIGHT RELEASE FORM

Date: _____

From: Requester Information

Name: _____
Organization: _____
Address 1: _____
City: _____ State: _____ Zip: _____

To: Copyright Holder Information

Name: _____
Organization: _____
Address 1: _____
City: _____ State: _____ Zip: _____

I am preparing a presentation and syllabus for one of the Society of Toxicology Continuing Education Courses.

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)

Copyright Release Form:

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)

SYLLABUS AND SLIDE PREPARATION GUIDELINES

As part of the team for a Society of Toxicology Continuing Education course, the Course Chair and Speakers combine materials to make the course syllabus handout. This document consists of introductory materials and information from each presentation. Course registrants receive a bound copy of this syllabus, and extra syllabi may be available for purchase. Your careful attention to the following instructions and guidelines that are based on the past experiences of the Continuing Education Committee will help ensure the success of your session and positive remarks on the course evaluations.

Presenters in all Annual Meeting sessions are required to use digital projection of a PowerPoint presentation. More information will follow on the specific type of equipment and procedures to project your presentation in the *Presentation Logistics* section on page 19. PowerPoint facilitates production of high quality slides and handouts and specific information for developing Continuing Education presentations is provided in *PowerPoint Tips* on page 15. **All final presentations submitted by your Course Liaison will be loaded onto the equipment prior to the SOT Continuing Education courses on Saturday, March 24, 2007. Presenters will not be allowed to load revised/updated presentations.**

If you use material 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. A standard release form is provided in this packet on page 9. Proper attribution for this material must be included in your presentation and syllabus. Note that the speaker may be charged for permission to use the copyrighted material. If problems are encountered, please contact your Continuing Education Course Liaison.

Instructions for Preparation of Projected Slides

- The slides for the presentation should be oriented horizontally (landscape) whenever possible (use good judgment).
- Ideally, slides should be limited to two or three high-contrast colors (e.g., white text on blue background with orange and/or yellow highlights (preferred), or 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 and green may make it more difficult for data to be interpreted.
- 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 at a distance of two feet. This will ensure that slides can be read by all the attendees, even those in the back of the large lecture room used for these presentations.
- Slides with tabular data often are difficult to read. Although the syllabus may contain the complete table, consider projecting separate copy that contains the desired highlights. In general, **avoid overly busy slides!** It is preferable for speakers to originate all material for the presentation, crediting the source of data, to minimize need for permission to use copyrighted material.
- Company or university logos on the slides **will not** be permitted.
- The appropriate number of slides for a 40 minute presentation is 25-40 slides.

Instructions for Preparation of Printed Content

Syllabus Introduction

There is a template available on the SOT Web site that will help you in formatting the introduction portion of the syllabus, in addition to a general template that can be used to format your presentation. Go to <http://www.toxicology.org/ai/ce/ce.asp> and the file will be under the heading "Preparing a Course." In the template file, you will see there are shaded areas. Please replace the information relevant to your course in these areas. If you do this, you should not have to do any formatting as it is all done in the template.

Syllabus Slides

For the syllabus, **printed slides will be prepared black on white**, avoiding fancy borders, backgrounds, emblems, logos, etc. Past experience has shown that white on black will **NOT** reproduce well. Note that PowerPoint has an option for the printing of colored slides in black and white for use as copy masters.

- Company or university logos are **not allowed** in the syllabus.

- Each slide for the syllabus should be printed in landscape format. Two of these slides are combined on each printed page, where appropriate and possible. This page is in portrait orientation (see the syllabus example). PowerPoint Presentation software facilitates the quick development of a quality presentation.
- Written information should not be overly complicated (please use good judgment).
- Include a list of definitions at the beginning of your section for abbreviations, acronyms or jargon.
- A reference list of 5-25 items in journal style should be provided by each speaker in a Word document. It is preferred that this list be printed as a **full page** in the syllabus, and does not need to be projected as a slide.
- Please augment the slides by including additional information for the print syllabus where appropriate, such as introductory and summary statements, legends that enumerate the more salient features of each figure, and perhaps an appendix (e.g., an extensive list of enzyme inhibitors).
- When using tabular data, try not to exceed 2 or 3 lines.
- 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 black and white (see examples).
- **ORAL PRESENTATION MUST FOLLOW SYLLABUS EXACTLY.** Each slide used should be provided in the handout in the order to be presented.

