



**Board of Trustees' Meeting**  
April 25-26, 2018  
O'Hare Hilton, Chicago, Illinois

**AGENDA**

**Wednesday, April 25, 2018**

<b>8:30</b>	<b><i>Breakfast</i></b>	
9:00	Call to Order & Welcome	<i>Palmer</i>
9:05	Minutes of October 2017 BOT Meeting / Interim Actions ACTION: Approval of Minutes	
9:10	President's Report/Position Statements	<i>Palmer</i>
9:30	Financial Report Draft YE 2017 AACT Financials Draft YE NACCT 2017 Report Investment Report	<i>Varney</i>
10:00	NACCT 2018 Status Report and NACCT 2017 Wrap-up	<i>Kostic</i>
<b>10:30</b>	<b><i>Break</i></b>	
11:00	PR Committee and Media Training Identify/Confirm participants Refine AACT message to be delivered by trainees	<i>Marraffa &amp; Lowry</i>
11:45	Strategic Planning Committee	
<b>12:00</b>	<b><i>Lunch Break</i></b>	
13:30	QoD, Item Bank and User Interface	<i>Marraffa</i>
13:45	ABAT Update (On behalf of Winter)	<i>Mowry</i>
14:15	Website – New Features/Phase Two	<i>Marraffa</i>

14:45	Publications CACT Toxicology Communications AACTion Newsletter Clintox Senior Editorial Board [recognize departing]	Palmer
15:00	Fellowship Committee – thoughts on new criteria	Lowry
15:30	<b>Break</b>	
15:45	Webinars	Varney
16:00	Membership Committee Student Section Update Membership Pins	Schaeffer
16:30	CPE/CME Committee Update Renewals: ACPE Feb 2018 & ACCME 2019	Cumpston & Shiffert
16:45	Scientific Review Committee	Gosselin
17:15	Adjourn for the day	
18:30	<b>Dinner (Venue TBD)</b>	

#### Thursday, April 26, 2018

8:30	<b>Breakfast</b>	
9:00	Call to Order and recap previous day 2018 Nominations Contracts: ACMT; NACCT hotel	Palmer
9:30	Bylaws revisions	Benitez
9:45	Awards Career Achievement & Distinguished Service Nominations AACT Grants/SLC (On behalf of McMartin) Wasserman and Friends of the Academy Sections – Best Presentations update	Palmer Palmer Lowry Shiffert
10:15	<b>Break</b>	
10:30	Ethics Committee	Lowry
10:45	Informational Reports	As Needed
11:00	New Business / Questions / Comments / Concerns	Palmer
11:30	<b>Adjourn</b>	

**AACT Board of Trustees meeting, Hilton O'Hare Airport, Chicago, IL****April 25-26, 2018**

<b>name</b>	<b>position</b>	<b>email</b>
Robert Palmer	President	RPalmer@Toxicologyassoc.com
Mark Kostic	President-Elect	mkostic@mcw.edu
Karen Simone	Past-President	simonk@mmc.org
Jeanna Marraffa	Secretary	marraffj@upstate.edu
Shawn Varney	Treasurer	smvarney@gmail.com
John Benitez	Board Member	john.benitez@tn.gov
Lee Cantrell	Board Member	lcantrell@calpoison.org
Kirk Cumpston	Board Member	kcumpston@mcvh-vcu.edu
Sophie Gosselin	Board Member	sgosselinmd@gmail.com
Bob Hoffman	Board Member	bobhoffmd@gmail.com
Chris Hoyte	Board Member	christopher.hoyte@ucdenver.edu
Jennifer Lowry	Board Member	jlowry@cmh.edu
Jim Mowry	Board Member	jmowry@iuhealth.org
Tammi Schaeffer	Board Member	tschaeffer@mmc.org
Susan Smolinske	Board Member	smolinske@comcast.net
Sarah Shiffert	Executive Director	sarah@clintox.org
Nakera Dumas	Executive Assistant	nakera@clintox.org

Action Items  
Fall 2017 Meeting

Budget Action Items:

- CE expenses and budget should be a separate line item
- Easily accessible report of NACCT attendees and profits for the past 10 years
- Work with CPA to determine if the website costs are an asset which may change the budget [As part of the AACT 2017 Year End financial review, the independent CPA will determine if the website can be treated as an asset, which would reduce the Academy's expenses for 2017.]
- Request to AACT Committees/Sections for NACCT 2018 for any budgetary requests for speakers to be included in the 2018 budget

PR Committee Action Items:

- Marraffa/Lowry to work with Nacca and move forward with PR and media training and work with Sarah Shiffert to identify next steps

Webinars Action Items:

- Identify way to capture the real number of participants attending webinars; perhaps add this to the post-completion survey. Shiffert to work on this with Varney
- Varney to send 2018 schedule to Marraffa to post on website

Website Action Items:

- Shiffert and Palmer will work on the process for Jobs posting on website and a mechanism for payment of posting fees
- Marraffa will make the jobs page on the public side of the website

Miscellaneous:

- Sarah Shiffert will investigate design of new pin; potentially with just AACT and one for Fellows of the Academy
- The Fellowship committee will create a new document with criteria and present it to the BOT at the Spring BOT meeting

**AACT Board of Trustees (BOT) Meeting Minutes**  
**October 11, 2017**  
**Sheraton Hotel; Vancouver BC**

**Present:** Rob Palmer, Karen Simone, Jeanna Marraffa, Shawn Varney, Mark Kostic (arrived at 1445), John Benitez, F. Lee Cantrell, Kirk Cumpston, Sophie Gosselin, Bob Hoffman, Christopher Hoyte, Jennifer Lowry, James Mowry\*, Tammi Schaeffer, Susan Smolinske, Christine Stork

(\*Incoming BOT members; non-voting)

**Not Present:** Mark Kostic (absent from 0830 until arrival at 1445)

**Association Management :** Sarah Shiffert, Victoria Cooper, Nakera Dumas

**Call to Order and Welcome (Palmer)**

0830: Call to Order

BOT Updates:

- Welcome and introductions to new BOT member (Mowry)

**COI & Confidentiality Statements (Marraffa)**

- Reviewed; signed and submitted by all BOT members

**Approval of Minutes from Winter BOT Meeting (on February 22-23, 2017) and Interim Actions (Marraffa)**

- Minutes from February 22-23, 2017 reviewed
  - Motion to approve: Hoffman
  - Second: Cantrell
  - 14 yays; 0 nays; 1 abstain
  - (Kostic not present for this vote)

**Nominations Committee Report (Palmer)**

- Secretary: Jeanna Marraffa (re-elected)
- Board of Trustees:
  - Re-elected: Cumpston and Gosselin
  - New: Mowry
- Termed Off:
  - Stork: Termed off the Board; many thanks to her for participation for 2 terms and chair of Fellowship committee

**President's Report (Palmer)**

- Successes:
  - Mobile app has been an ongoing success with updates made every year. Push notifications will remain live throughout the year
  - Webinars (organized and led by Varney) have been a success. They are well-attended with great speakers. The attendee count was increased to 500 so there are no problems with members being able to sign on and attend
  - AACTion: New web-based HTML format implemented with success. Sara Lookabill, PharmD., DABAT is now the editor for AACTion with Smolinske as co-editor

-----Collaborations:

- Journal:
  - 20 free to view articles with Clinical Toxicology for 1 year duration (5 articles per society chosen by the President of each society)
  - AACT uses 1 out of 5 for NACCT abstracts
  - AAPCC uses 1 out of 5 for the NPDS annual report
  - Ongoing discussion with representative societies about how to proceed with position statements and policy statements and how that will contribute to the free access
    - Fentanyl position statement was decided to be open access and did not count against any of the societies
  - Senior Editorial Board
    - The Editor in Chief wants 3 senior editorial board members from each society
    - AACT's senior editorial board will now consist of 3 members for a 3 year term that can be extended for 1 additional term cycle
      - Allison Jones will term out at the end of NACCT 2017
      - Michael Holland will begin his term at the end of NACCT 2017
      - Michael Greenberg's term will end at the end of NACCT 2018
      - Ken McMartin's term will end at the end of NACCT 2019
      - *Suggestion made that the BOT nominates candidates for consideration for senior editorial board*
- Scientific Review Committee:
  - Successful joint position statements completed
    - Brain death
    - Occupational fentanyl exposures
  - Ongoing work for activated charcoal and prolonged QT
- ABAT:

- ABAT has revised their bylaws and their bylaws are now in compliance with AACT bylaws
  - Mowry elected to AACT vacant BOT position
    - Committee assignment to be ABAT liasion
- EAPCCT:
  - Good AACT representation at EAPCCT 2017 (Palmer, Gosselin and Hoffman all presented)
  - 2018 planning meeting is scheduled for December 2017 in London
  - EAPCCT no longer using AACT for CME
- ACMT:
  - Contract for NACCT to be discussed at NACCT 2017
  - Palmer, Shiffert and Kostic will be representing AACT; McKay and Wax will be representing ACMT; Kaminski, Banner and Ryan will be representing AAPCC
- NACCT:
  - 2018 NACCT will be the 50th anniversary of the meeting and held in Chicago, Illinois
  - 2019 location not yet confirmed
  - 2020 likely to be in San Francisco but not yet confirmed
- Challenges:
  - Some difficulty accessing the Journal from the AACT webpage
  - The audience response system on the mobile app will not be used this year due to some difficulty with the process
- Awards:
  - There are 8 inductees to FAACT at this meeting [John Devlin will not attend NACCT 2017 and will be recognized at NACCT 2018.]
  - Richard Dart is the Career Achievement Award Recipient
  - Michael Greenberg is the Distinguished Service Award Recipient
  - Ken McMartin will present the research award winners at the AACT Business Meeting and Awards Reception

*{Gosselin exited at 0915; returned at 0920}*

### **Treasurer's Report (Varney)**

0925

- Investment Portfolio: \$325,000 originally invested; current worth \$432,493
- Draft FYE 2016 AACT YE financial report showed actual expense over budget in the areas of Education Committee (CME) and Awards due to the following: unanticipated

expense of hiring CME consultant; unanticipated granting of second Jr. Investigator Award; and recommended change to accounting procedure by auditor to recognize entire amount of all grants in the year in which they are awarded, rather than extending over the length of the grant.

- 2016 NACCT
  - Main congress profit:\$71,087.71
  - Pre-meeting symposia profit:\$48,055.00
  - CE fees income:\$75,940.00
- {Details of budget available upon request}

### **2018 budget**

- Varney working on 2018 budget with Shiffert and Palmer
- 2018 budget reviewed and at this point, no action from the BOT required today
  
- **Action Items:**
  - CE expenses and budget should be a separate line item
  - Easily accessible report of NACCT attendees and profits for the past 10 years
  - Work with CPA to determine if the website costs are an asset which may change the budget [As part of the AACT 2017 Year End financial review, the independent CPA will determine if the website can be treated as an asset, which would reduce the Academy's expenses for 2017.]
  - Request to AACT Committees/Sections for NACCT 2018 for any budgetary requests for speakers to be included in the 2018 budget

*{Gosselin exited at 0950}*

### **Committee and Section Reports**

- Friends of the Academy
  - Desire to grow the Wasserman fund to continue to support future travel awards. Will continue to use Wass award as a travel award
  - Need to decide a goal of monetary amount for FOTA which then initiates something that needs to be done
  - Hoffman, Lowry and Simone will work with Alan Woolf about specifics thoughts; identify a target number and process to identify use of funds.
  - Marraffa to talk with Flyte about cost estimate for the thermometer on webpage
  
- Toxicology History Society
  - Requested \$1000 per year for the best history presentation
  - Proposal discussed by the board and the request for this monetary amount has been rejected
  - The BOT suggests that they speak with the pediatric section to discuss how to raise money for such an award

- **Motion to deny request for monetary amount of \$1000 for honoraria (Hoffman)**  
**Second: Lowry**  
-13 yays; 0 opposed; 0 abstain
  
- **Motion to allow the board to approve for up to \$100 for each section to award a non-monetary award for the best presentation throughout the year. The year starts at the first day of NACCT and ends in August (either NACCT or webinar). The award winner will be awarded at the subsequent year of NACCT awards reception. The section will be charged with a method to fund this. (Hoffman)**  
**Second: Benitez**  
-13 yays; 0 nays; 0 abstain

*{Break at 1035; Reconvene at 1104}*  
*(Gosselin still not present)*

- Membership/Strategic Planning/PR Committees (Schaeffer/Marraffa/Hoyte/Lowry)
  - Discussion of efforts and reasoning that AACT needs to better brand ourselves and the mission of the Academy to both members and non-members
    - Desire to identify ways to engage members; recruit new members; and provide ways to retain current members and provide useful resources to members at all phases of their careers
    - Suggestion that AACT reaches out to the local residency groups (EM, peds, medicine) in geographic areas in close vicinity to NACCT meetings and invite them to attend NACCT and perhaps offer reduced rates to these groups
    - Discussion that we need professional input and support to begin the process of needs assessment for marketing and branding before next steps are implemented.

