

SOCIETY OF TOXICOLOGIC PATHOLOGY



STP 39TH ANNUAL SYMPOSIUM Continuing Education Course Chair and Speaker Information Packet

INCLUDED IN THIS PACKET/TABLE OF CONTENTS:

Forms and Policy Overview.....	Page 2
Chairperson/Speaker Timeline.....	Page 5
Guidelines for Organizing and Presenting a CE Course.....	Page 6
STP Speaker Permission Form FAQs.....	Page 8
STP Copyright Release Form Instructions.....	Page 11
(Sign and return this if you have no copyrighted material in your presentation)	
STP Copyright Release Form.....	Page 12
(To request copyright releases from other sources)	
STP Permission Agreement and Release Form.....	Page 13
(Required from all CE course speakers—due April 1)	
STP CE Honorarium and Tax Information Form.....	Page 15
(Required to receive an honorarium check, mailed after the Annual Symposium)	

FORMS AND POLICY OVERVIEW

Guidelines for Chairpersons

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>

Licensing Agreement & Copyright Permissions

The STP requires a licensing agreement from all CE course speakers. CE course presentations will be combined into a PDF coursebook that will be posted online before the Annual Symposium. Only course registrants will have access to this coursebook. The licensing form is page 13 of this guide. Please sign and return this form to April Brewer at STP HQ (abrewer@toxpath.org) by **April 1, 2020**.

Additionally, if you are using materials in your presentation for which you do not own the copyright, you are responsible for obtaining the appropriate permissions.

- **If you will not have copyrighted material in your presentation**, STP asks that you sign and return page 11 of this document for confirmation.
- **If you will have copyrighted materials in your presentation**, please submit copies of all copyright permissions obtained. We have included a form on page 12 you can use to request these permissions, if needed.

Recorded CE Courses

If your CE course is chosen by the STP CE Subcommittee to be recorded, the presentations will be hosted on the STP website as part of the Web-Based Education content. This material will only be accessible to STP members. STP records only the audio and the slides for CE courses. If there is an issue regarding the recording of your presentation, please let April Brewer at STP Headquarters (abrewer@toxpath.org) know as soon as possible.

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 CE 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**.

NOTE: Speakers and chairs who are part of the STP/ACT CE course exchange should refer to the ACT's policies and submit reimbursement requests to ACT Headquarters.

Expense Reimbursement Form

Expense reimbursement request forms for nonmember speakers are available at www.toxpath.org. Select "Forms" at the bottom of the "Publications" menu header. **Please be sure to save and submit all your receipts. Itemized receipts showing purchase(s) are required for all expenses to qualify for reimbursement.**

NOTE: Speakers and chairs who are part of the STP/ACT CE exchange should refer to the ACT's policies and submit reimbursement requests to ACT Headquarters.

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.
- **Course Registration:** CE course chairs and speakers will receive complimentary registration for their course.

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.

CE Speaker Honorarium

All CE speakers receive a \$250 honorarium intended to help defray some of the expense for preparing and presenting the course. Checks will be mailed following the Annual Symposium. If you are unable to accept the honorarium, please let STP Headquarters know as soon as possible. In order to receive your honorarium, please return the form on page 14 to stp@toxpath.org.

CE Chairs who are not also speakers in the course are not eligible for this honorarium.

Publication in *Toxicologic Pathology* Annual Symposium issue

CE speakers are encouraged to submit a manuscript of their course 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 reviewing all manuscripts from their sessions. The due date for manuscripts will be **July 11, 2020**. Manuscripts should be submitted via the journal online submission system, Manuscript Central (<http://mc.manuscriptcentral.com/toxpath>). If you need assistance in uploading the manuscript and its figures, please contact Stephanie Dickinson, Managing Editor (toxpathjournal@verizon.net).

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 (https://www.toxpath.org/AM2020/index.asp)
NOVEMBER 1	STP HQ to provide Chairs with preliminary agenda for corrections/edits.
NOVEMBER 15	Session Chairs return edits to STP HQ.
FEBRUARY 28	All Chairs and Speakers should make hotel and travel reservations by this date to ensure availability and best rates.
APRIL 1	All Permission & Release and Copyright forms due to STP HQ. <u>No changes can be made to speaker order/presentations titles after this date.</u>
APRIL 13	Draft presentations should be submitted to Course Chairs for review.
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 13	Final PPT presentations for CE courses due to STP HQ. <u>No changes to slides may be made after this date.</u>
JUNE 13	All CE course presentations will be delivered to Speaker Ready Room by STP HQ. Chairs should review slides no later than 1 hour prior to the course.
JUNE 14	<i>CE course day at 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 receipts) are due from Nonmember Speakers. Speakers in ACT-sponsored course should submit receipts and reimbursement forms to ACT HQ, based on the ACT speaker reimbursement guidelines.