Responsibilities for Final Syllabus Preparation

1. The Speaker prepares his/her presentation and the corresponding materials, and sends them to the Course Chair by **November 4, 2006**. The Course Chair collects the material from all the presenters.
 - a. Review the materials for copyright permissions and consistency with guidelines and quality for viewing and reproduction.
 - b. If necessary, reduce single slides (landscape orientation) and place two on a vertically oriented page (see examples).
 - c. Include **course cover page** and number with Roman numeral *vii*
 - d. Include the **course abstract** in the final version and number with Roman numeral *viii*.
 - e. Include the **course schedule** and number with Roman numeral *ix*.
 - f. Prepare the table of contents, including correct page numbers for each section. Number the **table of contents** page with Roman numeral *x*.
 - g. **Confirm that the pages of the entire syllabus are numbered correctly with numbers at center bottom above the lower edge** (so page number will photocopy). The first presenter's title page will be 1.1 and the second presenter's title page will be 2.1, etc. If the Chair giving the short five minute introduction uses slides and they become part of the syllabus, start numbering that first section as presenter 1.1, etc. Numbering for the following forty minute presentation would become 2.1, etc. Each presentation must begin on the right side of the printed booklet.
 - h. **Send the printed course syllabus and the electronic versions to the Course Liaison by November 15, 2006.** Revisions to the syllabus may be recommended after the December Continuing Education Committee meeting.
3. The final print and electronic version of the syllabus is due from the Course Chair to the Course Liaison by **December 16, 2006**.
4. The Course Liaison is responsible for the quality of each syllabus for which he/she is the course organizer.
 - a. Review the materials for consistency with guidelines and quality for reproduction.
 - b. Check that all introductory material is in place and that all pages are correctly numbered. Speakers should have their section numbered with their presentation order plus page number.
 - c. Send the course syllabus on CD with color version, for projection at the SOT Annual Meeting, and black and white for printing, to SOT headquarters by **December 20, 2006**.
5. Headquarters will provide the following:
 - a. Artwork and cover.
 - b. Continuing Education Committee listing on the inside cover with the Course Liaison indicated.
 - c. Color-coded section dividers.
 - d. Printing, binding and distribution.

Once the syllabus and corresponding presentation slides are finalized, the presentation is ready and should not be altered.

Syllabus Checklist	
Course Information	Responsibility
<i>Ensure all of the following are complete</i>	
Cover page	CE Liaison
Abstract	Course Chair
Schedule	Course Chair
Table of Contents	Course Chair
Page numbering	Course Chair
Title Page: Title of presentation, Speaker Name, Affiliation, Address, Phone, Fax and E-mail	Presenter
Abstract or overview of speaker's presentation, including objectives	Presenter
Definitions/Abbreviations	Presenter
Content	Presenter
Style: No Backgrounds	Presenter
Style: No Logos	Presenter
Style: Landscape Orientation	Presenter
Style: Figures will Reproduce Well	Presenter
Style: Detail Level Appropriate for Slide	Presenter
Summary/Conclusions	Presenter
Reference List, printed on a full page	Presenter
Permission granted for Copyrighted Material/proper attribution Please note that the syllabus cannot be printed until copyright clearance for all content has been received.	Presenter

Syllabus Page Numbering		
Page #	Syllabus Section	
	Outside cover	
	Inside cover-list of CE Committee	
<i>i-ii</i>	Course evaluation form-perforated	
<i>iii-iv</i>	Syllabi order form	
<i>v</i>	2007 Online Proposal Information	
<i>vi</i>	Blank back page	
<i>vii</i>	Course cover page	Must begin on right side
<i>viii</i>	Course abstract	
<i>ix</i>	Course schedule	
<i>x</i>	Table of contents	
	Blank Insert Sheet	
1.1	First presenter's title page	Must begin on right side
2.1	Second presenter's title page	Must begin on right side
3.1	Third presenter's title page	Must begin on right side
4.1	Fourth presenter's title page	Must begin on right side
Please Note:	Each presenter's first page must start on the right side. If the section does not end with an even number, insert a blank page. The next speaker presentation will begin on the right side as an odd number page.	

POWERPOINT AND PRESENTATION TIPS

These are specific tips for PowerPoint. For the best results, you will need to make sure that your presentation displays well on screen as well as in printable black and white. Two versions of your presentation will be required, one for *On-Screen Slide Presentation* and a *Course Syllabus* version in black and white for printing of the syllabus. The version projected for the presentation will be somewhat different from that used for printing syllabus pages. The On-Screen version is best for drafting the presentation in a uniform format, but then you must go through the conversion process to Black and White. After you have created both versions and you need to change a slide or two in the On-Screen version, just copy those changed slides into the Black and White version. They will pick up the formatting of the destination.

SOT has developed PowerPoint templates <http://www.toxicology.org/ai/ce/ce.asp> for each section of the presentation and they are available for your use as you develop your course.

COMPUTER EQUIPMENT AVAILABLE AT THE MEETING

Your PowerPoint presentation must be compatible with the following equipment:

All of the computers have PowerPoint 2000 on them. The reason that PowerPoint 2000 will be on the machines is because 2000 and XP have the same File Formats, which means that 2000 **WILL** open and run XP. However, XP will not open and run 2000.

