



ACT

American College
of Toxicology

EXHIBITOR-HOSTED PROGRAMS APPLICATION

**2024 EXHIBITOR-HOSTED PROGRAMS
ACT ANNUAL MEETING
NOVEMBER 17-20, 2024
JW MARRIOTT HOTEL, AUSTIN, TEXAS**

DEADLINES:

**Application Deadline: July 14, 2024
Full payment due by July 21, 2024
(*Fee: \$1,500 per session)**

*Fee includes: promotion by ACT on the ACT website, Event App, via email and social media; audio visual equipment (data projector, screen, podium, and a wired microphone), meeting room set for approximately 50 people. Ancillary costs related to the EHP such as additional AV equipment, food, beverage, etc. will be responsibility hosting company.

No refunds after July 21, 2024. Cancellations must be submitted to ACT in writing via letter, email, or fax by July 21, 2024; refund subject to a \$100 administrative fee.

GUIDELINES:

Exhibitor-Hosted Programs (EHP) are commercially supported educational sessions held in conjunction with the ACT Annual Meeting to be held **November 17-20, 2024**. This document has been designed to guide you in the preparation of your application submission. Please review it thoroughly before submitting. Only companies who are exhibiting and/or Platinum Level Supporters at the ACT Annual Meeting may apply. Program must be open to all meeting attendees. Applications will be subject to approval Committee or its agents/staff. Room assignments follow the order of a completed and approved application.

GENERAL REQUIREMENTS

The information presented in the EHP must be balanced and provide the attendee with an objective. Proposals for EHP will be evaluated for the ability to provide educational content distinct from that in the official ACT Annual Meeting Program. ACT may refuse to review any proposal that does not meet the criteria set forth in these guidelines. In order to maintain a balanced program, ACT will allow no more than one proposal per company.

QUESTIONS? CONTACT EXHIBITS@ACTOX.ORG

RULES AND REGULATIONS:

1. The American College of Toxicology's name and logo are the exclusive property of, and trademarked by, the American College of Toxicology (ACT). Aside from the approved wording, the ACT name, insignia, logo, acronym, or any reference to the ACT scientific meeting may not be used in mailing pieces, signs, advertising, or promotions in any media or on descriptive product literature either inside or outside of the exhibit area, before, during, or after the meeting without the written consent of ACT.
2. ACT reserves the right to review all mailings and other promotional items and activities employed to publicize any EHP to take place over the official conference dates. All brochures, invitations, announcements, posters, agendas, speaker descriptions, evaluations, postcards, website listings, other promotional and meeting materials and enduring materials must be approved by ACT before printing or release.
3. ACT prohibits the distribution of any meeting announcements or promotional materials within the Annual Meeting affiliated facility. Hotel room drops must be arranged through ACT (additional fees apply). Promotion from within your company's exhibit booth is permitted.
4. Sessions are limited to 55 minutes per session and will be set for approximately 50 people.
5. The use of hazardous materials and live animal testing during the sessions is prohibited. Results of studies in which animal experimentation was involved must have been carried out per the College's criteria for the care and use of animals in research.
6. Only the approved hosting company can be promoted during this program; no other company or consultancy can be verbally or graphically promoted in the presentation.
7. Deadline for submission is July 14, 2024.
8. Full payment is due upon acceptance of the application. If payment is not received by July 21, 2024, the program will be canceled.
9. Application for a EHP signifies that you agree to comply with the financial, administrative, and other responsibilities associated with this meeting. All EHP requests are subject to the approval of ACT.
10. Cancellations must be submitted to ACT in writing via letter, email, or fax by July 21, 2024 in order to receive a refund. Refund subject to a \$100 administrative fee.

SCHEDULE: 5 SLOTS PER SESSION

**Sunday, November
17 Session 1-Full**

**Tuesday, November 19
Session 2-Full**

**Wednesday, November
20 Session 3-Full**

- There are a maximum of five (5) EHP rooms per session each day.
- Applications are limited to one EHP per company*.
- Application deadline is July 14, 2024, or until all available timeslots are filled.

* If spots remain available after this date, exhibiting organizations and previously approved Platinum Annual Meeting Supporters may request an additional session.

MEETING AND FUNCTION SPACE

Exhibitor-Hosted Programs will be held in meeting rooms at the hotel. Room assignment and names will be confirmed after acceptance of the completed and approved EHP application. Organizers may conduct preregistration; however, no ACT attendee may be prohibited from attending the program. The supporting organizations should be prepared with enough materials and food and beverage (if desired but highly recommended) to accommodate any ACT meeting registrant who wishes to attend the session.

