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 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?**
    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 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.