*{Simone exited at 1125; returned at 1130}*

- **Motion to move the membership committee forward and solicit proposals from professional marketing firms to discuss. (Hoffman)**  
**Second: Cantrell**  
-12 yays; 0 nays; 0 abstains
  
- Strategic Planning Committee (Hoyte)
  - Hoyte working with ACMT looking at fellowship curriculum in efforts to standardize

- Suggestion that this document/plan be integrated with ABAT and to include ABAT in this discussion
- Suggestion that these efforts be integrated into clerkship/rotation curricula as well
- PR Committee (Lowry/Marrafra)
  - This committee was created at the Spring Board Meeting and Nick Nacca has been brought on and is the current chair with Lowry and Marrafra as co-chairs
  - The committee has created a draft process of potential process and AACT public response needs. These include:
    - Emergent response: The PR committee will reach out to the AACT President to determine response and who will respond
    - Grade I event: This is an event that requires a response within days. The PR committee will generate a response and will contact the AACT President for approval
    - Grade II event: This is an event that requires a response within weeks. The PR committee will generate a response and will then send to the AACT BOT for review and vetting
    - Grade III event: This is an event that requires a response within months. The PR committee will engage an AACT member on the PR committee that has been vetted and trained appropriately to generate a response and send to the BOT for review and vetting
  - The committee will work with other committees as necessary including but not limited to the Scientific Review Committee and Strategic Planning Committee.
  - Suggestion that AACT releases periodic press releases regardless of an actual event to better position ourselves and get our name out there
  - The Committee suggests that content experts be recruited and then undergo media training (perhaps at NACCT 2018). The website will be updated to include professional photographs with bios of our listed content experts and potentially a mechanism for media requests through the website
- **Action items:**
  - Marrafra/Lowry to work with Nacca and move forward with PR and media training and work with Sarah Shiffert to identify next steps

*{Gosselin returned at 1153}*

- Student Section proposal by Oklahoma
  - Jami Johnson PharmD DABAT & Kristie Williams, PharmD CSPI from Oklahoma submitted a proposal for an AACT Student membership at the University of Oklahoma
  - The purposes of this student membership (sAACT):
    - To promote the interests of sAACT members;

- To define the future role of health professionals as proponents for the study and application of toxicology;
  - To develop a network of students and professionals interested in the prevention and management of potentially toxic exposures;
  - To coordinate programs that will improve the toxicological awareness of health care professionals and the general public;
  - To encourage sAACT members to become advocates of toxicology education in their professions in healthcare.
- The board agreed that engaging students is one of our missions and think the global idea of this concept is a good one. Investigation and discussion about the use of our name and logo need to be vetted and discussed with our attorney as the use of AACT name cannot be used without our review and approval
- There is currently not a structure in place for this type of activity but the BOT is excited about this and agrees that there is a need for developing a plan moving forward (not only for Oklahoma but for any University interested in this)
- Schaeffer, Hoyte, Cantrell and Shiffert will work on this with the faculty advisors, Jamie Johnson and Kristie Williams
- **Motion that AACT will contact the faculty advisor and advise them that the AACT name cannot be used until further investigation and discussion and approval. (Gosselin)**  
**Second: Schaeffer**  
-13 yays; 0 nays; 0 abstains
- AACT Lapel Pins
  - Discussion of creating new lapel pins with new AACT logo on them and distributing to members
  - \$2.00 per pin is estimated cost
- **Action Items:**
  - Sarah Shiffert will investigate design of new pin; potentially with just AACT and one for Fellows of the Academy

*{Adjourn at 1230 for lunch}*

**Call to order 1332 (Palmer)**

- AHLS Update (Walter)
  - AHLS has taught over 18,000 people since its inception
    - First course in German
  - 5th edition of the text to be released in the next several weeks

- Webinars (Varney)
  - 8 webinars scheduled for 2017
  - Webinars have been successful with good response and reviews from participants
  - The meeting participant maximum number is now 500 people so no further issues with members not being able to participate
  - 63% of those that register actually attend
    - No current mechanism to get a more accurate number of how many people are in the actual room
  - Schedule for 2018 nearly complete; once complete, this will be posted on the website
    - Varney reaching out to Sections to participate
    - Varney will reach out to ABAT to coordinate with them so that they can participate in the monthly webinar series
  - **Action Items:**
    - Identify way to capture the real number of participants attending webinars; perhaps add this to the post-completion survey. Shiffert to work on this with Varney
    - Varney to send 2018 schedule to Marraffa to post on website
- Fellowship (Stork)
  - 8 Inductees receiving Fellowship status at this meeting
  - The Fellowship committee is interested in re-evaluating the criteria for service for Fellowship as AACT
  - Lowry replacing Stork as Chair of the Fellowship Committee
  - **Action Items:**
    - The Fellowship committee will create a new document with criteria and present it to the BOT at the Spring BOT meeting
- ABAT (Winter)
  - 11/12 passed the ABAT exam in 2016
  - 7 candidates taking ABAT exam in 2017
  - ABAT Bylaws have been revised and are in accordance with AACT Bylaws (specifically related to Emeritus status)
  - ABAT continues with release of LLSA articles and questions and works with Scientific Review Committee on this endeavor
  - ABAT offers two journal clubs per year via webinar
  - ABAT re-evaluating the credentialing process and credentialing document
- Awards Committee (McMartin)
  - Announcements for upcoming awards to be displayed continuously throughout NACCT

- Junior investigator (deadline March 1 2018) and toxicology trainee awards (deadline April 1 2018)
  - Application deadlines for travel awards for NACCT will be changed to a month earlier to allow plenty of time for review and announcement
    - Deadline June 1, 2018 with announcement of award recipients before July 1, 2018
  - Forms for submission will be available on the website
- Society of Toxicology (SOT) Liaison (McMartin)
  - SOT created a task force called clinical scientist engagement task force
  - Working on collaboration between NACCT and SOT
    - SOT is willing to pay for speakers to come and speak at NACCT; McMartin will work with SOT and then will discuss with Kostic to discuss specifics about this potentially for NACCT 2018
- Scientific Liaison Coalition (McMartin)
  - Next webinar is scheduled for 11/28/17; McMartin to send information to Shiffert to send out to members
  - SLC meets twice annually in person; their next meeting is November 17, 2017 in Washington, DC
    - McMartin is unable to go and requests someone from AACT goes on behalf. Cumpston has agreed to attend to represent AACT

*{Kostic arrived at 1445}*

- Website/Mobile App (Palmer/Marraffa)
  - Mobile App:
    - The scheduling function and audience response system for NACCT not working properly on mobile app; issues being worked on by Contemporary Forums to resolve
  - Website:
    - Discussion if there should be a Jobs Page on the site. The BOT agreed that we should have a Jobs Page available on the Public side of the website
      - If a member would like to post a job, they can send post to [admin@clintox.org](mailto:admin@clintox.org) for posting (free of charge)
      - If a non-member would like to post a job, they will contact [admin@clintox.org](mailto:admin@clintox.org) for posting and there will be a fee associated with this.
  - **Action Items:**
    - Shiffert and Palmer will work on the process for Jobs posting on website and a mechanism for payment of posting fees
    - Marraffa will make the jobs page on the public side of the website

- Continuing Education (CME and CPE) (Cumpston)
  - Transition and process going smoothly with Amedco
  - Amedco is providing guidance to AACT about many of our previous policies regarding continuing education and what policies need revision/update/deletion. Cumpston and Shiffert working on this with Amedco
    - AACT needs honoraria and commercial support policies on file
    - AACT will look at the policies and then board will review; Shiffert to send documents to Cumpston, Awad and Petzel-Gimbar for review
  - The process for NACCT scientific content and reviews reviewed; NACCT scientific planning committee reviews all of the feedback and reviews. If there is a potential CE issue, those will be forwarded to Cumpston. Kostic to send this information to Cumpston.
  - Cumpston requests that he receives the feedback and reviews from monthly webinars. Shiffert will review the feedback and send to Cumpston if there is a potential issue.
  - November 30, 2019 is our next date for expiration
  - ACPE expiration in 2018

*{Break 1518; Reconvene at 1536}*

- NACCT Report (Kostic)
  - 2017 NACCT Attendance (numbers as of 9/28/17)
    - 668 Main Congress registrants
    - AACT Pre-Meeting Attendance: 275
    - ACMT Pre-Meeting Attendance: 225
    - Science World Tour Museum attendance: 195
  - Keynote Speaker: Speaker Cost \$7,500 (Canadian) + tax
  - AACT Pre-Meeting Symposia organized by Brandon Wills and Kennon Heard
  - Scientific Content Chair: Jon Cole
  - New this year to NACCT:
    - 30 minute sessions for content
    - Debate format on multiple topics
    - “Lightning orals”
  - Fellows-In-Training Luncheon scheduled and all BOT members and past presidents are invited and encouraged to attend
  - 526 abstract submissions this year
    - Abstract Chair: John Devlin; Co-Chair: Ziad Kazzi
    - Suggestion that the rejected abstracts be reviewed to see how many abstracts were accepted/rejected per author
- Proposal to establish a NACCT meeting scheduling template (Gosselin)
  - NACCT offers scientific sessions but it is also a major venue for meetings and networking and allows NACCT attendees to have face to face meetings

- Due to the multiple meetings and scientific sessions, the days are often busy and attendees often have conflicting schedules throughout the meeting
- In an effort to minimize attendees having to miss scientific sessions and to best take advantage of face to face meeting time, three potential proposals are submitted for consideration:
  - Motion 1:
    - It is decided that NACCT meeting planners will adopt a fixed recurrent template for meetings and scientific sessions for NACCT.
  - Motion 2:
    - It is decided that scientific sessions would run from 9AM until 12PM and from 1PM to 4PM every day.
  - Motion 3:
    - Reserve meeting times to 8-9AM, 12PM to 1PM and 4PM to 5PM
  - CPC competition and other usual evening activities are excluded.
- There are currently 43.5 hours of business meetings during the main congress
  - 8 hours for AAPCC
  - 12 hours for AACT
  - 18.5 hours for ACMT
- There are currently 39 hours of educational/scientific content during main congress
  - 1.86 scientific sessions per hour in 2017
  - This above proposal (of a fixed template of time) would drop this to a total of 18 hours of educational/scientific Sophie's proposal would drop us to 18 hours of educational/scientific content during main congress, which would result in 2.5 scientific sessions per hour
- Kostic suggests a compromise to the above proposal:
  - Have business meetings from 0730-0830 and then again during lunch/business meetings from 1200-1300
  - This would result in 21 hours of educational/scientific content (2 scientific sessions per hour)
- Kostic will work on revision for NACCT 2018
- Additional Committee Section Reports (Palmer)
  - Global Relations committee has been inactive for several years
    - Suggestion to remove this committee which the BOT agreed with
  - Bylaws Committee

- Benitez and Palmer to work on bylaws and bring to the BOT in the spring meeting
- Journals (Palmer)
  - Toxicology Communications has been released through Taylor & Francis with Michael Mullins as the Editor in Chief.
  - AACT has no official, formal role in this journal; this is strictly a Taylor & Francis endeavor
  - More discussion on this to be held at the Spring BOT meeting
- Scientific Review Committee (Gosselin)
  - Worked with ABAT and reviewed their LLSA articles
  - Collaborated with ACMT on joint position statement regarding Occupational risk to fentanyl
  - The Collaborative moving forward and currently two ongoing projects:
    - Activated Charcoal
    - QT Prolongation
  - Gosselin underestimated the time that was needed for the Collaborative and requests additional funding for support.
  - Best Evidence in Emergency Medicine (“BEEM”) is interested in collaborating on the creation of a repository of evidence GRADE assessment for toxicology articles. It would be called TOX-BEEM.
    - Gosselin has been nominated Head of the Clinical Pharmacology and Toxicology BEEM.
    - The link to TOX-BEEM would be on the AACT website and available to AACT members. The BOT is excited about this possible opportunity and Gosselin will work on moving this forward.
- **Motion to allocate \$10,000 per year per project for up to 4 years for a total of up to \$80,000 to fund the two projects that the Collaborative is working on. (Hoffman)**
  - **Second: Lowry**  
-13 yays; 0 nays; 2 abstains (Gosselin/Hoffman)
- **Motion to write a letter to be reviewed by attorney to provide to Gosselin’s department stating her involvement and effort in this project. (Smolinske)**
  - **Second: Hoyte**  
-13 yays; 0 nays; 2 abstains (Gosselin/Hoffman)

Letter verbiage: Sophie Gosselin, MD has been selected to administer the research project of activated charcoal and prolonged qtc at a restricted allocation through AACT over a 4 year period up to \$80,000.

**New Business**

- Benitez has been working with REACTS and there is a problem with distribution of DTPA due to it no longer being an IND.
- Benitez working with them for the State of Tennessee. Benitez is suggesting that we get involved on the national level. He will work on how AACT can get involved and work with Palmer for next steps

**Meeting adjourned at 1721**

Respectfully Submitted,

Jeanna M. Marraffa, Pharm.D., DABAT, FAACT  
Secretary, AACT  
January 29, 2018  
Reviewed by: Palmer and Shiffert

## **Interim votes of the AACT Board of Trustees**

October 12, 2017 to April 19, 2018

*December 2017*

### **VOTE:**

Approve 2016 Year End AACT Financial Report

### **RESULTS:**

<b>Option</b>	<b>Vote count</b>
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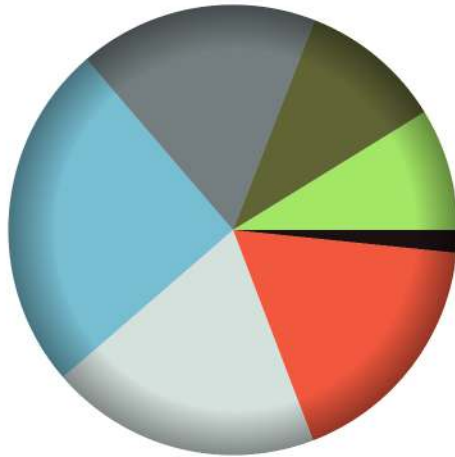
<b>Yay:</b>	<b>10</b>
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<b>Nay:</b>	<b>0</b>
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<b>No vote:</b>	<b>5</b>
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# Portfolio Summary

## Asset Allocation



Current Allocation

Asset Class	Current Value	Current Percent
Cash	\$7,393	1.63%
Domestic Fixed Income	\$79,553	17.57%
Global Fixed Income	\$88,124	19.46%
Domestic Equity	\$113,404	25.04%
International Equity	\$78,002	17.22%
Real Estate	\$46,699	10.31%
Commodities/Managed Futures	\$39,713	8.77%
<b>Total</b>	<b>\$452,886</b>	<b>100.00%</b>

### Summary by Account

Account Description	Account Type	Current Value
(AACT) American Academy of Clinical Toxicology (xxxx3453)	Schwab One	\$452,886
<b>Total</b>	<b>Core Portfolio</b>	<b>\$452,886</b>