- P4-3.2 GH
- 40GB Hard Drive
- 256-512 ram
- Video Card
- Sound Card
- Modem
- CD/Zip/DVD
- Media Player, RealTime, and QuickTime software

Please refer to Syllabus and Slide Preparation Guidelines on page 10 for general information on preparing your presentation slides and syllabus. **REMINDER: All final presentations submitted by your Course Liaison will be loaded onto the equipment prior to the SOT Continuing Education courses on Saturday, March 24, 2007. Presenters will not be allowed to load revised/updated presentations, nor will presenters need to plug in their personal laptops for projection.**

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**

Stick to plain fonts: Times/Times New Roman, Helvetica/Arial, Courier/Courier New. These fonts will be represented and/or converted well on almost every computer system. Use the fonts and sizes suggested below. Click on *View, Master, Slide Master*. Using *Slide Master* will allow you to define the font and sizes for ALL new slides you create.

Title: Arial 40pt
First Level: Arial 32pt
Second Level: Arial 28
Third Level: Arial 24

For text with a fixed width font (like computer output), use Courier New at 16 pt.

- **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. For the above font sizes use 0.2 lines before paragraphs.

- **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 • ™ © « - ® ± ² ³ μ ¶ · ° » ¼ ½ ¾ β. "Extended" characters are found in the Character Map program of the Windows Start menu. Go to the Windows Start menu choose *Run*, type *charmap* and 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. Color Schemes

Set color schemes in the *Slide Master* view using *Format, Slide Color Scheme* and *Format, Background*.

3. 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, 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*.

Movies

Media Player, RealTime, and QuickTime software will be available on the computers used for the presentation. QuickTime is not native to Windows computers. PowerPoint only supports QuickTime movies up to version 2.5. To ensure the best chance of SOT being able to successfully load your presentation or use the presentation in its entirety, create your movies as AVI files. You can also convert your movies to mpeg format in QuickTime Pro. Please test your movies and slides on a Windows machine before finalizing your presentation. Use the method outlined below for testing your movies on a PC.

If you intend to insert a short movie into your presentation, then you will need to send SOT HQ two versions of your final presentation. One file will contain the movie clip, using the format described above. The other file will include a slide that contains a single image that will be used as a place holder announcing 'a movie clip will be shown here' for the printed Syllabus.

COURSE SYLLABUS

1. Color to Black and White

The syllabi will be printed in black and white from PowerPoint directly. You are encouraged to print a copy of your presentation in grayscale and make sure that the slides look good before sending it to your course Chair. If you find that the quality is not acceptable, you will need to **save a separate, black and white copy of your PowerPoint presentation file** to be used for producing the syllabus, or create another presentation using only black and white.

2. Shading

Although the shading of words looks nice on screen, it **DOES NOT PRINT WELL**. Do not use shading in your presentation that will be reproduced for the syllabus.

3. Colors in Charts

Some chart/line colors will not convert well to black and white. You may be advised to change colors in charts so that they are visible in the final black and white syllabus. If you insert a table into PowerPoint (the Insert Microsoft Word Table icon) you actually are using Word to put the chart into the table. You change the colors by selecting the entire table and then using the *Format, Font, Font Color* command. Instead of relying on color, choose different types of fill or symbols to distinguish data types.

4. Word Tables

When you print an imported Word table in black and white, 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 black and white gives a light background with the light text! This is not what you want for a handout. For 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.

5. Background Graphics

Background graphics can obscure your text. For example, a background graphic on the *Slide Master* may look good in color, but be a black obstruction in black and white. 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.

6. Syllabus Format

The format for a syllabus printout is the 2 slide per page handout format (*File, Print, Print What, Handouts*) 2 slides per page.

Mac Users – the format for a syllabus printout 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 syllabus pages can 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.

- Select *View, Master, Handout Master*.
- Choose the *2 slide per page* format
- Select and delete the number area footer that is already there.
- *Draw a text box* and place in the center bottom of the page. This will become the new footer.
- Use *Format, Alignment, Centered*
- *Set the point size to 12 pt*
- Type in the presenter # and a period (first presenter would use **1.**), then *Insert, Page Number*
- Option: If you choose to copyright your material, type in the left footer "Copyright (your name) 2004 Annual Meeting in a size 6 font.
- Printing your handout, select *File, Print, Print What, Handouts (2 Slides Per Page)*

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

8. Special Pages

The reference list in each speaker section should not be printed from PowerPoint but should be created as a full-page printout from Word. Add the page at the end of your section. If you include a glossary that is more extensive than a simple slide, it should also be full-page text. Likewise, a methods summary can be included as an appendix. Remember to add the appropriate pagination at the bottom of these pages.

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.

FINAL PRESENTATION REVIEW – SOT FTP SITE

SOT will make available an FTP site that should be utilized by CE liaisons, course chairpersons and speakers to review the final versions of your course presentations and those in your session before it is printed in the Syllabus. Your course information should be delivered to SOT as outlined on page 12 (Syllabus and Slide Preparation Guidelines).

Below are the instructions for accessing the site. This proof process is to verify printing quality, NOT TO MAKE CONTENT CHANGES.

