

SOCIETY OF TOXICOLOGIC PATHOLOGY



**STP 39TH ANNUAL SYMPOSIUM
Scientific Session Chair
and Speaker Information Packet**

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FORMS AND POLICY OVERVIEW

Guidelines for Chairpersons & Speakers

Information on preparing the course and answers to some common questions for both before and following the Annual Symposium.

Slide Template

All presentations at the Annual Symposium are required to be in PowerPoint format, sized to 16x9 orientation. STP has created a PPT template that is the correct size and format that can be downloaded from the symposium website at: <https://www.toxpath.org/AM2020/presenter-information.asp>

Speaker Reimbursement Guidelines

STP MEMBER CHAIRS AND SPEAKERS: The policy of the Society is that STP members *do not receive travel funds or registration to attend the Annual Symposium*. STP member chairs and speakers are responsible for covering their own travel, hotel, and symposium registration expenses.

NONMEMBER CHAIRS AND SPEAKERS:

Authorized STP Nonmember speakers receive:

- Complimentary Annual Symposium registration
- Complimentary lodging for up to two nights (charges will be transferred to the STP master bill)
- Reimbursement of up to two days' meal expenses—up to \$60 per day
- Transportation costs for the least expensive advance booking fare (reimbursed or reserved through STP's travel agent, ATC Travel Management (703-253-6004 or reservations@atcmeetings.com), reference code **1186614**).

Expense Reimbursement Form

Expense reimbursement request forms for nonmember speakers are available on the [Forms page](#) of the STP website, as well as on the [Presenter Information webpage](#). **Please be sure to save and submit all your receipts. Itemized receipts showing purchase(s) are required for all expenses to qualify for reimbursement.**

Federal Employee Speakers

For speakers who are federal employees, STP Headquarters will prepare necessary letters and formal requests as required by each agency. There is no need to send individual requests. Please send information on all federal employee speakers, including department and agency information, to April Brewer (abrewer@toxpath.org) so that the request can be made in a timely manner to the appropriate agency.

Registration for Speakers and Chairs

- STP member speakers and chairs are responsible for registering for the symposium.
- STP nonmember speakers will be registered for the symposium by STP HQ and will receive an email confirmation.

Housing and Travel Arrangements

You are responsible for making your hotel and travel arrangements.

The STP 39th Annual Symposium will be held at the Red Rock Resort in Summerlin, Nevada, which is also the Headquarters Hotel. The STP encourages you to book with the Headquarters Hotel, where we have reserved a block of rooms at negotiated rates for the convenience of all our attendees. This helps us meet our room guarantee with the hotel and allows us to easily transfer any covered room nights to the STP master bill.

Information on the hotel, including on availability of government-rated rooms, are available on the STP Annual Symposium [website](#). Please send an email to abrewer@toxpath.org to let us know you have made a hotel reservation. For nonmember speakers, STP will take care of the transfer of two nights to the master bill.

Publication in *Toxicologic Pathology* Annual Symposium issue

All speakers are encouraged to submit a manuscript of their presentation for publication in *Toxicologic Pathology*. Manuscripts can be considered as brief synopses or more detailed reviews. Publication is free and color figures can be used. Format for the manuscript will be provided by the Editorial Office. Session Chairs will be responsible for reviewing all manuscripts submitted from their session. The due date for manuscripts will be **July 11, 2020**. Manuscripts should be submitted via the journal online submission system, [Manuscript Central](#). If you need assistance in uploading the manuscript and its figures, please contact [Stephanie Dickinson, Managing Editor](#).

All symposium manuscripts will be peer reviewed for clarity prior to publication. Additional information regarding manuscript submissions will be sent to you directly from the Editor. Questions regarding manuscript submissions should be directed to toxpathjournal@verizon.net or 856-223-9444.

Additionally, a guidance document on submitting a manuscript for the symposium issue of *Toxicologic Pathology* can be downloaded from the [STP website](#).

Non-Discrimination and Anti-Harassment Policy

The STP Bylaws state, "The STP is committed to the philosophy of equality of opportunity and treatment for all, regardless of gender, gender identity, race, ethnic origin, religion, age, marital status, sexual orientation, disabilities or any other reason unrelated to scientific merit. The STP Executive Committee shall be responsible for the development of such policies as may be appropriate to recognize and maintain this commitment." STP's Non-Discrimination and Anti-Harassment Policy is available on the [STP website](#).