# Performance Summary

## Previous Quarter & Year-To-Date Returns

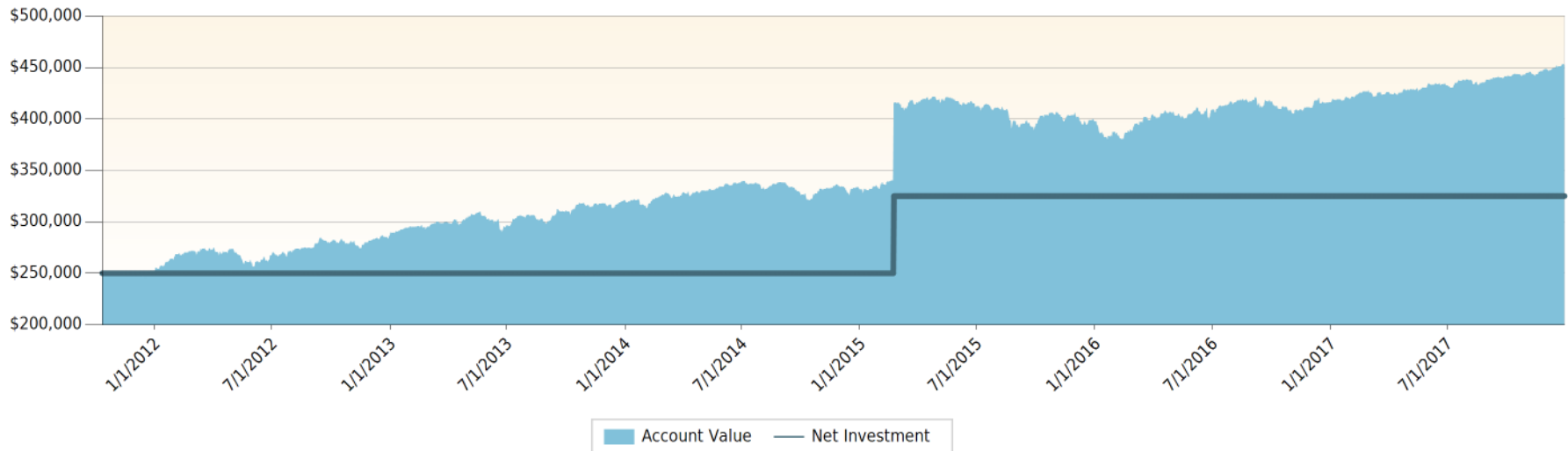
	Previous 3 months	Year to Date
Beginning Value	\$441,201	\$416,187
Net Contribution	\$0	\$0
Investment Gain	\$11,686	\$36,699
Ending Value	\$452,886	\$452,886
Account Return (Net TWR)	2.65%	8.82%

## Since Inception Return

	Inception to Date (10/11/2011)
Beginning Value	\$250,000
Net Contribution	\$75,000
Investment Gain	\$127,886
Ending Value	\$452,886
Account Return (Net TWR)	6.55%

Returns for periods exceeding 12 months are annualized

## Net Investment vs. Total Account Value



**North American Congress of Clinical Toxicology  
Partnership Financials: Profit & Loss Statement**

	<b>DRAFT 2017</b>	<b>Boston 2016 Actuals</b>	<b>San Francisco 2015 Actuals</b>	<b>New Orleans 2014 Actuals</b>	<b>Atlanta 2013 Actuals</b>	<b>Las Vegas 2012 Actuals</b>	<b>Washington, DC 2011 Actuals</b>	<b>Denver 2010 Actuals</b>
<b>Income</b>								
<b>MEETING REVENUE</b>								
5510 · Tuition-Main Congress	405,511.00	377,276.00	388,755.00	329,815.00	345,275.00	375,135.00	318,034.54	333,420.00
5525 · Educational Grants	20,000.00	84,500.00	50,000.00	83,000.00	55,000.00	75,000.00	55,000.00	56,000.00
5530 · Exhibitor Fees	23,600.00	27,300.00	19,000.00	17,500.00	19,650.00	16,000.00	22,500.00	23,100.00
5540 · Hotel Comps	10,339.74		15,341.51					
5541 · Hotel Commissions	34,003.65	59,088.84	53,952.10	40,006.46	33,317.16	22,040.00	0.00	40,997.70
5542 · Special Event	21,500.00	20,800.00	27,440.00					
5570 · Misc. Mtg	5,042.75	3,465.00	3,000.00	4,640.21	1,500.00	0.00	0.00	0.00
5590 · Accompanying Person	1,920.00	960.00	1,620.00	7,290.00	350.00	1,150.00	840.00	575.00
5591 - ACMT Pre-MTG Royalty		8,220.65						
5592 · Profit Sharing - ACMT Pre-mtg			0.00	0.00	9,030.61	0.00	0.00	0.00
5598 · Occupational Environ Trac			0.00	0.00	0.00	0.00	0.00	1,945.00
<b>Total MEETING REVENUE</b>	<b>521,917.14</b>	<b>581,610.49</b>	<b>559,108.61</b>	<b>482,251.67</b>	<b>464,122.77</b>	<b>489,325.00</b>	<b>396,374.54</b>	<b>456,037.70</b>
<b>OTHER INCOME</b>								
4990 · Uncategorized Income		0.00	0.00	0.00	0.00	1.00		0.00
9010 · Interest Income		1.40	1.28	0.00	0.00	1.40	136.21	239.27
<b>Total OTHER INCOME</b>		<b>1.40</b>	<b>1.28</b>	<b>0.00</b>	<b>0.00</b>	<b>2.40</b>	<b>136.21</b>	<b>239.27</b>
<b>PASS THRU REVENUE</b>								
5515 · AACT Pre Meeting Symposium				0.00	41,430.00	71,610.00	31,550.00	40,955.00
5516 · ACMT Pre Meeting Symposium				4,586.22	60,225.00	46,775.00	39,400.00	43,415.00
5517 · MRO Tuition-PostConference				0.00	0.00	0.00	0.00	0.00
5518 · Joint Symposium			99,465.42					
5595 · CE Credit Main Congress				0.00	51,125.00	52,500.00	44,800.00	44,005.00
5596 · CE Credit ACMT Symposium				0.00	8,450.00	7,280.00	5,995.00	6,380.00
5597 · CE Credit AACT Symposium				0.00	6,305.00	10,270.00	4,785.00	5,770.00
5599 · Occ/Env CE Credit				0.00	0.00	0.00	0.00	110.00
5600 · Pass Thru Revenue				0.00	166,035.00	188,435.00	126,530.00	140,635.00
<b>Total PASS THRU REVENUE</b>		<b>0.00</b>	<b>99,465.42</b>	<b>4,586.22</b>	<b>1,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Income</b>		<b>581,611.89</b>	<b>658,575.31</b>	<b>486,837.89</b>	<b>465,622.77</b>	<b>489,327.40</b>	<b>396,510.75</b>	<b>456,276.97</b>
<b>Expense</b>								
<b>OPERATING EXPENSES</b>								
8030 · Bank Charges	26,992.91	21,744.01	21,182.29	14,790.57	14,660.76	15,266.58	11,158.78	9,995.41
8085 · Credit Card Discounts/Fees		0.00	0.00	0.00	0.00	0.00	0.00	89.20
<b>Total OPERATING EXPENSES</b>		<b>21,744.01</b>	<b>21,182.29</b>	<b>14,790.57</b>	<b>14,660.76</b>	<b>15,266.58</b>	<b>11,158.78</b>	<b>10,084.61</b>
<b>OPERATIONAL EXPENSES</b>								
7005 · Abstracts	3,150.00	2,900.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,500.00
7010 · Administrative Trave	1,727.41	406.80	330.80	1,486.97	3,274.70	1,091.92	3,039.43	1,503.15
7020 · Administrative Meals	1,140.90	1,118.46	509.80	981.81	1,779.34	1,961.85	1,092.59	469.53
7025 · Administrative Lodging	1,985.11	2,781.18	3,056.01	1,227.52	0.00	0.00	4,257.22	6,248.81
7050 · Consultation Fees	38,850.00	37,000.00	32,000.00	32,000.00	32,000.00	32,000.00	14,234.52	34,850.00
7060 · Equipment Rental	55,610.63	76,607.35	73,897.88	53,438.00	61,550.56	3,517.10	79,518.58	70,964.00
7080 · Exhibit Displays	524.33	4,994.13	4,735.00	4,186.31	2,914.01	5,836.29	4,111.58	6,200.19
7084 · Exhibit Posters	2,664.64	3,294.00	4,031.37	3,773.40	2,696.24	3,244.00	3,300.00	2,520.00
7086 · Exhibit Processing Fees	3,375.00	3,600.00	2,625.00	2,625.00	2,625.00	0.00	0.00	0.00
7087 · CXL Insurance	697.43	634.58						
7088 · CME Fees	50.00	50.00						
7089 - Electrical		3,585.14						
7090 - Subscriptions	518.37	479.40						
7091 - Onsite Temp Staff	1,155.48	2,063.52						
7092- Onsite Registration Materials	1,567.94	191.25						
7093 - Informa Awards	1,500.00	1,500.00						
7100 · Faculty Travel			0.00	568.40	0.00	0.00	0.00	

**Partnership Financials: Profit & Loss Statement**

	<b>DRAFT 2017</b>	<b>Boston 2016 Actuals</b>	<b>San Francisco 2015 Actuals</b>	<b>New Orleans 2014 Actuals</b>	<b>Atlanta 2013 Actuals</b>	<b>Las Vegas 2012 Actuals</b>	<b>Washington, DC 2011 Actuals</b>	<b>Denver 2010 Actuals</b>
7125 · Meeting Planning			0.00	0.00	0.00	6,856.39	7,031.89	9,452.90
7130 · Misc. Meeting Expenses	1,855.97	2,758.02	30,060.17	33,775.75	6,663.02	65,765.32	8,064.08	14,172.70
7147 · NACCT Profit Payout			0.00	0.00	0.00	0.00	0.00	0.00
7150 · Registration Material	6,282.00	4,556.93	10,937.79	5,666.50	8,410.06	4,348.40	4,308.64	6,227.52
7155 · Registration Process	55,500.00	52,725.00	39,820.00	37,620.00	37,290.00	41,274.55	41,946.50	39,866.00
7160 · Refreshments	64,347.89	102,294.18	99,950.40	66,868.51	81,288.00	92,299.68	87,130.39	59,914.46
7170 · Shipping Costs/Posta	1,481.93	652.19	183.65	1,770.66	1,453.95	1,796.30	2,620.22	2,008.50
7173 · Special Event	45,330.46	44,615.65	43,478.29					
7174 · Sponsor Dinner	1,738.39	2,879.73						
7181 · Keynote Symposium	6,079.37	13,493.65	6,493.69	3,888.30	23,201.64	23,937.76	26,215.97	34,873.70
7190 · Syllabus Printing	575.00		0.00	0.00	0.00	0.00	5,110.00	4,382.18
7191 · internet café	2,328.00	3,188.00	6,730.00	4,300.00	6,000.00	0.00	15,703.11	15,000.00
7201 · Opening Reception	12,027.58	22,350.45	32,399.27	30,066.83	21,250.69	24,087.90	30,444.82	27,919.61
7202 · Web Portal Content	17,500.00	17,500.00	0.00	20,000.00	20,000.00	19,500.00	19,072.50	19,500.00
7209 · Wireless Inter Net Attendees		4,312.00	0.00	0.00	0.00	0.00	13,300.00	
7203 · Signage	3,928.77	1,042.76	1,189.44	912.10	555.34	751.62	2,232.89	0.00
<b>Total OPERATIONAL EXPENSES</b>		413,574.37	394,428.56	307,156.06	314,952.55	330,269.08	374,734.93	343,573.28
<b>PASS THRU OPERATIONAL EXPENSES</b>								
7131 · Journal of Clinical			0.00	0.00	0.00	0.00	2,053.26	1,318.82
7171 · Travel Awards			0.00	0.00	0.00	0.00	4,691.01	7,816.82
7172 · AACT Symposium			0.00	0.00	0.00	0.00	23,749.71	24,211.57
7180 · Clinical Trials Lunch			0.00	0.00	0.00	0.00	0.00	2,741.73
7182 · ACMT Pre Meeting Symposium			0.00	0.00	0.00	0.00	13,819.65	14,808.88
7183 · AACT Pre Meeting Symposium			0.00	0.00	0.00	0.00	20,480.91	16,070.71
7185 · ACMT Board/Business			0.00	0.00	0.00	0.00	10,116.57	3,740.94
7186 · AAPCC/PEC			0.00	0.00	0.00	0.00	22,747.85	14,639.32
7187 · MRO Course			0.00	0.00	0.00	0.00	0.00	0.00
7188 · Joint Symposium			90,398.56					
7189 · ABAT Business Board			0.00	0.00	0.00	0.00	8,232.57	5,475.46
7198 · Toxicall			0.00	0.00	0.00	0.00	0.00	168.00
7199- Ped Track Pass			0.00	0.00	0.00	0.00	12,716.75	0.00
7211- BTG Lunch		14,448.64	0.00	10,103.87	0.00	0.00	0.00	0.00
7300 · Reimbursed Expenses			0.00	0.00	0.00	0.00	-118,608.28	-90,992.25
<b>Total PASS THRU OPERATIONAL EXPENSES</b>		14,448.64	90,398.56	10,103.87	0.00	0.00	0.00	0.00
<b>PROMOTIONAL EXPENSES</b>								
6000 · Advertising Preparat		1,250.00	0.00	0.00	4,807.75	0.00	3,028.87	1,600.00
6001 - Bags/Lanyards	4,175.50	4,087.68						
6003 - Mobile App		5,866.00						
6025 · Email Marketing			0.00	0.00	500.00	125.85	0.00	0.00
6030 · Mailing Lists			0.00	0.00	1,049.91	2,065.63	2,879.84	1,837.66
6040 · Mailing Services			0.00	0.00	315.96	450.00	396.21	527.41
6045 · Misc. Supplies			0.00	239.99	0.00	0.00	88.10	0.00
6060 · Postage/Promotion	350.00	200.00	2,542.19	1,500.00	1,003.62	1,732.60	1,666.61	3,000.13
6061 · Pay-per-click		804.21	713.91					
6070 · Printing Brochure			0.00	0.00	2,788.22	2,072.00	2,058.41	1,420.80
6090 · Other Costs/google			0.00	0.00	150.00	0.00	499.00	0.00
<b>Total PROMOTIONAL EXPENSES</b>		12,207.89	3,256.10	1,739.99	10,615.46	6,446.08	10,617.04	8,386.00
exhibit security		0.00	0.00	0.00	0.00	0.00	0.00	2,585.00
<b>Total Expense</b>	<b>365,011.01</b>	<b>461,974.91</b>	<b>509,265.51</b>	<b>333,790.49</b>	<b>340,228.77</b>	<b>351,981.74</b>	<b>396,510.75</b>	<b>364,628.89</b>
<b>Net Income Thru ContempForums Operations</b>		<b>119,636.98</b>	<b>149,309.80</b>	<b>153,047.40</b>	<b>125,394.00</b>	<b>137,345.66</b>	<b>0.00</b>	<b>76,656.74</b>
<b>Prior Period Adjustments</b>								
Opening Balance Adjustment		(1.28)	(449.50)					