Examples of what can be changed:

- If a table does not print correctly
- Your institution or email address has changed

Examples of what can not be changed:

- An additional slide or the removal of a slide, or the addition of an image

Instruction for Using the Member Portal (FTP site)

The Portal is a large file transfer system between SOT headquarters staff and Annual Meeting participants. The FTP folders are a temporary storage location where your final presentations will be housed for review from **January 19-25, 2007**. All CE files will be removed after this date as this site is accessible to any members of SOT using the site.

The SOT portal is accessible by visiting <ftp://ftp.toxicology.org/>. You will be required to enter the login and password given to you by SOT to access the site. Upon login, the window should refresh and inform you that your Login was successful. In addition, a new window should open.

When you have successfully logged into the site, you should access your course. SOT will use obvious naming conventions for each file contained on the site for your course. Each presentation will be loaded as a .PDF. An example is below:

AM02/PM08 Targeted Therapeutic Approach to Anti-Cancer.....
Presenter 1_Davis.pdf
Presenter 1_Davis References.pdf (only if provided)
Presenter 2_Thomas.pdf
Syllabus_Intro_AM02/PM08 (see page 20 Sample Syllabus...viii, ix, x)

Microsoft Windows Users

If you are downloading files from the portal, right click on the file you want and choose "Copy To Folder". Browse to where you wish to save the file and click OK. This will download the selected file to your computer. It may take several minutes depending on the size of the file and your Internet connection speed.

When you are finished transferring files, simply close the FTP and Login windows.

Macintosh, Linux, Unix Users

An FTP client (such as Fetch) is required to connect to our FTP server. These clients are freely available at most software download sites. Log in using the information below.

Fetch Softworks:
<http://fetchsoftworks.com/>

Login:

Host: <ftp.toxicology.org>

User ID: ftpglobal

Password: sotguest

Trouble with Pop-Up FTP Folder

After you login, and the page refreshes and tells you that you have successfully logged in, the FTP window should open. Due to the method of a new window opening, many pop-up blockers will prevent this window from loading properly. If you are using Windows XP, and have this problem, you can click the gray bar at the top and choose "Always allow pop-ups" or "Temporarily allow pop-ups", whichever you prefer. You may have to refresh the page after you've allowed pop-ups. If you are using another pop-up blocker (search engine toolbar, pop-up stopper, etc.), you will have to disable it's blocking of this page before the FTP window will load.

Contact SOT if you have any questions:

SOT Headquarters Office
1821 Michael Faraday Drive
Suite 300
Reston, Virginia 20190

Phone: (703) 438-3115

Fax: (703) 438-3113

Email: sothq@toxicology.org

Web site: <http://www.toxicology.org>

PRESENTATION LOGISTICS

Presenters at the SOT Annual Meeting sessions are required to use digital projection of a PowerPoint presentation. PowerPoint presentations should be prepared for use with PowerPoint 2000 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 electronic projection equipment available in each room will include a Pentium 4 PC equipped with Microsoft Office 2000, Windows 2000, WinZip, CD ROM, and a Zip drive. Resolution will be set for 1024x768 with 24 bit color.

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.**

Please review your presentation on a computer different than the computer 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.

ALL presentations will be loaded on the hard drive of the computer in the room in which the session will be held prior to the Continuing Education session (Saturday, March 24, 2007), and available for your review in the Speaker Ready room. You are strongly encouraged to review your presentation before your session. Your presentation will be loaded into the appropriate session folder (e.g. AM02 Targeted Therapeutic Approach to Anti-Cancer/Presenter 1_Davis, etc). You may not update your presentation prior to the session.

SAMPLE SYLLABUS

Please refer to the SOT Web site for a template that can be referenced as you develop your course.

<http://www.toxicology.org/ai/ce/ce.asp>

Basic Principles and Protocols in Molecular Toxicology

Continuing Education Course AM06

William B. Mattes, Chairperson
John W. Davis II, Co-Chairperson

Mary K. Walker
Craig B. Marcus
Jack P. Vanden Heuvel
Michael S. Denison
John W. Davis, II

8:15 A.M. – 12:00 P.M.

1:15 P.M. – 5:00 P.M.

Sunday, March 17, 2002

Opryland Hotel Convention Center
Nashville, Tennessee

Basic Principles and Protocols in Molecular Toxicology

Chairpersons: William B. Mattes, Pharmacia, Kalamazoo, MI and John W. Davis, II, Schering Plough Research Institute, Lafayette, NJ

Endorsed by:
The Molecular Biology Specialty Section

Many of the mechanisms through which xenobiotics affect tissues or cells occur at the molecular level. Over the past ten or fifteen years the use of molecular techniques to dissect mechanisms of toxicity has grown greatly. These techniques are used to identify growth regulatory pathways, alterations in gene and/or protein expression, as well as protein–DNA and protein–protein interactions. Accordingly, there has been an explosion in the number of reagents and kits that are commercially available. While these kits and reagents have facilitated the detection of mechanisms of toxicity, a basic understanding of the methods used is just as important. This course will detail a number of basic techniques currently in use in an attempt to give a researcher new to this area information as to which tools may be most relevant with regards to their specific research area. Presentations will include the practical considerations when setting up a given technique as well as references that will help the investigator trouble shoot these systems. Finally, actual data will be shown in an effort to demonstrate the kinds of information that can be obtained by these experiments and the ways in which this information can be interpreted and used to develop hypothesis-driven research. This is a basic level course intended to introduce to the researcher the tools and references that are available to him or her.