Once an EHP is approved, ACT staff will contact the approved company and provide details regarding logistics including equipment and food and beverage. The organizer is responsible for all ancillary costs associated with the program, including food and beverage, additional audio/visual equipment and labor (over and above the standard set of data projector, screen, podium, and a wired microphone).

PREPARATION OF PROMOTIONAL AND OTHER EHP MATERIALS

All brochures, invitations, announcements, posters, agendas, speaker descriptions, evaluations, postcards, website listings, other promotional and meeting materials, and any enduring materials must be approved by ACT prior to printing or release. Please allow five business days for approval of promotional materials. All promotional and meeting materials and any enduring materials for the EHP must state the following (**use this exact wording**):

“This session is a commercially supported Exhibitor-Hosted Program. Although not an official part of the ACT Annual Meeting scientific program, its presentation is permitted by the College.” This text must be placed in a prominent area on all materials associated with your program.

MARKETING AND PROMOTION

ACT will promote the approved EHPs in the following ways: Listing on the ACT Website, in the Event App, via email broadcast message and social media post promoting all EHPs, EHP hosts also have the option of purchasing a dedicated email broadcast message to be sent to registered attendees, cost is \$1,000. If interested, please check this option on the application form. One sign will be placed in the corridor with a complete listing of that day's EHPs.

Hosting company can order an additional sign to place outside the meeting room from the official show contractor, Alliance Expositions, at an additional fee. Sign artwork must be approved by ACT by **October 11**. Promotional Session signs should be no larger than 22" x 28" and may be placed as follows:

- One (1) sign placed outside the meeting room no more than 60 minutes before the start time of the function. Exact placement of signs will be at the discretion of the ACT.
- One sign placed in your booth
- Fliers distributed from your booth

Your personnel or agents may not distribute any literature directly to meeting attendees at the hotel, except from within the supporting company's exhibit booth, or by purchasing the Hotel Room Drop option. Organizers are welcomed and encouraged to promote their EHP from their exhibit booth using the approved wording (refer to “Preparation of Promotional and Other EHP Materials” section).

LIABILITY

For all official Exhibitor-Hosted Programs which ACT attendees may attend, your organization will take full responsibility for the session and will hold harmless the ACT, agents and employees from any and all liability associated with the EHP. By the hosting company completing and submitting the application form, ACT is released from any and all liability.



ACT

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APPLY

— 2024 ACT ANNUAL MEETING | NOVEMBER 17–20, 2024, AUSTIN, TX

Application Type : Exhibitor Platinum Sponsor

Supporting Organization:

Contact Name:

Address:

City: State / Country : Zip Code:

E-Mail: Tel:

Title of the Exhibitor-Hosted Program
(100 characters only)

Exhibitor-Hosted Programs Schedule — 5 Slots per Session

Sunday, November 17
Session 1-Full
12:00 Noon - 12:55 PM

Tuesday, November 19
Session 2-Full
12:00 Noon - 12:55 PM

Wednesday, November 20
Session 3-Full
12:00 Noon - 12:55 PM

Session Preference— Date : Monday, November 18 Time: 12:00 Noon - 12:55 PM

Session Description: A 50-word description as it should appear in all official listings. Must be included for application to be processed.

Educational Needs Statement/Learning Objectives — What will participant learn from this presentation? (50 words)

Room Sets: All rooms will be set theatre style for approximately 50 people with a head table for two (2) and standing podium. Audio Visual Equipment: Rooms will be set with the following A/V: LCD projector, screen and a wired podium microphone. Additional A/V can be ordered at the Exhibitor's expense. Hosting organization must bring or rent a laptop computer.

Additional Options: Laptop Rental — \$300 Dedicated Email Broadcast — \$1,000

Hotel Room Drop to promote EHP — \$1,500
(additional hotel fees may apply)

Signature of Agreement: I agree to abide by the ACT Rules and Regulations pertaining to Exhibitor-Hosted Programs, including those relating to liability.

Signature : Date

Billing: Credit card will not be charged until session is approved/ Full payment of \$1,500 due upon approval.

Payment Type : American Express Mastercard Visa Check

Name on Card Card Number Expiration Date
Security Code:

THANK YOU FOR YOUR APPLICATION

RETURN FORM TO
EXHIBITS@ACTOX.ORG