**Partnership Financials: Profit & Loss Statement**

	<b>DRAFT 2017</b>	<b>Boston 2016 Actuals</b>	<b>San Francisco 2015 Actuals</b>	<b>New Orleans 2014 Actuals</b>	<b>Atlanta 2013 Actuals</b>	<b>Las Vegas 2012 Actuals</b>	<b>Washington, DC 2011 Actuals</b>	<b>Denver 2010 Actuals</b>
<b>Net Income Thru ContempForums Operations</b>		119,635.70	148,860.30					
<b>Partnership Expenses thru HQ office (VA)</b>								
Miscellaneous Income								
Interest Income		5.54	7.55	26.97	47.97	46.81		
Meeting Expenses			(3,344.29)			(1,521.41)		
Admn. Support Fees			(159.00)			(470.47)	(1,781.25)	(5.00)
Filing Fees		(188.50)	(183.00)	(176.00)	(168.50)	0.00	(372.64)	
Accounting Fees		(2,800.00)	(1,900.00)	(2,098.75)	(2,198.75)	(1,645.00)	(6,262.50)	(2,565.00)
Legal Fees				(732.85)		(315.00)	(564.30)	
<b>Total Partnership Expenses thru HQ office</b>		<b>(2,982.96)</b>	<b>(5,578.74)</b>	<b>(2,980.63)</b>	<b>(2,319.28)</b>	<b>(3,905.07)</b>	<b>(8,980.69)</b>	<b>(2,570.00)</b>
Prior period adj (old o/s checks)						3,659.94	(2,452.58)	2,000.00
<b>Net Income (Loss) Partnership All Activity</b>		<b>116,652.74</b>	<b>143,281.56</b>	<b>150,066.77</b>	<b>123,074.72</b>	<b>137,100.53</b>	<b>(11,433.27)</b>	<b>76,086.74</b>
<b>Allocation of total Partnerhship Income:</b>								
AACT		71,087.71	87,315.21	91,450.09	75,001.24	83,548.51		
Poison		45,565.03	55,966.35	58,616.68	48,073.48	53,552.02		
		116,652.74	143,281.56	150,066.77	123,074.72	137,100.53		

**PLACEHOLDER**

FINANCIAL

## **Committee/Section Name: NACCT Planning**

Name of Person Completing this Report: Mark Kostic

Current Chair/Co-Chair Names: Mark Kostic

Is this a change in chair(s) since last year?: No

*List of Activities this past year (Fall 2017-Spring 2018)*

Planning a great NACCT for 2018

Did your section contribute to (or scheduled to contribute to) the AACT webinar series in 2017-2018?

No

*List of Activities/Plans for the upcoming year*

Keep planning a great NACCT for 2018

*Identify any new initiatives/projects that your section would like the Board to consider*

NA

*How can AACT better assist your section/committee?*

NA

*Does your committee/section have any budgetary needs/requests?*

Yes

*Please list any other comments or needs not addressed above*

I can give a summary of 2017 numbers and a preview of 2018 at the

## **Committee/Section Name: PR Committee**

Date: 04/18/2018

Name of Person Completing this Report: Nicholas Nacca  
Current Chair/Co-Chair Names: Nicholas Nacca, Jennifer Lowry  
Is this a change in chair(s) since last year?: No

### *List of Activities this past year (Fall 2017-Spring 2018)*

Identified content experts as follows:

Clinical Toxicology in Sports: Chris Hoyte

Envenomation: Keith Boesen

Forensics: Tom Kurt, Michelle Glinn

Herbs and Dietary Supplements: Michael Hodgeman

Occupational/Environmental: David Vearrier

Weapons of Mass Destruction: Christina E. Hantsch

Pediatrics: Katie O'Donnell

Obtained a contract for PR content education and a plan for generation of a website listing our content experts, and a method for responding to toxicological events in mainstream media.

We also worked closely with the "zoo" headed by Dr. Schaffer to develop methods for increasing awareness of AACT to our own membership.  
Developing a question bank

*Did your section contribute to (or scheduled to contribute to) the AACT webinar series in 2017-2018?*  
No

### *List of Activities/Plans for the upcoming year*

Train our PR content experts. Develop a website listing our content experts.

Respond publicly to current events.

### *Identify any new initiatives/projects that your section would like the Board to consider*

We may require support in our efforts for development of a content expert/media/public friendly website and clearance for our operations (stick/tree diagram) for responding to public and media inquiries.

### *How can AACT better assist your section/committee?*

Feedback during our development of the website and operations to ensure that we are function as the Academy would like us to. PR responses can be dicey and we would like to be sure that we don't overstep, while walking the line of making ourselves more visible to the public.

### *Does your committee/section have any budgetary needs/requests?*

No, other than PR effort

### *Please list any other comments or needs not addressed above*

none

**Committee/Section Name: Strategic Planning Committee**

Date: 04/16/2018

Name of Person Completing this Report: Chris Hoyte

Current Chair/Co-Chair Names: Chris Hoyte

Is this a change in chair(s) since last year?: Yes

*List of Activities this past year (Fall 2017-Spring 2018)*

AACT Fellows Luncheon

AACT Board Question Bank

*Did your section contribute to (or scheduled to contribute to) the AACT webinar series in 2017-2018?*

No

*List of Activities/Plans for the upcoming year*

AACT Fellows Luncheon

AACT Board Question Bank

AACT Fellows Professional Development Series

*Identify any new initiatives/projects that your section would like the Board to consider*

Education Committee responsible for offering educational seminars for our membership as well as pharmacists, learners, emergency physicians, etc

*How can AACT better assist your section/committee?*

\*

*Does your committee/section have any budgetary needs/requests?*

No

*Please list any other comments or needs not addressed above*

None

## **Committee/Section Name: ABAT**

Date: 04/14/2018

Name of Person Completing this Report: Mark Winter

Current Chair/Co-Chair Names: Bryan Hayes

Is this a change in chair(s) since last year?: No

### *List of Activities this past year (Fall 2017-Spring 2018)*

Delphi process for evaluating credentialing criteria

ABAT Symposium at NACCT

ABAT Winter Teleconference

ABAT Exam produced 4 new DABAT

### *Did your section contribute to (or scheduled to contribute to) the AACT webinar series in 2017-2018?*

Yes

Please list the title; date and presenter of this webinar

June 5: Organophosphate poisoning and the use of oximes/alternative agents, by Kristin Bohnenberger (DABAT 2016) and Matthew Stanton (DABAT 2016).

November 6: To be determined

### *List of Activities/Plans for the upcoming year*

ABAT Election of President Elect and 2 Board members

ABAT Exam currently 9 candidates to take fall exam

October NACCT meeting: ABAT Symposium topic has been approved

Survey of ABAT for membership practice

Update Toxicology Fellowship information on clintox.org

Identify any new initiatives/projects that your section would like the Board to consider

ABAT evaluating credentialing criteria with final survey reports to the AACT board

Establish a toxicology training scholarship in memory of Kristin Engebretsen with AACT/ABAT/ACMT

### *How can AACT better assist your section/committee?*

Real-time access to ABAT financial reports/account status

On-line payment of exam fees

*Does your committee/section have any budgetary needs/requests?*  
Yes

*Please list any other comments or needs not addressed above*  
ABAT has its own budget and funds

## **Committee/Section Name: Communications Committee**

Date: 04/06/2018

Name of Person Completing this Report: JM Marraffa

Current Chair/Co-Chair Names: JM Marraffa

Is this a change in chair(s) since last year?: No

### *List of Activities this past year (Fall 2017-Spring 2018)*

-Ongoing Website Updates: including adding a jobs page and in memoriam page; updating question of the day weekly

-Sending out "tweets" on a regular basis

### *Did your section contribute to (or scheduled to contribute to) the AACT webinar series in 2017-2018?*

No

### *List of Activities/Plans for the upcoming year*

-Need to re-look at the website and assign new people to look at content and what is on the current site to ensure that we are relevant with accurate, up to date information. Suggest utilizing fellows in training to help with this and this will encourage Academy involvement

-Time for phase 2 updates of the website including: learning management system for items such as question bank (utilizing the QOD); the thermometer for the friends of academy donations; more robust utilization of forms

### *Identify any new initiatives/projects that your section would like the Board to consider*

Phase 2 of the website including successful implementation of a learning management system

### *How can AACT better assist your section/committee?*

Need help with working with the website developer to choose the best LMS and implement that; move forward with the thermometer plug in after discussion with the website developer

Identify people that can review the website for its content and relevance and make suggestions for improvement

### *Does your committee/section have any budgetary needs/requests?*

Yes (for website)

### *Please list any other comments or needs not addressed above*

AACTion: this is an area that has taken a significant slow down process and the discussion is needed as to what to do about AACTion and next steps

## **Committee/Section Name: Monthly Educational Webinar Series**

Date: 04/05/2018

Name of Person Completing this Report: Shawn M. Varney

Current Chair/Co-Chair Names: Shawn M. Varney, MD

Is this a change in chair(s) since last year?: No

### *List of Activities this past year (Fall 2017-Spring 2018)*

We hold nine webinars annually (per calendar year) due to conflicts with holidays on the other three first Tuesdays of the month. These webinars featured experts from six AACT Special Interest Sections, plus the AACT Scientific Review Cmte, an international expert, and a representative from the CDC.

Jan 2017 - No webinar (Holiday)

Feb 2017 - International Expert - Martin Wilks, MD, PhD. Topic: Pesticides and Parkinson's Dementia. What is the Risk?

Mar 2017 - CDC - Kelly J. Dickinson. Topic: Medical Countermeasures for Disasters & Emergencies.

Apr 2017 - Clinical Tox in Sports. Chris Hoyte.

May 2017 - Scientific Review Cmte. Darren Roberts. Topic: Lithium.

Jun 2017 - Pediatrics. Katie O'Donnell. Topic: Pediatric Opioid Ingestions.

Jul 2017 - No webinar (Holiday)

Aug 2017 - Acute Intensive Care. Jenny Lu.

Sep 2017 - Herbs & Dietary Supplements. Michael Hodgman.

Oct 2017 - No webinar (NACCT)

Nov 2017 - Occupational/ Environmental Tox. David J. Blackley, DrPH. Topic: Increasing Prevalence of Progressive Massive Fibrosis in Coal Miners.

Dec 2017 - Forensics. Rama Rao. Topic: Toxicologist as Expert Witness.

### *Did your section contribute to (or scheduled to contribute to) the AACT webinar series in 2017-2018?*

My Section coordinates all of the AACT webinar series.

### *List of Activities/Plans for the upcoming year*

For 2018 we hope to have 11 webinars. The only holiday that interfered with the first Tuesday of the month was January 2018. Webinars will feature AACT Sections for nine of the 11, and ABAT for two. The planned list of webinars follows:

Feb 2018 - Diane Callelo - Loperamide Toxicity.

Mar 2018 - Anna Arroyo-Plasencia - Toxicological History - Women Poisoners of Antiquity.

Apr 2018 - Robert Geller - Pediatrics Section - Predicting Toxicology PICU Admissions.

May 2018 - John Benitez & Justin Loden - Radiation Section.

Jun 2018 - Kathi Meier - ABAT Journal Club.

Jul 2018 - Keith Boesen - Envenomations Section

Aug 2018 - Rachel Gorodetsky - Acute & Intensive Care Section.

Sep 2018 - Michael Hodgman - Herbals & Dietary Supplement Section.

Oct 2018 - Rama Rao - Forensics Section.

Nov 2018 - Kathi Meier - ABAT Journal Club.

Dec 2018 - Christina Hantsch - WMD Section

*Identify any new initiatives/projects that your section would like the Board to consider*  
Nothing new for now.

*How can AACT better assist your section/committee?*

Keep reminding Section Chairs of their responsibility to contribute to the monthly webinars.

*Does your committee/section have any budgetary needs/requests?*

No

*Please list any other comments or needs not addressed above*

Thanks for your support and for bailing me/us out of predicaments when people cancel at the last minute!

**PLACEHOLDER**

MEMBERSHIP

## **Committee/Section Name: AACT Continuing Education: Continuing Pharmacy Education (CPE)**

Date: 04/13/2018

Name of Person Completing this Report: Nadia Awad, PharmD, BCPS

Current Chair/Co-Chair Names: Renee Petzel Gimbar, PharmD; Nadia Awad, PharmD, BCPS

Is this a change in chair(s) since last year?: No

### *List of Activities this past year (Fall 2017-Spring 2018)*

The co-chairs of the continuing pharmacy education committee were tasked to provide a comprehensive report to the Accreditation Council for Pharmacy Education (ACPE), detailing continuing pharmacy education activities provided for our AACT members. This is a report that is due every six years to ACPE, with the last report submitted in 2012. The report was completed and submitted to ACPE in February 2018.

### *Did your section contribute to (or scheduled to contribute to) the AACT webinar series in 2017-2018?*

Yes

Please list the title; date and presenter of this webinar

AACT Webinar Series, Fall 2017 to Present:

AACT September Section Webinar: Ketamine in the Emergency Department: Excited Delirium and Beyond: September 5, 2017

AACT November Section Webinar: Increasing Prevalence and Severity of Dust-Related Lung Disease in U.S. Coal Miner: November 7, 2017

ABAT/AACT Journal Club Webinar: The Use of Crotalidae Polyvalent Immune Fab for the Treatment of Copperhead Snake Bites. A Slithering Controversy: November 9, 2017

AACT December Section Webinar: On Being and Becoming an Expert 'Witness': Sharing Pearls and Pitfalls, and Venues a Moderated Discussion with Experts: December 5, 2017

AACT February 2018 Section Webinar: Loperamide: An Emerging Opioid Substitute with Unexpected Toxicity: February 6, 2018

AACT March 2018 Section Webinar: Poisoners of Antiquity - The Avenging Ladies: March 6, 2018

AACT April 2018 Section Webinar: Avoiding Unnecessary PICU Admissions after Acute Childhood Poisoning: April 3, 2018

AACT May 2018 Section Webinar: Vomiting By Chance: May 1, 2018

### *List of Activities/Plans for the upcoming year*

Feedback related to the status of accreditation from ACPE to be provided to the leadership of the continuing pharmacy education committee is expected by June 2018. Pending the results and feedback from ACPE related to the comprehensive report related to continuing pharmacy education activities provided by AACT, the continuing pharmacy education committee will determine the steps necessary to

continue and improve our adherence to ACPE standards for continuing education committees provided by the organization, and consult with the BOD on an as-needed basis to ensure plans moving forward are established and implemented in a timely manner.

*Identify any new initiatives/projects that your section would like the Board to consider*

Feedback related to the status of accreditation from ACPE to be provided to the leadership of the continuing pharmacy education committee is expected by June 2018. Pending the results and feedback from ACPE related to the comprehensive report related to continuing pharmacy education activities provided by AACT, the continuing pharmacy education committee will determine the steps necessary to continue and improve our adherence to ACPE standards for continuing education committees provided by the organization, and consult with the BOD on an as-needed basis to ensure plans moving forward are established and implemented in a timely manner.