Basic Principles and Protocols in Molecular Toxicology

Course Schedule (Given in AM/PM)
Sunday, March 17, 2002

Titles: Bold
Font: Arial, throughout the presentation

8:15-8:30 A.M.
1:15-1:30 P.M.

Opening Remarks
William B. Mattes
Pharmacia

8:30-9:15 A.M.
1:30-2:15 P.M.

Basic Protocols and Principles in Nucleic Acid Manipulation
Mary K. Walker
University of New Mexico

9:15-10:00 A.M.
2:15-3:00 P.M.

Using Polymerase Chain Reaction in Molecular Toxicology
Jack P. Vanden Heuvel
Penn State University

10:00-10:30 A.M.
3:00-3:30 P.M.

Break

The Continuing Education Committee has designed the courses so that the morning and afternoon sessions break at the same time. We ask that you not allow your session to deviate from the scheduled break times.

10:30-11:15 A.M.
3:30-4:15 P.M.

Design, Construction and Use of Reporter and Expression Vectors
Michael S. Denison
University of California-Davis

11:15-12:00 A.M.
4:15-5:00 P.M.

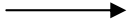
Basic Techniques in Detecting Proteins and Protein: Protein Interactions
John W. Davis, II
Schering Plough Research Institute

Basic Principles and Protocols in Molecular Toxicology

Table of Contents

	Pages
Basic Protocols and Principles in Nucleic Acid Manipulation Mary K. Walker, Ph.D. Craig B. Marcus, Ph.D.	1.1-1.32
Using Polymerase Chain Reaction in Molecular Toxicology Jack P. Vanden Heuvel, Ph.D.	2.1 - 2.32
Design, Construction and Use of Reporter and Expression Vectors Michael S. Denison, Ph.D.	3.1 - 3.24
Basic Techniques in Detecting Proteins and Protein Interactions John W. Davis, II, Ph.D.	4.1 - 4.28

Lvl. 1 titles: Arial, 40pt.
Lvl. 2 titles: Arial,
24+pt.



**SOT PREFERS THE
USE OF ARIAL FONT!**

We ask that you
include in your
presenter information –
an affiliation, city/state,
telephone number and
e-mail address.

Course participants
often wish to contact
speakers at a later
date.

BASIC TECHNIQUES IN DETECTING PROTEINS AND PROTEIN:PROTEIN INTERACTIONS

John W. Davis II, Ph.D.

Genetic and Molecular Toxicology
Schering-Plough Research Institute

Lafayette, NJ

Phone: (973) 940-4360 Fax: (973) 940-4183
john.davis4@spcorp.com

Each speaker is
required to include a
slide that details the
objectives for their talk.

Course Objectives/Outline

- Methods of protein extraction from tissues and cells
- Methods for the quantitation of total protein in an extract
- General and specific protein detection
 - gel electrophoresis
 - western blots and their uses
 - other methods of specific protein detection
- Identification of protein:protein interactions
- Proteomics

Speakers are encouraged to include a slide of abbreviations used.



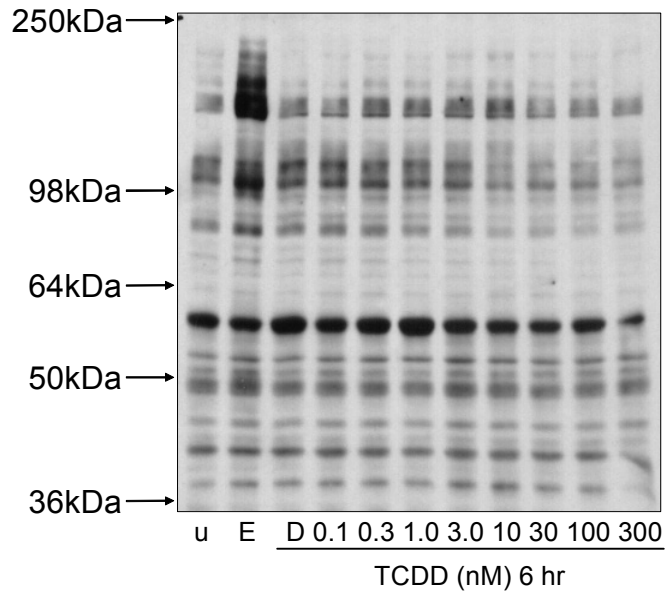
Abbreviations

- DEPC - diethylpyrocarbonate
- DMSO - dimethyl sulfoxide
- PBS - phosphate buffered saline
- SDS - sodium dodecylsulfate
- SSC - standard sodium citrate
- SSPE - standard sodium phosphate/EDTA
- TE - TRIS-EDTA