Questions and Submission of Forms

Please direct any questions about policies, forms, and requests for travel authorization to [April Brewer](#) at STP Headquarters.

CHAIRPERSON/SPEAKER TIMELINE

SEPTEMBER 1	Course Chairs provide full contact information for all Speakers to STP HQ (email & mailing addresses).
OCTOBER 1	STP HQ sends out information packets to all Speakers and Chairs. Packet also available to download via the 2020 Annual Symposium website .
NOVEMBER 1	STP HQ to provide Chairs with preliminary agenda for corrections/edits.
NOVEMBER 15	Session Chairs return edits to STP HQ. Overall session abstracts (150–200 words) due.
FEBRUARY 22	Speakers should submit presentation abstracts to session chairs for review (150–200 words).
FEBRUARY 28	All Chairs and Speakers should make hotel and travel reservations by this date to ensure availability and best rates.
APRIL 1	Session chairs submit speaker abstracts (150–200 words) to STP HQ, for use in the meeting app and marketing materials. <u>No changes can be made to speaker order/presentation titles after this date.</u>
APRIL 30	<i>Early Bird Registration Deadline:</i> All STP Member Speakers should register by this deadline. Nonmember Speakers will be registered administratively by STP HQ.
MAY 21	Housing deadline.
JUNE 1	PPT presentations are due to session chairs for review.
JUNE 13-18	<i>STP 39th Annual Symposium in Summerlin, Nevada</i>
JULY 11	Manuscripts for the symposium issue of <i>Toxicologic Pathology</i> are due via online submission system.
JULY 14	Reimbursement forms (with itemized receipts) are due from nonmember speakers.

GUIDELINES FOR ORGANIZING AND PRESENTING A SCIENTIFIC SESSION

PRE-MEETING

- Confirm speaker participation in the course and obtain final presentation titles by **November 15**. Be sure to discuss presentation content and ensure no major overlap between speakers. Also confirm the time allocated for each talk, ensuring a 30-minute break is included in the session.
- Abstracts for the overall session should be limited to 150-200 words and are due **November 15**. Individual speaker abstracts should also be 150-200 words and are due to STP HQ on **April 1**.
- All presentations for the STP Annual Symposium should be in the 16x9 widescreen format and should be created using PowerPoint. Mac-based presentations will not be supported. The use of the STP slide template, available on the [STP Annual Symposium website](#), is encouraged.
- Recommended video format for movies and multimedia is WMV. Be sure, if using movie clips or other multimedia, to place all items used for the presentation's creation in a folder and copy this folder to a backup drive. This is necessary for any clips to run properly. Be sure to provide the clips when sending the presentation to STP HQ and providing to the Speaker Ready Room.
- It is preferable for speakers to originate all material for the presentation, crediting the source of data, to minimize the need for permission to use copyrighted material.
- Company or university product advertising or promotion is not permitted on slides. However, logos are permitted.
- Slides should contain only professional and appropriate images and text. Please refrain from including items that may be problematic in light of STP's [Non-Discrimination and Anti-Harassment Policy](#).
- All PPT slides should be submitted to session chairs for review by **June 1**.
- The Speaker Ready Room is open Saturday through Thursday. You are welcome to upload your presentation in the Speaker Ready Room at any time, *up to one hour before your session starts*. An AV technician will transfer the presentation from the Speaker Ready Room to the computer in the ballroom.

MEETING DAY

- Session chairs are recommended to preview the presentations *no later than one hour prior* to the start of the course.
- An AV tech will be in the session room and will assist in starting each presentation. Once the presentation is launched the speaker will control the slides from the podium.
- Remind course attendees that no photos are allowed during the session.

- Please keep speakers on time. There will be a clock at the front table, and the AV tech will explain how it works to assist in keeping to the schedule.
- You may want to stimulate discussion after a presentation depending on the time remaining for that presentation. However, please endeavor to stay on schedule and be sure to end your session by the designated time.

POST-MEETING

- Surveys for all scientific sessions will be conducted through the Annual Symposium app.
- If your speakers have agreed to write manuscripts for *Toxicologic Pathology*, please ensure they are submitted by **July 11, 2020**.
- All reimbursement forms from nonmember speakers are due to STP Headquarters by **July 14, 2020**. The Reimbursement Guidelines and STP Expense Form should be utilized.