*How can AACT better assist your section/committee?*

See above

*Does your committee/section have any budgetary needs/requests?*

No

*Please list any other comments or needs not addressed above*

N/A

## **CME REPORT**

Provided by Kirk Cumpston, DO, FAACT

4/3/18

Spring AACT Board Meeting 2018

Annual submission completed by Amedco on ACCME website.

1 conference

6 webinars

10/11 – 10/15 NACCT 2017

11/7/17 - Increasing prevalence and severity of dust-related lung disease in US coal miners

11/9/17 – The Use of Crotalidae Polyvalent Immune Fab for the Treatment of Copperhead Snake Bites. A Slither controversy

12/5/17 - On Being and Becoming an Expert Witness: Sharing Pearls and Pitfalls, and Venues and a Moderated Discussion with Experts

2/6 /18 - Loperamide: An Emerging Opioid Substitute with Unexpected Toxicity

3/6/18 - Poisoners of Antiquity – The Avenging Ladies

4/2/18 – Avoiding Unnecessary PICU Admissions after Acute Childhood Poisoning

Accreditation expires November 30, 2019

### **GOALS:**

Do we want to expand or status quo? AAPCC, SOT, other tox societies (APMAT)?

Continue with Amedco.

Partnerships - ACEP/SAEM/Pediatrics/IM?

## **Committee/Section Name: Scientific Review Committee**

Date: 04/15/2018

Name of Person Completing this Report: Sophie Gosselin

Current Chair/Co-Chair Names: Robert S. Hoffman

Is this a change in chair(s) since last year?: Yes

### *List of Activities this past year (Fall 2017-Spring 2018)*

- work with ACMT for the cyanide treatment including pre-hospital and EMS exposure
- work with the Toxicology Collaborative for the 2 CPG ongoing
- review of the

*Did your section contribute to (or scheduled to contribute to) the AACT webinar series in 2017-2018?*

No

### *List of Activities/Plans for the upcoming year*

continue the work on the CPG guidelines

we would like to have a platform at the NACCT to present CPG guideline work in a scientific forum  
review the article for the ABAT LLSA (yearly)

Identify any new initiatives/projects that your section would like the Board to consider  
dedicated scientific platform at NACCT for the Tox Collaborative to present and discuss with the  
membership. this is an important part of the AGREE II guideline process.

*How can AACT better assist your section/committee?*

for now it's good.

*Does your committee/section have any budgetary needs/requests?*

No

*Please list any other comments or needs not addressed above*

No new budget request for this year.

## **CONTRACTS**

NACCT-ACMT Contract 2018, 2019, 2020

NACCT hotel contract 2016 – Boston

NACCT hotel contract 2018 – Chicago

NACCT hotel contract 2019 – Nashville

## **AGREEMENT**

The agreement (the "Agreement") is made as of this 21st day of December, 2017 between the North American Congress of Clinical Toxicology, LLC ("NACCT") and the American College of Medical Toxicology ("ACMT").

### **Background**

NACCT conducts an annual conference of educational programs referred to as the NACCT Conference (the "Conference"). ACMT has presented educational programs at the Conferences for many years under an agreement between NACCT and ACMT which expires at the conclusion of the 2017 calendar year.

NACCT and ACMT desire to set forth the terms of their agreement with respect to the participation of ACMT in the NACCT Conferences for 2018, 2019, and 2020.

### **Agreement**

NOW, THEREFORE, for and in consideration of the mutual promises contained in this Agreement and for other good and value consideration, the receipt and sufficiency of which is hereby acknowledged, NACCT and ACMT agree as follows:

#### **1. NACCT Obligations**

The following shall apply with respect to the Conferences to be held in 2018, 2019, and 2020:

- (a) provide the opportunity for ACMT to present a premeeting symposium on the first premeeting day of the 2018, 2019, and 2020 Conferences. In the event this Agreement continues until after the Conference in 2020, this schedule for a premeeting symposium shall continue.
- (b) If there is a formal Conference planning committee for a Conference made up of individuals other than those representing the NACCT partners, then accept one person submitted by ACMT to participate on the Conference planning committee for such Conference. Currently, there is not such a committee.
- (c) provide the opportunity for ACMT to present symposia on other appropriate topics during the Conference at the discretion of the NACCT Conference Planning Committee. These other symposia and other activities will be discussed and negotiated annually by the NACCT Conference Planning Committee.
- (d) provide the opportunity for ACMT to hold one board meeting and up to 18 hours of committee or other business meetings at the NACCT location based on room availability and policies set forth by the NACCT Conference Planning Committee. These meetings will be scheduled by the NACCT Conference Planning Committee, and will not be scheduled to oppose any scientific content of the NACCT Conference.
- (e) allow ACMT to hold any receptions at a venue or venues of their choice. If any reception is held on the Conference site, ACMT will be responsible for paying all associated costs (including, but not limited to, administrative fees, catering / F&B fees, A/V and room costs, etc.) associated with each such event, which will be determined by the fee schedule of the conference location.
- (f) If any other non-NACCT partnership organization members are provided a reduced registration

fee for the Conference, provide a reduced registration fee for the Conference for ACMT members equivalent to that provided to other non-NACCT partnership organization members (e.g., the reduced rate offered to EAPCCT members but not to AACT or AAPCC members).

- (g) contract for food and beverages at the Conference site for any event requested by ACMT and approved by NACCT.
- (h) provide such personnel as the parties agree upon, at the sole cost of ACMT, to staff any ACMT event that is not part of the NACCT Main Congress.
- (i) collect separate registration fees established by ACMT for the ACMT pre-symposium and remit the net proceeds, after deduction of expenses set forth in this Agreement, to ACMT as soon as practical, but not more than 120 days, after the conclusion of the Conference.
- (j) maintain event insurance for the pre-meeting symposium of the type traditionally maintained by NACCT to protect the interests of NACCT in connection with the Conference.

## **2. ACMT Obligations**

The following shall apply with respect to the Conferences to be held in 2018, 2019, and 2020:

- (a) ACMT will be responsible to pay for all expenses it incurs in relation to any NACCT annual Conference (including but not limited to advertising and promotional materials, food and beverages, administrative fees, A/V, room costs, additional non-scientific meeting fees), including but not limited to with respect to the ACMT premeeting symposium, other ACMT symposia, ACMT committee meetings and other ACMT non-scientific meetings, ACMT receptions. ACMT agrees that it will itemize and deduct these expenses from any surplus that ACMT has generated prior to the distribution of said surplus (also known as the net proceeds). In the event that ACMT expenses exceed its surplus, ACMT shall reimburse NACCT within 120 days after the end of the Conference for all costs it incurred for any ACMT -related events at the Conference.
- (b) ACMT shall not contract directly with the Conference venue for any services in connection with the Conference or any pre or post conference event without the prior approval of NACCT.
- (c) ACMT shall maintain event insurance in connection with any ACMT sponsored events related to NACCT.
- (d) ACMT's Annual/Spring Meeting will be held annually in March or April (NACCT is typically in September or October); in the event that ACMT elects to hold its Annual/Spring meeting other than in March or April, this Agreement shall be deemed terminated as of the date such meeting date is set and no longer applicable, including with respect to any then-scheduled but not yet held Conference. Except for the Medical Toxicology Board Review Course, ACMT will not produce or serve as a sponsor or co-sponsor of any meeting or conference within 6 weeks prior to the beginning or 4 week following the end of NACCT that has competing content or audience. ACMT agrees to discuss any potentially conflicting meetings/conferences with NACCT prior to engaging in collaborations that could be construed by NACCT as violating this provision.
- (e) ACMT shall abide by all laws, rules, regulations and contractual provisions binding on NACCT and other participants in connection with any ACMT event at the Conference.
- (f) ACMT shall not advertise or promote other educational offerings or services of ACMT during

or in connection with the Conference without the prior written consent of NACCT other than as provided in the designated exhibitor space for an exhibitor fee.

### **3. Net Proceeds Distribution**

NACCT will deduct and retain for itself 25% of the net proceeds (revenue less hard costs) from the ACMT Pre-meeting symposium prior to disbursement of funds as described in sections above.

### **4. Recording Content and Continuing Education**

With respect to all scientific content presented at the ACMT Pre-meeting symposium and other Conference symposia and sessions:

- (a) ACMT shall permit NACCT (or a vendor on its behalf) to record and store such content, and
- (b) AACT (a member of NACCT) shall be entitled to post such content online and utilize it for continuing education purposes.

### **5. Term and Termination**

This Agreement shall run from the date of signing through the Conference in 2020. The agreement will renew automatically through the last day of the Conference in 2022 unless notice of termination is given in writing by either party to the non-terminating party prior to February 1, 2020, in which case the Agreement will expire on the last day of the Conference in 2020. Either party may terminate this Agreement at any time, with or without cause, by giving 180 days' advance written notice to the other party. The entirety of this Section is subject to the termination clause in Section 2(d) hereof.

### **6. Remedies**

- (a) Subject to subsection 6(b) below, in the event of any breach of this Agreement by ACMT, NACCT shall be entitled to recover from ACMT all costs and expenses incurred by NACCT as a direct result of the breach of this Agreement by ACMT. NACCT waives any and all other rights or remedies which NACCT may have against ACMT at law or in equity including, but not limited to, any right to recover any indirect, consequential or punitive damages.
- (b) Notwithstanding the foregoing, in the event of any breach by ACMT of subsection 2(d) of this Agreement, ACMT shall pay to NACCT liquidated damages equal to, for each such breach, 35% of the immediately prior year's net proceeds from the ACMT Pre-meeting symposium.
- (c) In the event of any breach of this Agreement by NACCT, ACMT shall be entitled to recover from NACCT all costs and expenses incurred by ACMT as a direct result of the breach of this Agreement by NACCT. ACMT waives any and all other rights or remedies which ACMT may have against NACCT at law or in equity including, but not limited to, any right to recover any indirect, consequential or punitive damages.


### **7. Miscellaneous**

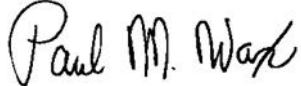
- (a) Nothing in this Agreement shall be construed as constituting a joint venture, partnership, or agency between the parties.
- (b) This Agreement shall be governed in all respects by the laws of Virginia without regard to conflicts of law principles. The state and federal courts located in Virginia will have exclusive jurisdiction

for any dispute arising hereunder. In the event of any litigation between NACCT and ACMT arising out of this Agreement, the prevailing party in such litigation shall be entitled to recover from the non-prevailing party all attorney's fees and court costs incurred by the prevailing party in the litigation.

- (c) Neither party may assign any rights or obligations under this Agreement without the other party's prior written approval.
- (d) This Agreement is intended as the final and binding expression of the parties' agreement and as the complete and exclusive statement of its terms.
- (e) No amendment, supplement or waiver of this Agreement will be effective unless made in writing and signed by an authorized representative of each of the parties.
- (f) The failure of one party to insist upon adherence to any term of this Agreement, or any waiver by one party of a breach of this Agreement by the other party, will not be considered a waiver or deprive that party of the right thereafter to insist upon strict adherence to that term or any other term in this Agreement.
- (g) if any provision of this Agreement is unenforceable under applicable law, the remaining provisions shall continue in full force and effect.
- (h) This Agreement may be executed in one or more counterparts, each of which will be deemed an original and all of which shall be taken together and deemed to be one instrument. PDF signatures are sufficient to make this Agreement effective.

*In Witness Whereof, the parties have caused this Agreement to be executed on the dates set forth below.*

By:   
North American Congress of  
Clinical Toxicology, LLC  
Date: 21 Dec, 2017

By:   
American College of  
Medical Toxicology  
Date: 12/21/2017



Agreement between Sheraton Boston Hotel and North American Congress of Clinical Toxicology, LLC

Laura Degnon  
Executive Director  
AACT/North American Congress of Clinical  
Toxicology  
6728 Old McLean Village Drive  
Phone: 703-556-9222  
Email: laura@degnon.org

Josh Hwa  
Sales Manager  
Sheraton Boston Hotel  
39 Dalton Street  
Boston MA 02199  
Phone: 857-243-6928  
Email: josh.hwa@starwoodhotels.com

Leigh De La Torre  
Director of Conference Logistics  
3478 Buskirk Ave, Suite 242  
Pleasant Hill, CA 94523  
United States  
Phone: 925-361-4813  
Email: ldelatorre@cforums.com

RE: NACCT 2016

This Agreement between North American Congress of Clinical Toxicology, LLC ("Group") and HST LESSEE BOSTON LLC d/b/a Sheraton Boston Hotel ("Hotel") is effective as of the date it is signed by Hotel ("Agreement Date").

These arrangements will be a definite commitment upon signing of this agreement (the "Contract") by both parties.

If this Contract is not fully executed by Tuesday, September 30, 2014, the room block may be automatically released.

**Event Dates:** Saturday, September 10, 2016 - Sunday, September 18, 2016

**Guest Rooms:** This Agreement applies to the following block of guest rooms (the "Room Block"):

2016	Sat 9/10	Sun 9/11	Mon 9/12	Tue 9/13	Wed 9/14	Thu 9/15	Fri 9/16	Sat 9/17
Run of House	11	207	279	422	446	446	207	11
Junior Suite Upgrade	2	2	2	2	2	2	2	2
Complimentary Junior Suite	2	2	2	2	2	2	2	2
Staff	5	5	5	5	5	5	5	5
Govt. Per Diem	0	9	12	19	20	20	9	0
Total	20	225	300	450	475	475	225	20

**Total Guest Room Night Commitment:** Group's total guest room night commitment is 2,190.

**Cut-off Date:** The "cut-off date" for reserving rooms in the Room Block is 5:00 p.m. local time at Hotel on Friday, August 19, 2016. After the cut-off date, it is at Hotel's discretion whether to accept additional reservations, which will be subject to prevailing rates and availability. Failure to reserve rooms in the Room Block prior to the cut-off date does not reduce Group's total guest room night commitment and does not impact the "Attrition" or "Cancellation" provisions below.