Gel Electrophoresis

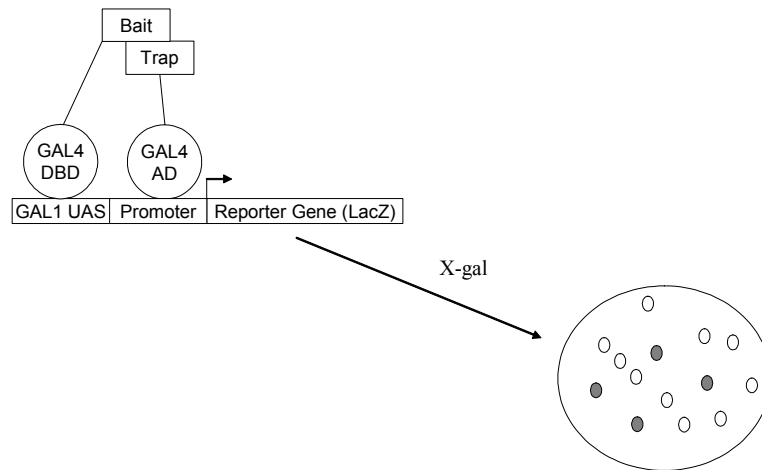
- Electrophoresis
 - process of moving charged molecules in solution by applying an electrical charge across the mixture
- SDS-PAGE
 - described by Laemmli
 - SDS solubilizes, denatures and imparts a strong negative charge on the proteins
 - polyacrylamide is the matrix used for separating proteins

Assessment of Tyrosine Phosphorylation



The next 10 slides are representative of slides with various data, including charts and graphs, shading and pictures that worked well in the reproduction of the CE course syllabi.

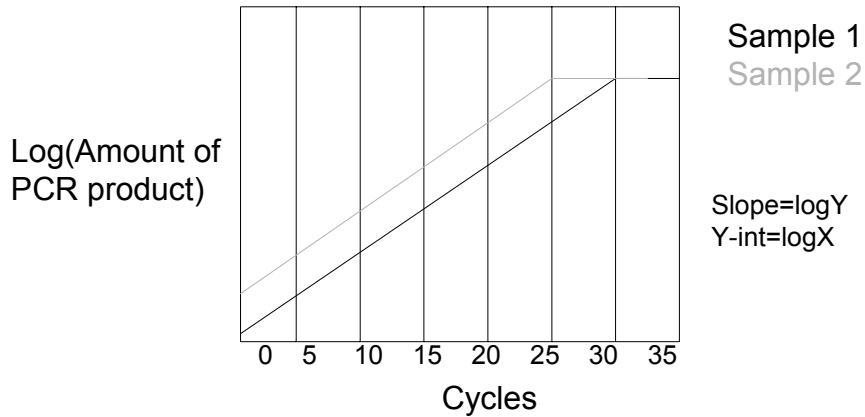
Two-Hybrid System (cont.)



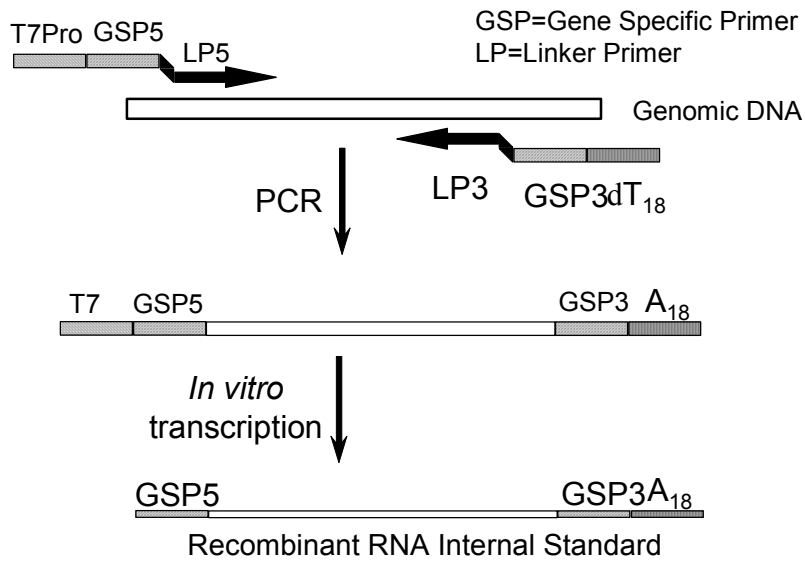
Basics of PCR: Theory

- Plateau effect

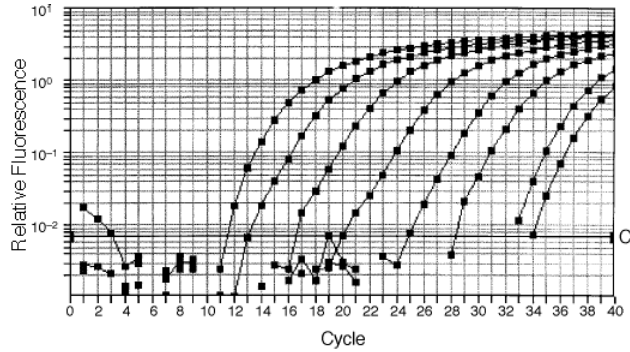
$$\text{Log}(\text{product}) = n \times \text{log}(Y) + \text{log}X$$



