

**SOCIETY OF TOXICOLOGIC PATHOLOGY**



**STP 43rd ANNUAL SYMPOSIUM  
Scientific Session Co-Chair  
and Speaker Information Packet**

**INCLUDED IN THIS PACKET/TABLE OF CONTENTS:**

<b>Forms and Policy Overview.....</b>	<b>Page 2</b>
<b>Co-Chair &amp; Speaker Timeline.....</b>	<b>Page 4</b>
<b>Guidelines for Organizing and Presenting a Scientific Session.....</b>	<b>Page 6</b>
<b>STP Speaker Licensing Permission Agreement and Release Form.....</b>	<b>Page 8</b>
<b>(Required from all session co-chairs and speakers—due June 1)</b>	

## FORMS AND POLICY OVERVIEW

### Guidelines for Session Co-Chairs & Speakers

Information on preparing the course and answers to some common questions for both before and following the Annual Symposium is available starting on page 6 of this guide. Please review as you prepare for your session.

### 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 [Presenter Information webpage](#).

### Licensing Permission Agreement and Release Form

The STP requires a signed [Agreement and Release form](#) from all co-chairs and speakers. The form is page 8 of this guide. Please sign and return this form to [April Brewer](#) at STP HQ by **June 1, 2024**. Please remember that if you are using materials in your presentation for which you do not own the copyright, you are responsible for obtaining the appropriate permissions.

### Speaker Reimbursement Guidelines

**STP MEMBER CO-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 co-chairs and speakers are responsible for covering their own travel, hotel, and symposium registration expenses.

### **NONMEMBER CO-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). More information about making travel plans will be provided in early 2024.

### 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](#) so that the request can be made in a timely manner to the appropriate agency.

### Registration for Speakers and Co-Chairs

- STP member speakers and co-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 43rd Annual Symposium will be held at the [Baltimore Marriott Waterfront](#) in Baltimore, Maryland, 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](mailto: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 Co-Chairs will be responsible for reviewing all manuscripts submitted from their session. The due date for manuscripts will be **July 12, 2024**. Manuscripts should be submitted via the journal online submission system, [Manuscript Central](#).

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.

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.

## CO-CHAIR & SPEAKER TIMELINE

<b>SEPTEMBER 15</b>	Session Co-Chairs provide full contact information (email and mailing address) for all Speakers to STP HQ.
<b>OCTOBER 2</b>	STP HQ sends out invitation letters to all Speakers and Co-Chairs, confirming date and time of sessions.
<b>NOVEMBER 1</b>	STP HQ provides Co-Chairs with preliminary agenda for corrections/edits.
<b>NOVEMBER 29</b>	Session Co-Chairs return edits to STP HQ. Overall session abstracts (150–200 words) due.
<b>DECEMBER 4</b>	STP HQ sends out speaker information packets to all Speakers and Co-Chairs.
<b>FEBRUARY 28</b>	Speakers should submit presentation abstracts to Session Co-Chairs for review (150–200 words).
<b>MARCH 15</b>	Speakers provide CVs to STP HQ by this date—required for application for <a href="#">RACE</a> credits.
<b>APRIL 1</b>	Session Co-Chairs should submit Speaker abstracts (150–200 words) to STP HQ, for use in the meeting app and marketing materials.
	<b><i>No changes can be made to speaker order and/or presentation titles after this date.</i></b>
<b>APRIL 30</b>	<i>Early Bird Registration Deadline:</i> All STP Member Co-Chairs and Speakers should register by this deadline.  Nonmember Speakers will be registered administratively by STP HQ.  All Co-Chairs and Speakers should make hotel and travel reservations by this date to ensure availability and best rates.
<b>MAY 20</b>	Housing Deadline.
<b>JUNE 1</b>	Speakers should submit PPT presentations to Session Co-Chairs for review.  Signed Speaker Licensing Agreements due to STP HQ.
<b>JUNE 16–19</b>	<i>STP 43rd Annual Symposium in Baltimore, Maryland.</i> June 15, 5:00 PM: SPPC Co-Chairs and Session Co-Chairs walkthrough with AV
<b>JULY 12</b>	Manuscripts for the symposium issue of <i>Toxicologic Pathology</i> are due via online submission system.
<b>JULY 21</b>	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 29**. 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 29**. 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. This is considered a conflict of interest and is against STP policy. However, logos are permitted. Additionally, the speaker's affiliation should be included on the first slide.
- 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 co-chairs for review by **June 1**.
- Be prepared to modify speaker times or length of discussion for each talk should a speaker be unable to show up due to illness or other reason.

### **MEETING DAY**

- 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 session 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.