GUIDELINES FOR ORGANIZING AND PRESENTING A CE COURSE

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 course.
- CE course chairs should ask their speakers to consider submitting a manuscript from their course to the symposium issue of *Toxicologic Pathology*. While not required, it is highly encouraged. Some guidance about the manuscript and the submission process is available on the STP website.
- 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.
- 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](#).
- CE course chairs should review all slide presentations in late April to ensure a minimum of overlap between presentations.
- All PPT slides should be submitted to STP HQ by **May 13**. This allows for sufficient time to review the presentations and create the CE coursebooks prior to the Annual Symposium. All CE course material is combined into a PDF coursebook available online. Access to the coursebooks is limited to registrants in the course.

MEETING DAY

- All CE course presentations will be loaded in the Speaker Ready Room by STP Headquarters staff. Course chairs are recommended to preview the presentations *no later than 1 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 course.
- 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 CE courses 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.



STP Speaker Permission Form FAQs

The STP Education Goal states that STP will be a global leader in providing educational and career development resources in toxicologic pathology. Towards that end, the education-based committees have increased their efforts to identify educational material for the STP membership, and to make this material readily available by using web-based technologies. The questions and answers provided in this FAQ document pertain to this educational material. This material can be provided in many different formats, including course syllabi, webinars, and audio/video recordings. The specific format will be determined by the course/conference organizers, and, in most cases, permission forms (see below) will need to be signed before this material can be used. In general, material that is provided free of charge to a limited audience (e.g., STP membership) will have less scrutiny of copyright permission than material offered on the web for a fee (e.g., CE courses for credit). There should be a clear understanding between the presenter and the STP course organizers on how the educational material will be used.

1. What is the Copyright Release Form?

The copyright release form is used to obtain permission from copyright holders to use their material.

You will only need the first page of the Copyright Release Form if your presentation does not contain any copyrighted material from others not covered by "fair use" guidelines. If you do need permission to use materials from others, please send each author a copy of the second page (one for each copyright release you are requesting) for signature. *After the forms are returned to you, please also sign and forward to the STP.*

2. What is the Permission Agreement and Release Form?

The permission agreement and release form is needed to give the Society the right (license) to record, reproduce, distribute, and publish your materials. This includes the production of syllabi, Webinars, and audio/video recordings.

3. What are "fair use" guidelines?

"Fair use" guidelines set forth criteria by which the reproduction of a particular work may be considered fair, and not require copyright permission. Although these guidelines are 'grey,' some key factors used in determining whether or not a particular use is fair include:

- The purpose and character of the use, including whether such use is of commercial nature or is for nonprofit educational purposes
- The nature of the copyrighted work
- The amount and substantiality of the portion used in relation to the copyrighted work as a whole
- The effect of the use upon the potential market for, or value of, the copyrighted work

There is no specific number of words, lines, or notes that may safely be taken without permission. The STP has provided some guidance on fair use in the permission forms, but it is ultimately up to

the presenter to decide if they think 'fair use' applies to the material used. There are many good resources on the web, such as www.copyright.gov/fls/fl102.html, and most large educational institutions provide guidance to their employees.

4. Does acknowledgement of the copyright owner satisfy the requirements of copyright permission?

No. Acknowledgement of the copyright owner does not satisfy the requirements of copyright permission. In other words, a presenter could acknowledge the work and still be held liable for copyright infringement.

5. If I put a reference in a slide, do I still have to request permission to publish the figure?

Yes.

6. Will giving permission to STP to use my figures and graphs prevent me from publishing them and/or giving the same presentation at other meetings in the future?

As the author, you give STP limited, non-exclusive rights permitting STP to print syllabi, record the course, and post the material online. You retain all other rights, including publication.

7. If I am using my own published material, do I need permission from the publisher?

This depends on the agreement you have with the publisher, which may be posted on their website. You are encouraged to contact your publisher regarding these details, and to request permission as needed.

8. What if my publication was in *Toxicologic Pathology*? Do I still need permission?

If your paper was published recently (under the Exclusive License to Publish Agreement) in *Toxicologic Pathology*, you, as author, do not need permission to use a figure, image, or table in your STP education course material. All that is required is that you include the reference of the article from whence it was taken.

9. What is the process for the audio/video recordings?

The recording method will not interfere with the live presentation. The AV company will record audio and video (no images of the podium or speakers) during the presentation and the STP staff will edit and post the file to the Web. The final product is professional quality with synchronization of the audio and video in a format that cannot be saved to the viewer's computer.