**Rates:** Hotel is pleased to confirm the following special commissionable meeting/convention guest room rates:

	Single	Double	
Run of House	\$ 255.00	\$255.00	Rates do not include applicable state and local taxes, currently 14.45%. No automatic or mandatory charges are tips, gratuities, or services charges for employees, unless otherwise expressly stated.
Club Level	\$ 295.00	\$295.00	
Jr. Suite Upgrade	\$255.00	\$255.00	
Comp Jr. Suite	\$0.00	\$0.00	Rates will be available three days prior and three days after the Event Dates indicated in the Room Block, subject to availability of guest rooms at the time of reservation.
Staff	\$135.00	\$135.00	
Govt. Per Diem	Prevailing Rate	Prevailing Rate	
Add. Person	\$40 per person		

**Commissionable:** Rate in the Room Block that are booked, used and paid for will be commissionable to North American Congress of Clinical Toxicology, LLC, as agent of record. Commissions will be paid at the rate of 10% of the Rates (not including taxes or any rebates) for rooms paid for in the Room Block, and will be paid by Hotel within 30 days after payment in full of the Master Account. No commissions will be paid on Cancellation fees or Attrition Damages. If the agent of record changes, Hotel will not pay any additional commissions.

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1/10/08

**Reservations Procedures:**

**Rooming List:** A rooming list for staff and VIP's will be sent by August 19, 2016. Once a reservation has been made, the hotel agrees to send a confirmation number to guests within 7 business days.

**Individual Reservation by Telephone:** All guests shall make reservations directly through the Starwood Central Reservation Office, at 1-888-627-7054 on an individual basis, identifying themselves as members of ~~NACCT 2014~~ **NACCT 2015**

**StarGroup website:** Hotel will create a free customized website for your event through a product known as StarGroups. This customized website will allow attendees to book their hotel reservations online, and may also include personalized information about the event or meeting, including content, links to your website, entertainment and city information. This website will also allow you to access reports which show the number of individuals that have booked guest rooms using the website. The website's unique URL will be distributed to **CONTEMPORARY FORUMS**, or to such other person designated by you, for distribution to members and other attendees.

**Pick-Up Credit:**

At Group's request, Hotel will compare its in-house guest list with Group's complete meeting registration list ("Comparison"). This comparison will be done using the Starwood Reservations Cross Check system and will be performed on the following dates: at the time of group's cut off, 7 days prior to arrival, on the group's peak night and 3 days following the group's departure. Any guest room occupied by an individual on Group's meeting registration list, but not coded to Group within Hotel's system, regardless of rate paid, will be credited to Group's pick-up for attrition purposes and commission payment (excluding rooms reserved through another commissionable third party (e.g. expedia.com, hotels.com, etc.)). All paid rooms billed to, or occupied by, persons attending or working the Event will be counted in the pick-up. Such rooms include, but are not limited to: all cancellations billed ("no-shows"); all persons who, for whatever reason, do not receive the group room rate (e.g., late reservations, corporate rates, internet specials, etc.); any rooms picked up outside the official Event dates; and any complimentary, discounted or upgraded rooms or suites. In addition, Group will be credited for any individuals holding guaranteed reservations for whom Hotel is unable to provide sleeping rooms.

**Early Departure Fee:** An early departure fee of one night's room and tax will apply if a Group attendee checks out prior to the confirmed checkout date and provides Hotel with less than 1 day notice from their newly adjusted departure date. (Attendee gives notice to checkout on Wednesday on the Tuesday, the day before, there would be an early departure fee. Attendee gives notice to checkout on Wednesday on the Monday, two days before, there would be no early departure fee).

**Function Space Rental Fee:** waived

**Food & Beverage:** Due to licensing requirements and for quality control, all food and beverage served at Hotel must be supplied and prepared by Hotel. Menu prices will be confirmed on Banquet Event Orders (BEOs). The following additional amounts will be added to all food and beverage charges: (1) Service Charge: currently 15% of the total food and beverage revenue (plus all applicable taxes) will be distributed to employees performing the banquet services; and (2) Administrative Charge: currently 9% of the total food and beverage revenue (plus all applicable taxes) will be retained by Hotel to cover discretionary costs of the event, and is not a tip, gratuity, or service charge for employees. Food and beverage charges are also subject to state tax, currently 7% which is subject to change without notice.

**Minimum Revenue:** This Agreement will generate revenue for Hotel from a variety of sources, including guest rooms, food & beverage, and charges for ancillary services. The minimum revenue anticipated by Hotel under this Agreement (excluding taxes and other charges) is:

Minimum Guest Room Revenue (# of room nights in Room Block x average Rate):	\$ 558,450.00
Minimum Food & Beverage Revenue (based on committed food & beverage minimum):	\$ 100,000.00
<b>Total Minimum Revenue:</b>	<b>\$ 658,450.00</b>

If Group does not fulfill all of its commitments or cancels this Agreement, Group agrees that Hotel will suffer damages that will be difficult to determine. The "Attrition" and "Cancellation" provisions below provide for liquidated damages agreed upon by the parties as a reasonable estimate of Hotel's losses and do not constitute a penalty of any kind.

**Attrition:** Group will meet its minimum revenue requirements under this Agreement if it fulfills its Minimum Food & Beverage Revenue commitment above and its Adjusted Minimum Guest Room Revenue commitment based on the attrition allowance below.

Adjusted Minimum Guest Room Revenue:	80% of Minimum Guest Room Revenue = <b>\$446,760.00</b>
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This attrition allowance does not apply if Group cancels the Agreement or does not hold the event at Hotel. If Group holds its event at Hotel, but does not fulfill its Adjusted Minimum Guest Room Revenue commitment it will pay Guest Room Attrition Damages (plus all applicable taxes) as a reasonable estimate of Hotel's losses as follows:

Guest Room Attrition Damages = Adjusted Minimum Guest Room Revenue <i>minus</i> actual guest room revenue from Room Block
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If Group does not fulfill its Minimum Food & Beverage Revenue commitment, it will pay the difference between its Minimum Food & Beverage Revenue commitment and its actual food & beverage revenue in rental (plus all applicable taxes).

**Cancellation:** If Group cancels this Agreement, Group will provide written notice to Hotel, accompanied (except in the case of a Force Majeure) by payment of the amounts indicated below:

From the Date of Agreement to August 31 <sup>st</sup> , 2015:	35% of Total Minimum Revenue = \$230,457.50
From September 1 <sup>st</sup> , 2015 to December 31 <sup>st</sup> , 2015:	65% of Total Minimum Revenue = \$427,992.50
From January 1 <sup>st</sup> , 2016 to Day of Arrival:	80% of Total Minimum Revenue = \$526,760.00

The parties agree that the amounts included in this Cancellation clause are reasonable estimates of the losses that would be incurred by Hotel and factor in Hotel's ability to mitigate its losses through resale.

**Condition of Property:** It is agreed that GROUP will be notified in writing if there are any plans for construction at the facility or surrounding area that would be taking place during the term of the Group's occupation of the property. Details of the construction plan and timetable must be provided with periodic updates. In the event that it is mutually determined that any construction projects will disrupt the GROUP's activities, expected quiet setting or the overall enjoyment of the event, or that the Hotel cannot perform as originally intended, GROUP reserves the right to terminate or re-negotiate the contract without penalty as long as such notice is given within 30 days receipt of the Hotel's construction or remodeling plans.

**Payment Options:** Payment will be made as indicated below. Please check applicable option.

Guest rooms (including taxes and automatic or mandatory charges)	<input type="checkbox"/> Group	<input checked="" type="checkbox"/> Guests
Event Food & Beverage (including taxes, service charges, and administrative charges):	<input checked="" type="checkbox"/> Group	<input type="checkbox"/> Guests
Incidental charges:	<input type="checkbox"/> Group	<input checked="" type="checkbox"/> Guests

**Master Account:** Hotel will set up a "Master Account" for Group for payment of charges under this Agreement. Group must review all charges billed to the Master Account to ensure accurate billing.

**Payment:** Unless direct billing has been established, Group will pay the estimated amount of the Master Account as shown on the deposit schedule. Group will advise Hotel of its expected method of payment of the Master Account at least 30 days in advance of Saturday, September 10, 2016. If Group will pay using a credit card honored by Hotel, a valid credit card must be provided to Hotel no later than Saturday, September 10, 2016, and all Master Account charges will be charged to such credit card at departure. Any amounts not paid at departure will accrue interest at 1½% per month from the date of departure. Upon application and review by Hotel, Hotel may elect to extend direct billing privileges to Group. If direct billing has been established, payment of all undisputed amounts is due within 30 days of Group's receipt of invoice from Hotel, and if not paid within 30 days will accrue interest at 1½ % per month from date of departure. Group must notify Hotel of any disputes within 5 business days of Group's receipt of invoice from Hotel or disputes will be considered waived. If Hotel determines after establishing direct billing or a deposit schedule that Group's credit status has changed negatively, Hotel may require payment of all estimated Master Account charges no later than 14 days Saturday, September 10, 2016.

**Concessions:** Hotel will provide the following concessions if at least 80% of the Minimum Guest Room Revenue is received:

- One (1) Complimentary room for every 65 guestrooms (on a cumulative basis) occupied by group
- Two complimentary Junior Suite Upgrades as listed on page 1 of contract
- Two complimentary Junior Suites as listed on page 1 of contract
- 5 staff rooms at 50% off the group rate as listed on page 1 of contract
- Complimentary wireless internet in guestrooms
- Complimentary wireless internet in office
- 10% discount on Food and beverage for 2016 published banquet pricing
- 15 complimentary amenities, not to exceed \$50 in value
- Group will hold a mid-year board meeting in the Spring of 2016 for approximately 20 people. Hotel will provide a discounted room rate (based upon availability), complimentary meeting space (based upon availability) and continental breakfast for two days.
- \$3000 flat fee for wireless internet in meeting space from Sunday, September 11, 2016 thru Saturday, September 17, 2016, based upon normal usage (checking email, using mobile apps, viewing pdf files online, completing online surveys/evaluations, surfing the web). Additional charges may apply if bandwidth requirements are above normal usage such as downloading/uploading large files (>10mb), or streaming videos (e.g. Youtube), etc.
- Complimentary access to fitness center

**Meeting and Function Space:** Based on your requirements, we have reserved meeting and function space as shown on the attached schedule of events.

Date	Function Description	Start - End Time	Function Space	Set Up	# PPL
Sun, 11-Sep-2016	Registration	10:00AM - 11:59PM	Constitution Foyer (2nd fl)		1

	Storage	10:00AM - 11:59PM	MPO - Back Bay (2nd fl)		1
	Office	10:00AM - 11:59PM	MPO - Const (2nd fl)		1
Mon, 12-Sep-2016	Registration	12:01AM - 11:59PM	Constitution Foyer (2nd fl)		1
	Storage	12:01AM - 11:59PM	MPO - Back Bay (2nd fl)		1
	Office	12:01AM - 11:59PM	MPO - Const (2nd fl)		1
	Breakout	8:00AM - 8:00PM	Berkeley (3rd fl)	Conference	35
	Meeting	8:00AM - 6:00PM	Constitution (2nd fl)	Classroom Style	300
	Breakout	8:00AM - 8:00PM	Exeter (3rd fl)	Conference	15
	Breakout	8:00AM - 8:00PM	Fairfax A (3rd fl)	Conference	25
	Breakout	8:00AM - 8:00PM	Fairfax B (3rd fl)	Conference	25
	Breakout	8:00AM - 8:00PM	Gardner (3rd fl)	Conference	40
	Breakout	8:00AM - 8:00PM	Hampton (3rd fl)	Classroom Style	30
Tue, 13-Sep-2016	Exhibit	8:00AM - 11:59PM	Back Bay Ballroom (2nd fl)		1
	Registration	12:01AM - 11:59PM	Constitution Foyer (2nd fl)		1
	Breakout	8:00AM - 10:00PM	Beacon D (3rd fl)	Rounds	30
	Breakout	8:00AM - 10:00PM	Beacon E (3rd fl)	Rounds	30
	Breakout	8:00AM - 10:00PM	Beacon F (3rd fl)	Rounds	30
	Breakout	8:00AM - 10:00PM	Beacon G (3rd fl)	Rounds	30
	Breakout	8:00AM - 10:00PM	Beacon H (3rd fl)	Rounds	30
	Breakout	8:00AM - 10:00PM	Berkeley (3rd fl)	Theater Style	50
	Breakout	8:00AM - 10:00PM	Commonwealth (3rd fl)	Classroom Style	90
	Pre-Symposium	8:00AM - 6:00PM	Constitution (2nd fl)	Classroom Style	300
	Breakout	8:00AM - 10:00PM	Exeter (3rd fl)	Conference	15
	Breakout	8:00AM - 10:00PM	Fairfax A (3rd fl)	Conference	35
	Breakout	8:00AM - 10:00PM	Fairfax B (3rd fl)	Conference	35
	Breakout	8:00AM - 10:00PM	Hampton (3rd fl)	Classroom Style	20
	Office	12:01AM - 11:59PM	MPO - Const (2nd fl)		1
Wed, 14-Sep-2016	Exhibits	12:01AM - 11:59PM	Back Bay Ballroom (2nd fl)		1
	Registration	12:01AM - 11:59PM	Ballroom Foyer (2nd fl)		1
	Office	12:01AM - 11:59PM	MPO - Const (2nd fl)		1
	Breakout	8:00AM - 11:59PM	Berkeley (3rd fl)	Theater Style	60
	Breakout	8:00AM - 11:59PM	Commonwealth (3rd fl)	Theater Style	75
	Breakout	8:00AM - 11:59PM	Constitution A (2nd fl)	Rounds	150
	Breakout	8:00AM - 11:59PM	Constitution B (2nd fl)	Theater Style	200
	Breakout	8:00AM - 11:59PM	Dalton (3rd fl)	Conference	20
	Breakout	8:00AM - 11:59PM	Exeter (3rd fl)	Conference	20
	Breakout	8:00AM - 11:59PM	Fairfax A (3rd fl)	Theater Style	75
	Breakout	8:00AM - 11:59PM	Fairfax B (3rd fl)	Theater Style	75
	Breakout	8:00AM - 11:59PM	Gardner (3rd fl)	Theater Style	75
	General	8:00AM - 11:59PM	Gr Birm/Lib Birm/Ind (2nd fl)	Classroom Style	800
	Breakout	8:00AM - 11:59PM	Hampton (3rd fl)	Theater Style	75
	Reception	6:00PM - 7:00PM	Ballroom Foyer (2nd fl)	Flow Through	650
Thu, 15-Sep-2016	Exhibits	8:00AM - 11:59PM	Back Bay Ballroom (2nd fl)		1
	Breakout	8:00AM - 8:00PM	Berkeley (3rd fl)	Theater Style	75
	Breakout	8:00AM - 8:00PM	Commonwealth (3rd fl)	Theater Style	75
	Breakout	8:00AM - 9:00PM	Constitution (2nd fl)	Classroom Style	300
	Breakout	8:00AM - 8:00PM	Fairfax A (3rd fl)	Theater Style	75
	Breakout	8:00AM - 8:00PM	Fairfax B (3rd fl)	Theater Style	75
	Breakout	8:00AM - 8:00PM	Gardner (3rd fl)	Theater Style	75
	General	8:00AM - 11:59PM	Gr Birm/Lib Birm/Ind (2nd fl)	Classroom Style	300
	Breakout	8:00AM - 8:00PM	Hampton (3rd fl)	Theater Style	75
	Breakout	8:00AM - 8:00PM	Republic (2nd fl)	Classroom Style	300
	Registration	12:01AM - 11:59PM	Ballroom Foyer (2nd fl)		1
	Office	12:01AM - 11:59PM	MPO - Const (2nd fl)		1
	Fellows Reception	6:00PM - 8:00PM	Apropos Restaurant	Flow Through	150