Construction of Internal Standard



Real Time PCR (TaqMan)

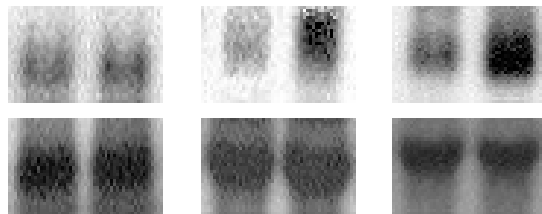
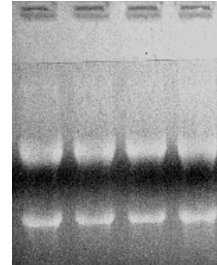


The amount of fluorescence released during the amplification cycle is proportional to the amount of product generated in each cycle. The threshold cycle (C_t) is determined at the most exponential phase of the reaction and is a reliable quantitation tool. The C_t is inversely proportional to the copy number of the target template; the higher the template concentration, the lower the threshold cycle measured.

Results

- **Formaldehyde gel prior to transfer**

- **Autoradiogram**



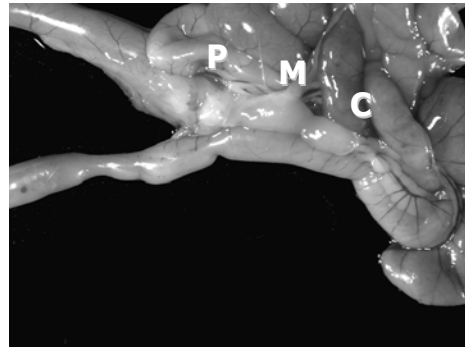
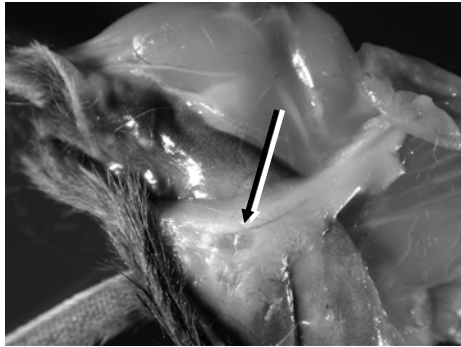
Lymph nodes

Discrete, easy to identify

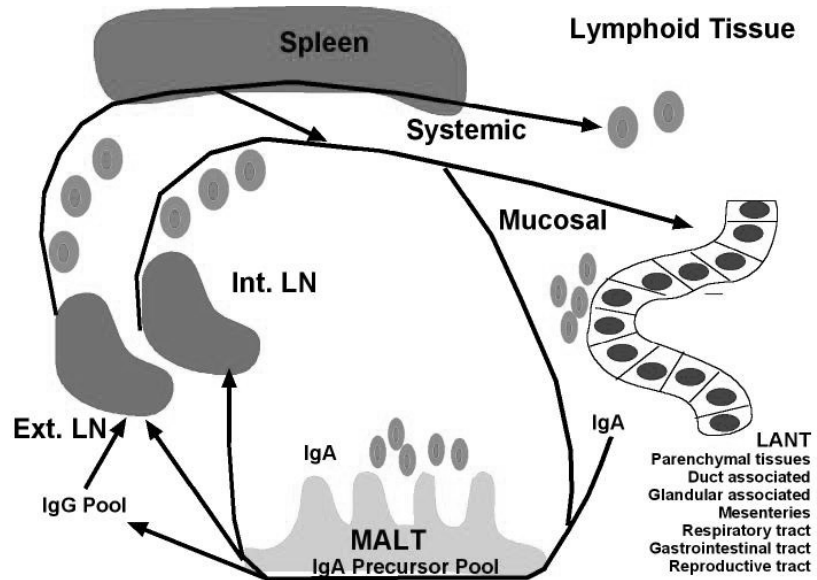
- Inguinal LN in mammary gland at the junction of three blood and lymphatic vessels