10. How will the online course look to the viewer?

The [Web Education](#) section of STP website contains a growing list of webinars, PowerPoint slide decks and recorded courses. Some of the recorded courses will be available to STP membership for a fee, while other courses will be free.

11. Can my slides be downloaded or images copied and used by the viewer?

The format used on the website is designed to prevent the viewer's ability to download or save a copy of the presentation. However, technically savvy viewers can always capture screen shots of the presented material.

12. Is there any disclaimer about use or sharing of material that the viewer will have to agree to (via electronically checking a box or electronic signature)?

Yes. This type of disclaimer will be required before the viewing the material.

13. Can I omit select slides from being posted on the Web?

Yes. You can request that select slides be omitted; however, omitting significant amounts of material may negatively impact the educational value of the entire CE course or workshop. You are encouraged to discuss these decisions and their impact with the course organizers.

14. What if I don't want my image recorded but am OK with recording my voice and sharing my slides?

For CE courses and other workshop with audio/video recordings, there will be no images of the presenter provided to the viewer. The video portion will consist only of PowerPoint slides as presented during the live presentation.

15. What if I don't want my voice recorded, but am OK with sharing my slides?

There are many options available to the STP for web-based educational material, including posting PowerPoint slide decks without audio recording. Transcripts of the audio or a written summary could accompany the slides to provide context, if needed. Since these are considered to have less educational value than an audio/video recording, the STP intends to offer these materials free of charge to STP membership. However, if your presentation is part of a course that will have audio recording, then omitting audio for your contribution may disrupt the continuity of the presentation. You are encouraged to discuss these decisions and their impacts with the course organizers.

16. Will my course be offered online for CE credit? If so, how will that work?

STP offers some CE courses for credit on the web. To obtain credit, the viewer must pass (with 70% minimum score) an exam created by the course organizers using questions submitted by the course presenters. After completing the exam, the STP will send the viewer a certificate that can be submitted for continuing education credits in jurisdictions that recognize American Association of Veterinary State Boards (AAVSB) RACE approval.

17. Does copyright for textbook/journal articles expire over time?

Copyright duration varies according to a number of factors, including year of publication, authorship, and depending on when published, whether it was properly renewed. Currently, duration is life of the author plus 70 years. It is recommended that the presenter, where needed, contact the publisher and make a reasonable attempt to track down the copyright holder.

STP COPYRIGHT RELEASE FORM

For Continuing Education Speakers

In order for STP to print the syllabi and/or distribute a USB drive or PDF file for the Continuing Education Courses, you (the speaker) must obtain permission for all copyrighted material included in your presentation. In addition, STP will retain the right to use the course and course materials, including audio recording, for release as an online course. Please use the form on the following page to request permission from the copyright holder (usually the publisher and/or author).

Copyright Release Form Instructions

1. You (the speaker) must fill in your address (the requestor), the copyright holder address, and a description of the material you wish to use. **(NOTE: You will need to complete a form for each copyright release 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. Maintain a copy for your records and mail, fax or email a copy to STP headquarters **BY APRIL 1, 2020**.

STP Continuing Education
11190 Sunrise Valley Drive, Suite 300
Reston, VA 20191
Fax: 703-438-3113
abrewer@toxpath.org

4. **If your presentation does not include anything that requires copyright release**, then we require that you sign this memo indicating that your presentation does not include any copyrighted material.

I will not have any copyrighted material in my presentation.

Name (Signature)

Name (Print)

If you do not receive the necessary copyright permission, you must adjust the content of your presentation before submitting the final version to the course organizers. Be sure to allow adequate time to receive permission as it may take several weeks to get the form signed by the copyright holder.

Please note the distinction between the Copyright Release Form and the Permission Release Form. The Copyright Release Form is for you to arrange to use materials from others; it must be signed by you and the permission grantor. The Permission Release Form grants STP the right to use your course materials.

**Speakers who have created the Materials in the course of their employment, including those working for the U.S. government, its agencies, any foreign government or any other institution are advised to consult with their respective supervisors if they are uncertain as to whether they can grant STP the right to use Speaker's materials. Furthermore, the scope of "fair use" rights under U.S. copyright law is not easily defined and should be considered. See <http://www.copyright.gov/fls/fl102.html>.*

SOCIETY OF TOXICOLOGIC PATHOLOGY



STP Copyright Release Form

(To use only if you need to submit a written request to obtain copyrights from others)

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 (printed and digital formats) for one of the STP 2019 Continuing Education Courses.