Fri, 16-Sep-2016	Exhibits	8:00AM - 11:59PM	Back Bay Ballroom (2nd fl)		1
	Breakout	8:00AM - 11:59PM	Berkeley (3rd fl)	Theater Style	75
	Breakout	8:00AM - 11:59PM	Commonwealth (3rd fl)	Theater Style	75
	Breakout	8:00AM - 11:59PM	Constitution (2nd fl)	Classroom Style	300
	Breakout	8:00AM - 11:59PM	Fairfax A (3rd fl)	Theater Style	75
	Breakout	8:00AM - 11:59PM	Fairfax B (3rd fl)	Theater Style	75
	Breakout	8:00AM - 11:59PM	Gardner (3rd fl)	Theater Style	75
	General	8:00AM - 11:59PM	Gr Blrm/Lib Blrm/Ind (2nd fl)	Classroom Style	300
	Breakout	8:00AM - 11:59PM	Hampton (3rd fl)	Theater Style	75
	Breakout	8:00AM - 11:59PM	Republic (2nd fl)	Classroom Style	300
	Registration	12:01AM - 11:59PM	Ballroom Foyer (2nd fl)		1
	Office	12:01AM - 11:59PM	Beacon D		1
Sat, 17-Sep-2016	Breakout	8:00AM - 5:00PM	Berkeley (3rd fl)	Classroom Style	25
	Breakout	8:00AM - 5:00PM	Gardner (3rd fl)	Classroom Style	25
	Breakout	8:00AM - 5:00PM	Hampton (3rd fl)	Classroom Style	25

**Use of Event and Function Space:** To protect the safety and security of all Hotel guests and property, Group will obtain Hotel's advance written approval before using items in event and function space that could create noise, noxious odors or hazardous effects (e.g., loud music, smoke or fog machines, dry ice, confetti cannons, candles, or incense) and before engaging in any activities outside of the reserved function rooms (e.g., registration table). Group will obtain any required Fire Marshall or other safety approvals, and will pay any expenses incurred by Hotel as a result of such activity, such as resetting smoke or fire alarms or unusual clean up costs.

**Noise:** In order for the Hotel to provide a suitable environment for all guests and other groups in-house, Group agrees that Hotel has the right in its reasonable discretion to restrict noise to a reasonable level. Group agrees to notify the Hotel in writing if any of its events or activities while on property will include music, loud speakers, cheering, singing, shouting, or other loud noises. The Hotel shall have the right to require that the Group discontinue or reduce noise that is disrupting other guests or events. If Group does not comply, Group agrees to reimburse Hotel for the value of any concessions or amounts paid to disturbed guests or groups as a result of disturbance caused by Group.

**Guest Deposits:** A deposit equal to the first night's room and tax will be charged at the time a guest makes a room reservation, and upon check-in, will be applied towards the guest's bill. Deposits paid by guests are refundable if notice is received by Hotel at least 2 days prior to arrival and a cancellation number is obtained.

**Smoke Free Policy:** Hotel is a smoke free hotel. Restaurants on property that are not operated by Hotel may not participate in the smoke free policy. To protect the smoke free environment, Hotel will post a \$200 cleaning fee to the account of any guests who smoke in their guest room. To ensure the cooperation and comfort of Group's attendees, Group agrees to advise its attendees of the smoke free policy in writing.

**Security:** Hotel does not provide security in the event and function space and all personal property left in the event or function space is at the sole risk of the owner. Group will advise its attendees that they are responsible for safekeeping of their personal property. Hotel may reasonably require Group to retain security personnel in order to safeguard guests or property in Hotel. Security personnel are not authorized to carry firearms without advance Hotel approval.

**Ancillary Services:** Hotel may provide, or contract with third parties to provide, ancillary services (e.g., A/V, drayage, florists, exhibitors) to Group for additional charges. Except with respect to certain services (e.g., rigging services), Group may use its own vendors for such services provided that Group's proposed vendors meet minimum standards established by Hotel, including insurance and indemnification requirements. With respect to audiovisual services, Group will inform Hotel of its decision to bring its own vendor at least 60 days prior to Saturday, September 10, 2016, and will sign, and have its audiovisual vendor sign, an acknowledgement of Hotel's Audiovisual Service Standards at least 45 days prior to Saturday, September 10, 2016.

**Relocation:** If any guest room reservation cannot be accommodated by Hotel, Hotel will provide: (1) accommodations at a comparable Hotel reasonably nearby at no charge for the first night; (2) one complimentary round trip ground transportation between Hotel and the alternate hotel for each day the guest is displaced; (3) one 5 minute phone call and necessary arrangements for forwarding of the displaced guest's telephone messages and mail; (4) an offer to relocate the displaced guest back to the first available guest room; (5) upgraded accommodations at Hotel upon return (if available) and a welcome expression from the General Manager; and (6) credit to Room Block for any nights that guests are displaced.

**Disclosure:** Group will be responsible for determining to whom it needs to disclose any terms of this Agreement, including any commission or rebate that it may receive. Group will disclose to all Group attendees the type and amount of all automatic and mandatory charges that will be charged to them by Hotel.

**Laws and Policies:** Each party will comply with all applicable federal, state and local laws (including the Americans with Disabilities Act) and Hotel rules and policies. Group will be responsible for providing its disabled members with auxiliary aids in connection with

any Group events or activities. Upon Group's reasonable request, Hotel will cooperate with Group to provide services on behalf of Group's disabled attendees.

**Privacy:** Group will obtain all necessary rights and permissions prior to providing any personally identifiable information ("PII") to Hotel, including all rights and permissions required for Hotel, Starwood Hotels & Resorts Worldwide, Inc. ("Starwood"), Starwood affiliates, and service providers to use and transfer the PII to locations both within and outside the point of collection (including the United States) in accordance with Starwood's privacy statement ([www.starwoodhotels.com/corporate/privacy\\_policy.html](http://www.starwoodhotels.com/corporate/privacy_policy.html)) and applicable law.

**Confidential Information:** Group and Hotel will each take reasonable steps to keep all confidential information provided by the other party confidential and to identify information as confidential when shared. Confidential information will not include: (1) information that is publicly available; (2) PII, which will be handled by the parties in accordance with the "Privacy" provision above; or (3) information that is left or discarded in event rooms, public space or guest rooms.

**Insurance:** Each party will maintain insurance sufficient to cover any claims or liabilities which may reasonably arise out of or relate to its obligations under this Agreement and will provide evidence of such insurance upon request.

**Indemnification:** Each party will indemnify, defend and hold the other harmless from any loss, liability, costs or damages arising from actual or threatened claims resulting from its breach of this Agreement or the negligence, gross negligence or intentional misconduct of such party or its officers, directors, employees, agents, contractors, members, or participants. Neither party will be liable for punitive damages.

**Dispute Resolution:** The parties will resolve any claim or dispute arising out of or relating to this Agreement through binding arbitration before one arbitrator conducted under the rules of the American Arbitration Association or JAMS in the state and city in which Hotel is located. The law of the state in which Hotel is located will be the governing law. The arbitration award will be enforceable in any state or federal court. In any arbitration or litigation arising out of or relating to this Agreement or the enforcement of any arbitration award, the prevailing party will recover attorneys' fees and costs including expert witness and arbitration fees and pre- and post-judgment interest. Each party will be responsible for attorneys' fees and interest associated with the other party's efforts to collect monies owed under this Agreement.

**Force Majeure:** If acts of God or government authorities, natural disasters, or other emergencies beyond a party's reasonable control make it illegal or impossible for such party to perform its obligations under this Agreement, such party may terminate this Agreement upon written notice to the other party without liability.

**Notice:** Any notice required or permitted by the terms of this Agreement must be in writing.

**Assignment:** Group may not assign or delegate its rights or duties under this Agreement without Hotel's prior approval.

**Severability:** If any provision of this Agreement is held to be invalid or unenforceable that provision will be eliminated or limited to the minimum extent possible, and the remainder of the Agreement will have full force and effect.

**Waiver:** If either party agrees to waive its right to enforce any term of this Agreement, it does not waive its right to enforce any other terms of this Agreement.


**SPP Points:** Starwood Preferred Planner points, awarded through the Starwood Preferred Guest program, are available for business contracted through the sales and catering departments of participating Starwood hotels. Group acknowledges that such points have been offered in connection with the rooms and services purchased under this Agreement, and that Group consents to the awarding of the points listed below. Once full payment is received by Hotel for the rooms and services purchased under this Agreement, points will be awarded in equal amounts to the following individuals (who must be members of the Starwood Preferred Planner and Starwood Preferred Guest program in good standing, and employed by Group or Agent when the points are awarded) according to the Starwood Preferred Planner Program Rules. Points may be awarded to a maximum of three recipients, and may be cancelled if it is determined that any recipient was not authorized by group to receive, incorrectly received, or was ineligible to receive, the awarded points.

Member Name	Starwood Preferred Guest Membership Number
Leigh De La Torre	50197923234

This Agreement constitutes the entire agreement between the parties, supersedes all other written and oral agreements between the parties concerning its subject matter, and may not be amended except by a writing signed by Hotel and Group.

ACCEPTED AND AGREED TO:

CONTEMPORARY FORUMS


By:   
Leigh DeLafont

Date: September 30, 2014

HST LESSEE BOSTON LLC, a Delaware limited liability company, as Lessee of Sheraton Boston Hotel

By: Sheraton License Operating Company, LLC, a Delaware Limited Liability Company  
Its Operator

By: Starwood Hotels & Resorts Worldwide, Inc., a Maryland Corporation

By: 

Michael Hughes, Associate Director

Date: 9/30/14



**HYATT**  
REGENCY®

HYATT REGENCY CHICAGO  
151 E WACKER DR

CHICAGO, IL 60601- US

Telephone: (312) 565-1234  
Fax: (312) 239-4541

**GROUP SALES AGREEMENT**

Date Prepared: August 25, 2016  
 Group Contact: LEIGH DE LA TORRE  
 Title: DIRECTOR, CONFERENCE LOGISTICS  
 Organization: NORTH AMERICAN CONGRESS OF CLINICAL TOXICOLOGY (NACCT)  
 Address: 3478 BUSKIRK AVE  
 SUITE 242  
 PLEASANT HILL, CA 94523  
 Telephone: (925) 361-4813 Fax: (925) 828-1950 Email: ldelatorre@cforums.com  
 Event Name: NACCT 2018

Official Event Dates: 10/23/2018 Tuesday - 10/30/2018 Tuesday

Hotel Sales Manager: JENNIFER A SHAH  
 Title: SALES MANAGER

Telephone: (312) 239-4549 Fax: (312) 239-4541 Email: jennifer.shah@hyatt.com

NACCT ("Group") and Hyatt Corporation as agent of KATO KAGATU, CO. d/b/a HYATT REGENCY CHICAGO ("Hotel") agree as follows:

**GROUP'S FIRST OPTION DUE DATE**

Hotel agrees to hold the guest rooms and meeting and event space listed in this Group Sales Agreement (the "Agreement") for the Event named above on a tentative basis until 9/30/2016. If this Agreement is not fully executed by Group and returned to Hotel, together with any required deposit, credit application or other materials, by 9/30/2016, Hotel may release the guest rooms and/or meeting and event space. If, prior to Group's execution and return of this Agreement together with any other required materials, Hotel receives an alternate request for the Event guest rooms and/or meeting and event space, Hotel will notify Group and Group will have forty-eight (48) hours from Hotel's notification to return this signed Agreement together with any other required material to Hotel.

**GUEST ROOM BLOCK**

Date	Day	Standard Guest Rooms	Specialty Suite	Staff Room	Daily Total of Contracted Guest Room Block
10/23/2018	Tuesday	23	2	5	30
10/24/2018	Wednesday	218	2	5	225
10/25/2018	Thursday	293	2	5	300
10/26/2018	Friday	468	2	5	475
10/27/2018	Saturday	468	2	5	475
10/28/2018	Sunday	443	2	5	475
10/29/2018	Monday	218	2	5	200
10/30/2018	Tuesday	40	0	0	40
10/31/2018	Wednesday	20	0	0	20
11/1/2018		5	0	0	5

**Total Contracted Room Nights: 2245**

## **GUEST ROOM RATES**

Hotel confirms the following Guest Room Rates:

Single Occupancy:	\$ 259
Double Occupancy:	\$ 259
Triple Occupancy:	\$ 284
Quadruple Occupancy:	\$ 309
Staff Room:	\$ 119.50 (Limit 5)
Specialty Suites:	Complimentary (Limit 2)

The Guest Room Rates are quoted exclusive of applicable taxes (which are currently 17.4%), applicable service fees, and/or Hotel-specific fees in effect at the time of the Event.

## **GUEST ROOM MINIMUM**

Hotel is relying on, and Group agrees to provide, a minimum of **1,796 guest room nights**. Should the Group fall below this amount, the Group will be responsible for the difference between the minimum guest room nights and actualized guest room nights multiplied by the single convention guest room rate multiplied by 80%, plus any applicable taxes.

For any day that the hotel achieves 100% occupancy during the official event dates, the Group will receive credit for full achievement of the contracted block for that day. In such a case, the Group's total pick up will be calculated by adding the difference between contracted and actual room nights for sold out nights to the Group's total pick up.

The Hotel and Group intend to liquidate the damages in the event that the Group fails to meet the Guest Room Minimum set forth in this section. Therefore, Group and Hotel agree (a) that the above formula is a reasonable estimate of the Hotel's damage in the event that such a minimum is not met and (b) that the liquidated damages set forth in this section do not constitute a penalty.

