

SOCIETY OF TOXICOLOGIC PATHOLOGY



**STP 43rd ANNUAL SYMPOSIUM
Continuing Education Course Co-Chair
and Speaker Information Packet**

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FORMS AND POLICY OVERVIEW

Guidelines for Course Co-Chairs & 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 [Presenter Information webpage](#).

Licensing Agreement & Copyright Permissions

The STP requires a signed [Agreement and Release form](#) from all co-chairs and 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 11 of this guide. Please sign and return this form to [April Brewer](#) at STP HQ by **May 17, 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.

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 know as soon as possible.

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 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. More information about making travel plans will be provided in early 2024.

NOTE: Speakers and co-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 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.**

NOTE: Speakers and co-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](#) 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.
- **Course Registration:** CE course co-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 43rd Annual Symposium will be held at the [Baltimore Marriott Waterfront](#) in Baltimore, Maryland, which is also the Headquarters Hotel. 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 are eligible to 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 13 to stp@toxpath.org.

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

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](#).

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. Course 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](#).

Questions and Submission of Forms

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

CE COURSE CO-CHAIR & SPEAKER TIMELINE

SEPTEMBER 1	Course Co-Chairs provide full contact information (email and mailing address) for all Speakers to STP HQ.
OCTOBER 2	STP HQ sends out invitation letters to all Speakers and Co-Chairs, confirming the date and time of sessions.
NOVEMBER 1	STP HQ provides Co-Chairs with preliminary agenda and course abstract for corrections/edits.
NOVEMBER 29	Course Co-Chairs return edits to STP HQ.
DECEMBER 4	STP HQ sends out speaker information packets to all Speakers and Co-Chairs.
MARCH 15	Speakers provide CVs to STP HQ by this date—required for application for RACE credits.
APRIL 1	<i>No changes can be made to speaker order and/or presentation titles after this date.</i>
APRIL 30	<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 the best rates.
MAY 17	Final PPT presentations due STP HQ to create coursebooks. <i>No changes to the slides may be made after this date.</i> Signed Speaker Licensing Agreements due to STP HQ.
MAY 20	Housing Deadline.
JUNE 16	<i>CE Courses at STP 43rd Annual Symposium in Baltimore, Maryland.</i> Saturday, June 15, 5:00 PM: CE Co-Chairs walkthrough with AV
JULY 12	Manuscripts for the symposium issue of <i>Toxicologic Pathology</i> are due via online submission system.
JULY 21	Reimbursement forms (with itemized receipts) are due from nonmember speakers.

GUIDELINES FOR ORGANIZING AND PRESENTING A CE COURSE

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 course.
- All presentations for the STP Annual Symposium should be in 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. 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](#).
- We recommend a modified short version of the National Library of Medicine (NLM) for the citations in your presentation. A full reference should be included in a Reference slide at the end of your presentation. See below for examples of the short citation form:
 - Elangbam. *Toxicol Pathol*. 2010;38(6):837-848.
 - Farkas, Nattel. *Drugs*. 2010;70(5):573-603.
 - Connolly, et al. *N Engl J Med*. 1997;337(9):581-588.
 - Image courtesy of Public Health Image Library (PHIL).
 - *Pathological Basis of Veterinary Disease*, 6th Ed., Mosby 2017.
 - Harkema J, *Comparative Anatomy and Histology*; Academic Press 2012.
- CE course co-chairs should review all slide presentations in early May to ensure a minimum of overlap between presentations.
- All PPT slides should be submitted to STP HQ by **May 17**. This allows for enough 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 provided to the AV tech in the session room by STP Headquarters staff.
- 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 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.



Society of Toxicologic Pathology

www.toxpath.org

STP Speaker Licensing Permission Agreement and Release 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, a permission agreement and release form will need to be signed before this material can be used. There should be a clear understanding between the presenter and the STP course organizers on how the educational material will be used and whether it will be offered to a limited audience (e.g., STP membership) free of charge or on the web (e.g., CE courses for credit) for a fee.

1. What is the STP Speaker Licensing Permission Agreement and Release Form?

The STP Speaker Licensing 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, as well as virtual presentations. This form is required from speakers at all STP events.

2. What is a copyright release form?

A copyright release form is used to obtain permission from copyright holders to use their material. This form is generally available from copyright holders. STP no longer asks for a signed Copyright Release form from speakers who are using their own materials or those that are in the public domain.

Speakers at STP events are responsible for obtaining copyright permission for any materials in their presentations for which they are not the copyright holder. If a speaker has questions or requires assistance in how to obtain copyright permission, STP may be able to help.

3. 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.

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

Yes.

5. 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.

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

This depends on the agreement that 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.

7. 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.

8. 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. Key factors 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. 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.

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

The recording method will not interfere with the live presentation. At live events 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 screenshots 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 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?

Generally, for CE courses and other workshops 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. For virtual events, we recommend that you share your video image, but it is not required.

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

There are many options available to 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, 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, 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, the 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 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: _____

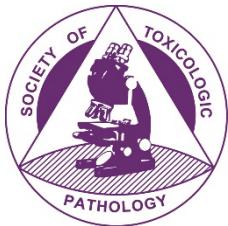
Presentation Title: _____

Presenter/Speaker Signature: _____

Presenter/Speaker Printed Name: _____

Date of Signature: _____

Please return the fully executed form to stp@toxpath.org or by fax to 703-438-7508.



2024 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>