I request permission of the copyright holder(s) to reproduce the material specified below:

If you agree, you grant me the right and license to use the materials in my presentation and you understand and agree that such materials will be reproduced, distributed, transmitted, displayed, electronically stored, published and offered for sale by STP in all formats and media of expression now known or later developed.

Suitable credit will be given in the course material; if you have a preferred statement, please indicate it here.

Your prompt consideration of this request is greatly appreciated. Please sign the release form below, or send your organization's standard copyright release form and 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)

STP PERMISSION AGREEMENT AND RELEASE FORM

For Continuing Education Speakers

(Please read, sign and return this form to the contact stated below)

By agreeing to participate in the Society of Toxicologic Pathology (STP) course(s) or program(s), I (the undersigned Course Speaker) hereby grant to STP the limited, non-exclusive rights detailed below in my oral presentation and any written materials I provide (collectively, the "Materials"). All rights not specifically granted to STP below, however, are reserved to me.

- 1) The right and license to record, reproduce, distribute, transmit, display, create derivative works (including transcripts, syllabi and translations), edit (with my prior review and approval), electronically store, and publish the Materials in all formats and media of expression now known or later developed.
- 2) The right and license to license, sell and offer for sale or license the Materials, including without limitation any recording or transcript of my Materials and oral presentation, either alone or in combination with other course materials, in any format or media whether now known or later developed, with STP retaining all the proceeds of any such sale.
- 3) The right to use my name and voice in connection with the programs or courses and my Materials.

For purposes of clarity, and without limiting any other provision of this agreement, the foregoing licenses shall include the right and license to reproduce, distribute, transmit, display, create derivative works (including transcripts, syllabi and translations), edit (with my prior review and approval), electronically store, sell and offer to sell the Materials over the internet, on CD-ROM, DVDs or in any other format or media, whether now known or later developed.

I (Course Speaker) hereby release STP, its successors, assigns, licensees and contractors from all claims, demands, causes of action and damages arising out of relating to the exercise of the rights granted to STP pursuant to this agreement, and I (Course Speaker) waive any and all claims and causes of action it may have or that may arise against STP, its successors, assigns, licensees and contractors arising out of or relating to this agreement or the grants specified above.

I (Course Speaker) hereby represent and warrant that: (1) that the Materials are original to the Course Speaker, or that Course Speaker otherwise has the right to give the presentation and to grant the license(s) above or; (2) that the Materials are in the public domain or otherwise are freely available for public use consistent with this Agreement; and (3) that, to the best of my (Course Speaker's) knowledge, STP's exercise of its rights under this Agreement will not infringe upon any other person's or entity's copyrights or other proprietary rights. I further represent and warrant that, should my Materials require permission or authorization for use by STP, I will obtain all authorizations necessary for the use by STP specified above from the copyright or other proprietary rights holder(s) of such right(s)*.

My representations and grant of rights, as set out on this agreement, will benefit STP, its successor, assigns, licensees and contractors.

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

**Speakers who have created the Materials in the course of their employment, including those working for the U.S. government, its agencies, any foreign government or any other institution are advised to consult with their respective supervisors if they are uncertain as to whether they can grant the licenses specified above. Furthermore, the scope of "fair use" rights under U.S. copyright law is not easily defined and should be considered. See <http://www.copyright.gov/fls/fl102.html>.*

Continuing Education
Course

Course Speaker/Copyright
Holder Name (Print)

Course Speaker/Copyright
Holder Name (Signature)

Date

Please return via mail, fax or email (by April 1, 2020) to:

STP Continuing Education
11190 Sunrise Valley Drive, Suite 300
Reston, VA 20191
Fax: 703-438-3113
abrewer@toxpath.org



2020 STP CE HONORARIUM AND TAX INFORMATION FORM

Please return this form to the attention of STP CE Honoraria,
Society of Toxicologic Pathology, 11190 Sunset Valley Drive, Suite 300, Reston, VA 20191, USA
Fax (703) 438-3113 or e-mail stp@toxpath.org

Recipient: _____

Address: _____

This is the address to which the honorarium check will be sent to if so indicated.

SS#: _____ *(required if any or all of honorarium is payable to recipient)*

Amount of Honorarium: \$250.00

I decline the honorarium. (Honorarium funds will roll back into the general funds of STP.)

I wish the honorarium check to be made payable to me for the:

full amount

following amount: \$ _____

(Remaining honorarium funds will roll back into the general funds of STP.)

Signature

Date

For more information about supporting the STP Mission and Goals, please go to
<https://www.toxpath.org/donation.asp>