
Proposal Submission Instructions for an Annual Meeting Session

2013 SOCIETY OF TOXICOLOGY ANNUAL MEETING March 10-14 · San Antonio, TX

All proposals MUST be submitted online before the deadline through the SOT Proposal Submission Site.

The deadline for proposal submission is Monday, April 30 2012 at 11:59 p.m. EST. Proposals will not be accepted after the deadline. All proposals will be peer-reviewed by members of the Scientific Program and Continuing Education Committees. All decisions regarding tentative acceptance will be rendered in late-June for sessions accepted for the scientific and CE programs.

You are strongly encouraged to follow the submission instructions carefully to enter your proposals online. The information you provide will be the primary source of information used by the reviewers to evaluate your proposal. Therefore it is important that you provide your intended proposal(s) to the appropriate SOT Sponsors and Endorsers in order to have them review the proposal to assist you fine tune your submission before it is entered online. We have found that proposals that have undergone a vetting process receive higher scores and ranks as opposed to those equally dynamic proposals missing Sponsors or those that lack adequate endorsements from these groups. Incomplete proposals will be eliminated from consideration.

The Scientific Program Committee will hold a **Best Practices Webinar on March 22, 2012** to address some Frequently Asked Questions (FAQ) related to the submission and review process. Please contact SOT HQ for further details.

SCHEDULING NOTE: When selecting speakers, please ensure that they are available to participate on Sunday, March 10 for CE courses, and at any time from Monday, March 11 through the morning of Thursday, March 14, 2013 for scientific sessions. Once the schedule for sessions is announced in the fall of 2012, it will be considered final.

TRAVEL SUPPORT: SOT members participate in the Annual Meeting at their own expense. All non-member speakers will receive a complimentary registration to attend the meeting. In addition, SOT budgets for a limited number of non-member speakers to receive full-funding support for accepted Symposia and Workshop sessions. Generally, up to two non-member speakers for an accepted 165-minute session are eligible for this type of funding. For an accepted 80-minute session up to one non-member speaker is eligible for full-funding support. This is an important point to remember with respect to the final presentation format as determined by the Scientific Program Committee.

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ENTERING YOUR PROPOSAL ONLINE

CREATE AN ACCOUNT - <http://sot2013.abstractcentral.com>

- You do not have to be a member of the Society to use the submission site.
- Create your account using a login and password that you will remember easily.
- Please enter a valid e-mail address where messages can be received and accessed year long. Once you have created your account, you will immediately receive an e-mail confirming the initiation of your proposal submission.
- You only need to create one account to use the system to submit an abstract - proposal, invited speaker, or poster or platform. All accounts can be modified during the appropriate submission phase to submit an abstract.
- If you have forgotten your login or password that you used to submit an abstract for the 2011 Annual Meeting, please contact SOT HQ to have your login credentials emailed to you.

SUBMISSION ROLE

- Please select the role of Proposal Submission; it is the only role available now.
- If you are reviewing proposals online for an SOT group, SOT HQ will provide to your group login credentials with review privileges. These are known as review accounts and should not be used to submit proposals for review. We also ask that you not modify the login credentials assigned to these accounts. It is important in the event that we need to troubleshoot an issue with you via email, or phone.

CREATE A NEW SUBMISSION

- Please follow the instructions available for each step of the submission process. There are a total of 7 steps required to submit a proposal. Provided below are the more important points to remember at each step.
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STEP #1: ENTER PROPOSAL TITLE AND BODY (SESSION OVERVIEW ABSTRACT):

- The title must clearly indicate the nature of the abstract. Should you have a scientific term that requires a lowercase letter in the title, use the lowercase formatting tags on the Text Formatting palette available in the submission site.
- Provide a clear, succinct synopsis of your proposed session as it would appear in the SOT Annual Meeting materials (Preliminary and Final Program Book). Avoid the use of report or book references, abbreviations, or technical jargon. We advise you not to include all or portions of the 2013 themes or CE target areas in the title of a proposed session. If a session is granted tentative acceptance, it will be categorized under the appropriate theme or target area which will be determined by the final review groups, if applicable. These details will also be advertised in the Annual Meeting materials.
- Describe the subject, highlighting the scientific issues, innovations, or research to be addressed. Do not name or reference speakers or the titles of their presentations in the synopsis. Speakers are listed separately along with their presentation titles and presentation descriptions during step #5 of the submission process.
- There is a limit of **6000** characters for the title and body of your proposal submission and is inclusive for all authors, institutions, titles, and presentation descriptions.
- Finally, please remember that the session overview abstract will be used in the Annual Meeting materials as the 'marketing' abstract.
- You **should not** enter speaker introduction abstracts in this step.

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STEP #2: CATEGORY

- Please select the proposal Sponsor and up to five endorsers from the list of SOT Review Groups, which includes the Specialty Sections, Special Interest Groups, and several SOT Committees and Task Forces.
 - [Sponsor](#) - Usually the proposal subject area closely matches that Review Groups' area of specialty. There can be only one Sponsor for any proposal. Proposal sponsors bare no financial responsibility with respect to providing funding for non-member speakers.
 - [Endorser](#) additional groups to which the proposal's discipline closely relates. There can be up to five additional endorsers. These groups can be identified by the submitter or self identified during the review process but there will be no more than five listed in the Annual Meeting materials.

STEP #: PRESENTATION TYPE

Please review the SOT Annual Meeting [Proposal Submission Guidelines](#) for detailed information on the session types including the criteria required to compete for the special IAT/ITS session designation offered by the Society.