- Before the break, remind the audience to visit posters in the Exhibit Hall, as some may be relevant to the session topic.
- 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 12, 2024**.
- All reimbursement forms from nonmember speakers are due to STP Headquarters by **July 21, 2024**. The Reimbursement Guidelines and STP Expense Form should be utilized. Receipts for all purchases are required for reimbursement.

### **STP SPEAKER LICENSING PERMISSION AGREEMENT AND RELEASE FORM**

- 1) In consideration of my being afforded the opportunity to present at the STP 43rd Annual Symposium ("Event"), I hereby grant to the **Society of Toxicological Pathology** ("STP") a worldwide, nonexclusive, perpetual, irrevocable, sublicensable and royalty-free license to use, record (video and/or audio tape or digital), reproduce, display, distribute, transmit, create derivative works (including transcripts, syllabi and translations), edit, electronically store, sell or sell access to and otherwise publish the "Presentation" and all handouts, the PowerPoint presentation, and other associated Presentation materials ("Materials") used and distributed by me in connection with the Presentation. Such license shall extend to all formats and media of expression now known or later developed.
- 2) Notwithstanding the license granted above, it is understood and agreed that I retain sole ownership of the copyright to the Presentation and Materials and the underlying content of the Presentation, which I may use and continue to use, or allow others to use, in my sole discretion.
- 3) I (Speaker) hereby represent and warrant that 1) the Presentation and Materials are my original work product/creation and that I am the sole copyright owner of the same and/or otherwise have the unconditional right to make the Presentation and grant STP the license identified above, 2) in the event any portion of the Presentation or its content is subject to the copyrights or other proprietary rights of a third party, that I have obtained that party's signed and written permission/consent to use and present the same and for STP to exercise all of the rights licensed under this Agreement, and/or 3) the Materials are in the public domain or otherwise freely available for public use consistent with this Agreement. These warranties will survive the termination or expiration of this Agreement for any reasons.
- 4) I further represent and warrant that my Presentation and the Materials incorporated within the same do not knowingly contain or include any content, image or statement that is defamatory or materially false in nature. Upon written request from STP prior to the date of my Presentation I agree to provide STP with a copy of my Presentation and Materials for its prior review and approval. I agree to work cooperatively and in good faith with STP to address any requested edits or deletions to ensure compliance with the above representations and warranties. I acknowledge that I have been made aware of and agree to endeavor to comply with [STP's posted policies](#).
- 5) I authorize STP to use and display my name, likeness, photograph, image, and biographical information in connection with the promotion of the Event and my Presentation in print or digital materials, on the STP website, on the STP social networking platform ToxPathNet, and on STP's LinkedIn page.
- 6) In the course of my Presentation and in the submitted Presentation and Materials I will not engage in any manner of promotional, marketing, endorsement or sale of any products or services, nor will I state or infer that the opinions or statements made by me during the Presentation are those of the STP, its officers, directors, employees or volunteers.
- 7) I agree to use my best efforts to comply with STP's disclosed Program-related schedule and deadlines, including those established for disclosure of handouts, slides, PowerPoint presentation, and other Presentation materials requiring prior review by STP.

- 8) I agree that in the event I am required to travel to give my Presentation, I will be responsible for all travel arrangements and expenses, except as previously approved in writing by STP. I further acknowledge that except as otherwise approved in writing by STP, I will not receive any royalty, honorarium, or other compensation from STP in connection with the Program and my Presentation.
- 9) I agree to notify the STP's Program chair or designated STP representative immediately in the event of an emergency or other reasonably unforeseeable occurrence that will prevent or delay me from meeting my obligations as a presenter. I agree that in such event I will work cooperatively and in good faith with STP and the Program chair to identify a comparable and qualified subject matter substitute presenter.
- 10) I acknowledge that STP will provide me with appropriate acknowledgement and credit in all reproductions, copies and publications of the Presentation and Materials. At my option, I agree to provide STP with an approved copyright notice.
- 11) Where applicable and as requested by STP, I agree to use the STP provided slide or presentation templates for my Presentation and Materials and I will not alter or amend the template(s) except to incorporate my Presentation and Materials.
- 12) I hereby agree to forever release, discharge, and hold harmless STP, its officers, directors, employees, agents, contractors, successor and assigns from and against all liability for any claims, demands, causes of action, judgments, damages, or injuries sustained and costs incurred by me or any third party and which arise out of or result from STP's exercise of the rights granted and licensed hereunder.

Program or Event Name: STP 43rd Annual Symposium

Program/Presentation Date: \_\_\_\_\_

Session or Course Title: \_\_\_\_\_

Presentation Title: \_\_\_\_\_

Presenter/Speaker Signature: \_\_\_\_\_

Presenter/Speaker Printed Name: \_\_\_\_\_

Date of Signature: \_\_\_\_\_

Please return the fully executed form to [stp@toxpath.org](mailto:stp@toxpath.org) or by fax to 703-438-7508.