Clustered, hard to separate

- Cecal (C) and mesenteric (M) merging into pancreatico-duodenal (P) LN

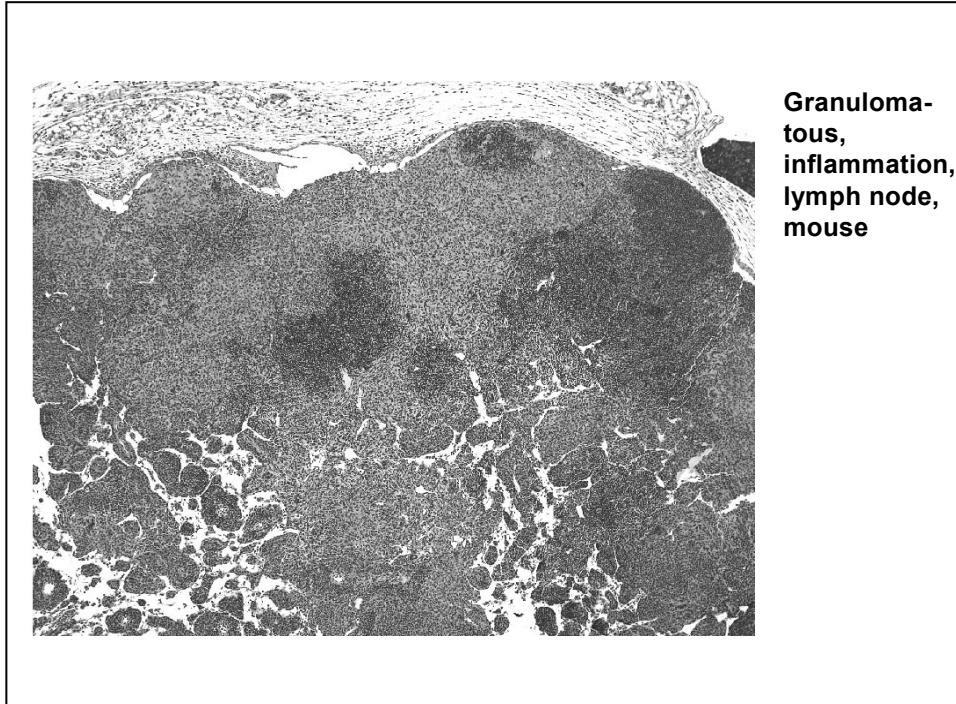


CMIS and Interactions with Systemic Lymphoid Tissues



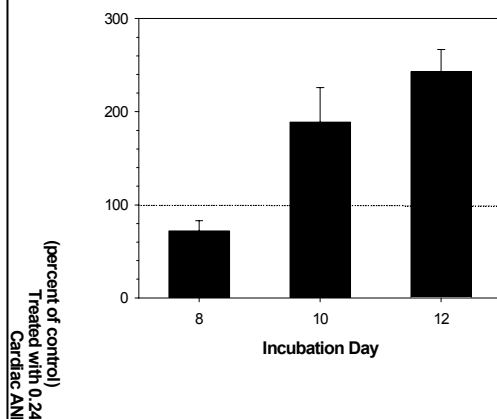
Top slide courtesy of Lanning, Lynda L. (2002) A Practical Approach to Blood and Lymphoid Tissue (BLT) in Toxicology Assessments

Bottom slide courtesy of Schuh, JoAnn CL (2002) A Practical Approach to Blood and Lymphoid Tissue (BLT) in Toxicology Assessments



Conclusions

- **TCDD increased ANF mRNA expression**



– **ANF mRNA a marker of heart failure.**

- **induction occurs progressively.**
- **induction correlates with development of the cardiac phenotype.**

Top slide courtesy of Leach, Michael W. (2002) A Practical Approach to Blood and Lymphoid Tissue (BLT) in Toxicology Assessments

Bottom slide courtesy of Marcus, Craig and Walker, Mary K. (2002) Basic Principles and Protocols in Molecular Toxicology

References

- Vanden Heuvel, J.P., Bell, D.A., Corton, C. and Mattes, W. PCR Applications in Molecular Toxicology (Vanden Heuvel, J.P. ed). CRC Press, Boca Raton FL. 1997. 237 pages
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- Katz, E. D. & Haff, L. A. Effects of primer concentration and Taq DNA polymerase activity on yield of the PCR process, *Amplifications*,3,8,1989.
- Sardelli, A. D. Plateau effect - understanding PCR limitations, *Amplifications*,9,1,1993.
- Bork, P. & Bairoch, A. Go hunting in sequence databases but watch out for the traps, *Trends Genet.*,12,425,1996.
- Gelfand, D. H., in *PCR Technology* Erlich, H. A., Ed. Stockton Press, New York, 1989.
- Ausubel, F.M., Brent, R., Kingston, R.E., Moore, D.D., Seidman, J.G., Smith, J.A., and Struhl, K., *Current Protocols in Molecular Biology*, Green Publishing Associates and Wiley-Interscience, 1988
- Innis, MA, Gelfand D, Sninsky J, White T., *PCR Protocols*, Academic Press, San Diego, CA 1990

Your reference list should be the last page of your presentation. This document should be created in a word processing application, and submitted to your Course Chair as a separate file.