- At this step you will select the presentation type/format that you would like to have your proposal considered for. You may select one primary presentation type as well as an alternate presentation type for your proposal submission. However, please note that Scientific Program and Continuing Education Committee will determine the final presentation type for all accepted sessions or CE Courses.
 - CE Basic, Advanced, or CE Sunrise - please choose whichever is applicable
 - Symposium
 - Workshop
 - Roundtable
 - Historical Highlights
 - Informational Session
 - Education-Career Development
 - Regional Interest

STEP #4: AFFILIATIONS

- Enter the institutional affiliation of all authors.
- Required fields are noted with an asterisk (*).
- After entering the data on each institution, click "Add" to add it to the list at the bottom of the page. Be sure to clear the data fields before entering another institution.
- On the next screen (step #5), you can associate institutions with the respective authors.

STEP #5: AUTHORS/ADD SPEAKERS

- As you add your speakers to the list for this proposal, click the "Add Author" button. Please enter your authors in presenter order. This includes chairpersons who will provide introductory remarks.
- Please designate the 1st presenter in the session as the "Presenter." Follow up by assigning the appropriate member type, type of funding requested, a talk title, and finally a presentation description. Your presentation description for each talk should provide enough detail so that the Scientific Program and Continuing Education Committee members can fully gauge the presentation.

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- Please do not submit full abstracts for presenters in your session. A request to submit an abstract will be made **AFTER** the Scientific Program Committee has made program selections. At this time it is only required that you enter a brief synopsis of the intended talk (8-10 sentences).
 - Member type – SOT Member or Non-Member
 - Type of Funding
 - **No SOT Funding Required** – please select this option for all SOT Members. This also applies to non-member speakers who cannot, or will not be applying for full funding or registration only support. This generally applies to federal/local jurisdiction employees who cannot accept any level of funding from the Society. It may also be applicable for presenters who will have their registration fees covered by their employer.
 - **SOT Full Funding Requested** – reserved for up to **two non-members** in a proposed Symposium, Workshop, Regional Interest session, or any 165-minute session. You may apply for full funding support for **one non-member** for a Roundtable, Historical Highlights, Informational, or Education-Career Development session.
 - **Registration Only** – please select this option for non-member speakers who will apply for registration only support. Non-members who elect this option will not be eligible to submit reimbursement claims at the conclusion of the meeting.
- The final step on this page will require that you enter the session Chairperson information (name, affiliation, and email address) for both people listed. Each session must have a chair and co-chair; the primary chair must be a member of the Society. Please list them as they would appear in the final marketing materials, but note that an SOT member must be listed first if a co-chair is not a member of the Society.

STEP#6: KEYWORDS

- Select up to three (3) keywords that best describe your proposal. These keywords are used as a reference tool when developing the session schedule for all tentatively accepted sessions.

STEP #: PROOF AND SUBMIT

- At this step, it is important that you review your proposal before it is formally submitted for review. You may make modifications to a proposal at any time until the deadline of April 30th at 11:59 PM EST.

IMPORTANT NOTES TO CONSIDER

- The organizer, or session chairperson, serves as the primary contact for all communications with SOT HQ regarding an Annual Meeting session. **It is the responsibility of the organizer to submit the proposal to SOT and ensure that participants, including the co-chair, receive all information relevant to their inclusion in the proposal and in the Meeting if the proposal is granted tentative acceptance.**
- The Scientific Program and Continuing Education Committee reserve the right to accept a proposal contingent on altering the final presentation format - e.g. Symposium to Roundtable, etc. However, your original presentation format will be given due consideration.
 - **Following are the general session durations**
 Continuing Education Sunrise Course – 45 minutes
 Continuing Education Basic or Advanced Course – 225 minutes
 Symposium, Workshop, and a limited number of Regional Interest sessions – 165 minutes

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Roundtables, Historical Highlights, Informational*, or Education-Career Development* – 80 minutes

*Please refer to the [Proposal Submission Guidelines](#) to review the requirements for requesting that a submission of this type be programmed as a 165-minute session.

- It is at the discretion of the session chairpersons to determine the presentation time granted for each presenter, including any time that will be allotted for a question and answer period. However, that information is not collected at this point in the process and should not be included in the proposal submission. If your session is granted tentative acceptance, you will communicate the speaker presentation times to SOT HQ at the end of the invited speaker submission phase in Mid-August.

ROLES AND RESPONSIBILITIES OF SESSION ORGANIZERS:

- Confirm participation of all presenters listed in your proposal, including co-chairs
- Communicate with speakers who apply for travel assistance the final decisions as rendered by the Scientific Program or Continuing Education Committee.
- Provide all presenters in your session with important information regarding participation in an Annual Meeting session:
 - Ensure that deadlines are met especially as they apply to the submission of individual abstracts that will support the session. These abstracts will be due August 10, 2012 (site opens July 1, 2012).
- Provide to SOT HQ complete contact details (full mailing) for all non-member speakers in your session when tentative acceptance is granted.
- Notify SOT HQ immediately if there are changes to the speaker roster providing the appropriate information.
- While recognizing that some changes will occur, the Scientific Program Committee reserves the right to reconsider a session if speaker substitutions at a later date cause a shift in the symposium's focus that differs substantially from the original proposal.

If you encounter problems, or have questions please contact SOT HQ at 703/438-3115. Please ask to speak with April Brewer (april@toxicology.org) or David Rossé (davidr@toxicology.org) who are available to answer your questions or assist you.