## **COMMISSIONABLE**

The Guest Room Rates set forth above are commissionable to NACCT as agent of record for Group ("Agent"). Commissions shall be paid at the rate of ten percent (10%) of the guest room rate for all rooms actually used and paid for by the Group over the meeting dates. Said commissions shall be paid to NACCT, no later than thirty (30) days after the payment in full of the Master Account.

Commissions will not be paid upon the amount of any liquidated damages collected by Hotel. A miscoded room will be commissioned to NACCT except when the payment of such commission will cause the net rate of the room to become less than the net rate provided for in this agreement

## **RESERVATION METHOD**

HYATT REGENCY CHICAGO currently utilizes Passkey web-based reservations. This complimentary third-party service is made available by Hotel to provide Group's attendees with an electronic reservations interface that is customized for the Event. Reservations may be made, modified or canceled by Event attendees on-line at a URL to be established by Hotel and published by Groups to potential Event attendees (any user names or passwords provided Group or its attendees to access Passkey are confidential and their misuse is Group's responsibility). Reservations for rooms accessible to guests with disabilities may be made in the same manner.

Individuals will also be able to make, modify or cancel reservations by calling either 888-421-1442 toll free or 239-3880 and referring to Group, Event name or Event code. Reservations must be made on or before the Cut-Off Date specified below.

## **ROOM AND SPACE BLOCK REVIEW**

Group and Hotel agree to review the Daily Contracted Guest Room Block and Meeting & Event Space committed on or before the following dates:

Review Date A - October 30, 2017

On or before this date the parties will evaluate the Daily Contracted Guest Room Block and Meeting and Event Space based on research of Group's previous usage, current pick-up to date and other relevant factors.

Group shall be permitted to reduce or increase its Daily Contracted Guest Room Block by no more than 5% of the original Total Contracted Room Block, which equals 109 total sleeping rooms ("Maximum Allowable Released Rooms") and its Total Guest Room Revenue Commitment by no more than \$28,231. Any agreed upon reductions to the Daily Contracted Guest Room Block will require a proportionate decrease to the Meeting & Event Space committed.

Hotel and Group shall mutually agree to any reduction or increases to the Daily Contracted Guest Room Block based on the following terms.

. It is understood that any agreed upon reduction to the Daily Contracted Guest Room Block will not have a corresponding reduction to the originally contracted Daily Total Guest Room Revenue Minimum or Cancellation Option and will require a proportionate reduction in the Meeting & Event Space committed in order for the hotel to attempt to resell the rooms released.

. Any agreed upon increases to the Daily Contracted Guest Room Block will require an increase to the Daily Guest Room Revenue Minimum and Cancellation Option.

All changes are to be finalized via contract amendment, no later than the date set forth in Review Date A above.

### **COMPLIMENTARY ROOMS**

Hotel will provide Group with one (1) complimentary unit for every fifty (50) revenue-producing guest rooms occupied by Group on a cumulative basis. The number of complimentary units provided to Group shall be determined by adding together the total actualized room nights per night of consecutive night stays over the Official Event Dates and dividing by fifty (50). These complimentary units shall be applied as follows:

<b>Room Type</b>	<b>Units Applied</b>
ROH (Run of House)	1 Unit per day
Junior Avenue Suites	3 Units per day
Junior Regency Suites	3 Units per day
Avenue Suite	6 Units per day
Deluxe Regency Suites	8 Units per day
State Suites	10 Units per day
Director Suites	10 Units per day
Park Suites	12 Units per day
Plaza Suites	12 Units per day
Astor Suites	14 Units per day
Presidential Suites	18 Units per day
Monarch Suites	18 Units per day

Discounted guest rooms and suites, if any, are considered additional concessions and shall not be included in the calculation of revenue-producing guest rooms to determine the number of complimentary units. Complimentary units may not be used as credit for Event fees or future events. Complimentary units that are not used have no value.

All complimentary units earned by Group must be assigned to a specific Group attendee, otherwise they have no value and if not utilized, have no monetary value.

### **CUT-OFF DATE**

The "Cut-Off Date" is 9/30/2018. After the Cut-Off Date, all rooms within the Group's contracted Guest Room Block, that have not been reserved, will be returned to Hotel's general inventory. Reservation requests received after the contracted Cut-off date will be based on availability at Hotel's prevailing rates. Only actual reservations for Event attendees will be considered valid room reservations. After the Cut-Off Date, cancelled guest rooms will be returned to Hotel's inventory. In order for hotel to adequately manage its guest room inventory, name changes on room reservations will not be accepted after the Cut-Off Date.

### **RESALE**

In the event of cancellation, the Hotel shall make all commercially reasonable efforts to resell the Group's cancelled rooms. In no event may Group transfer or resell its rights under this Agreement to any third party room reseller for purposes of reselling cancelled or unused portions of the guaranteed room block. Group understands that the Hotel sells its remaining inventory first before selling Group's cancelled inventory. If the Hotel does resell any or all of the cancelled guest rooms and meeting space at an amount equal to or greater than the cancellation option amount set forth herein, the Hotel will proportionally refund the cancellation payment.

### **RELOCATION**

In the event Hotel does not provide a guest room for a confirmed reservation, and the room is needed by the Group, Hotel shall, at its own expense:

1. Secure, and pay for, accommodations at a comparable nearby hotel (the "Alternate Hotel") for the nights the Hotel is not able to provide guest rooms to Event attendees.
2. Provide transportation to and from such Alternative Hotel for each night Hotel is not able to provide guest rooms to Event attendees.
3. Provide two (2) long distance telephone calls (not to exceed 10 minutes) for each relocated guest each day Hotel is not able to provide guest rooms to Event attendees.

Any guest rooms relocated to an Alternate Hotel as set forth above will be credited to Group's Contracted Guest Room Revenue Commitment and complimentary guest room count, for such period as Hotel is unable to provide guest rooms to Event attendees. Relocated guest rooms will not be commissionable.

## MEETING and EVENT SPACE COMMITMENT

Group's program of events must be signed and initialed by Group and returned to Hotel with this signed Agreement (the "Program of Events"). Hotel will hold the meeting and event space as set forth on the signed and initialed Program of Events, which shall be attached to and made a part of this Agreement. This is considered to be a firm commitment by Group and any increase or decrease to that commitment or Group's Food and Beverage Revenue Commitment (as defined below) may result in a modification of Group's Meeting and Event Space Rental Fee (as defined below), if any, by Hotel. All meeting and event space is assigned by Hotel according to the number of persons guaranteed to attend the Event. Hotel may reassign the meeting or event space listed on the Program of Events at Hotel's sole discretion. Failure to submit a finalized Program of Events to Hotel by 4/24/2018 may result in a release or reassignment by Hotel of the meeting or event space being held for Group. Group agrees to promptly notify Hotel of any changes in its meeting or event space requirements.

Meeting and event space rental for this Event is complimentary.

## EXHIBITOR

The Hotel requires that the Group provide to Hotel a fully completed data sheet for each Exhibitor that rents a booth for its event. The Hotel is estimating that the Group will require 24 total booths and 45 4x6 poster boards. The Group is responsible for submitting to Hotel by **Tuesday, April 24, 2018** a summary of its requirements for the exhibit area which shall include the final number of exhibits, the floor load and square footage requirements for each booth and total for the exhibit hall.

Exhibit Hall Rental is complimentary.

Exhibit Rental includes:

1. set-up and dismantle days
2. general lighting
3. standard heating and/or air conditioning.

Exhibit Rental does not include:

1. drayage
2. decoration
3. labor
4. guard/security service
5. cleaning or janitorial services (will not exceed \$1,500)
6. electrical
7. gas
8. water

Set-up Dates: Riverside West – Friday, October 26, 2018 – 8:00AM – 12:00 AM

Show Dates: Riverside West – Saturday, October 27, 2018 at 5:00AM – Monday, October 29, 2018 at 5:00 PM

Dismantle: Riverside West – Monday, October 28, 2018 – 6:00AM – 12:00 PM

FLOOR PLANS: Floor Plans must be approved by the Chicago Fire Prevention Bureau. Copies must be sent to the Chicago Fire Prevention Bureau 120 days prior to arrival to insure final printing, and shall be submitted prior to the sale of exhibit booths to prospective exhibitors.

## AUDIO VISUAL

A complete line of audio-visual equipment and services are available through Encore, the Hotel's on-site audiovisual provider. All electrical power, ceiling rigging, Internet access, equipment and labor per union jurisdiction are managed by and must be arranged through Encore in the Hotels' behalf. ~~The hotel understands that Group may desire to utilize the services of a third party vendor for larger production purposes, however, Encore must supply all equipment for breakout sessions.~~ *ABT*

Any equipment or labor that is not secured through the hotel's audio visual department must be approved in advance by the hotel prior to finalization of the involvement of an outside company. In addition, usage of a third party vendor must follow all prevailing union jurisdictions at the Hotel and conform to the Hotel's entrance and exit policies, locations and security practices. Client is to direct the third party vendor to understand and communicate additional charges to client. Client understands that any dispute with these charges is with their third party and not the Hotel.

Electricity/power usage will be billed per room, one time fee. Utilization of rigging points in ballroom and hotel atrium are charged on a labor only basis. Internet is based on a per device, per day charge. No outside contractors or clients are permitted to patch any audio into the house audio system. All audio equipment to be patched into the house sound system, and applicable labor must be ordered solely through Encore. Additional charges will also apply for services needed with equipment not provided by Encore Technologies including labor

## **INTERNET/ELECTRIC**

Hotel understands that the group will be utilizing an outside Audio Visual vendor. As a special consideration to the group, Hyatt Regency Chicago and Encore Event Technologies agree to provide:

- Economy level wireless access at a flat fee of \$5,000 (plus applicable taxes) in all meeting space blocked for the entirety of the event (Thursday 10/25/2018 – Monday 11/1/2018) as defined by the Program of Events (POE).
- Complimentary Four (4) 20 amp circuits in the General Session.
- Economy wireless access is defined as a 4Mbps of bandwidth per device available to up to 750 concurrent devices accessed through a custom SSID that will be custom password protected. Economy wireless access is good for casual basic web surfing and checking email only with no streaming requirements. Please contact Encore Event Technologies directly if there are additional network needs, requests, or customization requirements.

## **FOOD AND BEVERAGE REVENUE COMMITMENT**

Group agrees to provide a minimum of **\$100,000** in meeting and function food and beverage revenue (the "Food and Beverage Minimum") (plus tax and service charges applicable at the time of the Event). Should Group's meeting and function food and beverage revenue fall below the Food and Beverage Minimum, Group shall pay liquidated damages, calculated as the difference between the Food and Beverage Minimum and the actualized meeting and function food and beverage revenue multiplied by 40%, plus any applicable taxes and service charges. This amount will be placed on Group's master billing account ("Master Account").

Hotel and Group agree that: (a) the above formula is a reasonable estimate of Hotel's damages in the event the Food and Beverage Minimum is not met; and (b) the liquidated damages set forth in this section do not constitute a penalty.

All banquet food and beverage arrangements must be made through Hotel. Only food and beverage purchased from Hotel may be served on Hotel property. Hotel reserves the right to cease service of alcoholic beverages in the event that persons under the age limit mandated by applicable law are present at the Event and attempt to receive service of alcoholic beverages. Hotel reserves the right to deny alcoholic beverage service to guests who appear to be intoxicated.

## **SPECIAL CONSIDERATIONS**

The hotel would like to offer the following benefits to the Group:

- Complimentary guestroom wireless internet
- Complimentary Access to our 24-hr Health Club

In the event that the Group actualizes a minimum of eighty percent (80%) of the aforementioned room block, the Hotel, as a special consideration to the Group, will provide:

- Two (2) Complimentary Specialty Suites (as noted in the room block)
- Five (5) Staff rooms at \$119.50 per night (as noted in the room block)
- Ten (10) complimentary VIP welcome amenities (chef's choice)
- 5% Discount on 2018 banquet menus
- Gold Passport Points awarded – see hyatt.com for terms and conditions

## **BILLING ARRANGEMENTS**

Individuals shall be responsible for their own guest room, tax, incidental charges and any other charges not authorized by Group to be billed to the Master Account. All charges incurred are to be paid upon checkout. The Master Account is limited to charges for the Meeting and Event Space Rental Fee, food and beverage events and other services requested by Group.

Credit procedures will be provided to Group by Hotel upon the request for a credit application.

If Group wishes to set up direct billing for the Master Account, a credit application must be completed and returned to Hotel for approval together with this signed Agreement. In the event credit is approved: (i) all charges (up to the authorized credit amount) shall be due and payable to Hotel no later than thirty (30) days after Group's receipt of the Master Account invoice; and (ii) Hotel reserves the right to rescind its approval if there is a material change in Group's creditworthiness or material increase in anticipated charges.

In the event that credit is not requested, not approved or subsequently rescinded, payment of Group's total estimated Master Account will be due to Hotel prior to Group's arrival in accordance with the deposit schedule below. Failure to remit such payment(s) when due will be deemed to be a cancellation of this Agreement by Group, and Group shall be liable for the Cancellation Charges as set forth herein.

If Group wishes to set up direct billing for the Master Account, a credit application must be completed and returned to Hotel for approval by **10/24/2017**. In the event credit is approved: (i) all charges (up to the authorized credit amount) shall be due and payable to Hotel no later than thirty (30) days after Group's receipt of the Master Account invoice; and (ii) Hotel reserves the right to rescind its approval if there is a material change in Group's creditworthiness or material increase in anticipated charges. All Group's approved for Direct Bill require a deposit and the schedule has been outlined below.

Initial deposit of \$10,000 due by 12/23/16  
 Deposit of \$5,000 due by 6/23/17  
 Deposit of \$5,000 due by 12/23/17  
 Deposit of \$5,000 due by 6/23/18  
 Remaining Balance due 30 days post departure

In the event that credit is not requested, not approved or subsequently rescinded, payment of Group's total estimated Master Account will be due to Hotel prior to Group's arrival in accordance with the deposit schedule below. Failure to remit such payment(s) when due will be deemed to be a cancellation of this Agreement by Group, and Group shall be liable for the Cancellation Charges as set forth herein.

Initial deposit of \$10,000 due by 12/23/16  
 Deposit of \$5,000 due by 6/23/17  
 Deposit of \$5,000 due by 9/23/17  
 Deposit of \$5,000 due by 1/23/18  
 Deposit of \$5,000 due by 6/23/18  
 Remaining Balance due by 9/23/2018

Invoice disputes and/or billing errors must be communicated to Hotel no later than fourteen (14) days before the date payment is due.

**CANCELLATION OPTION**

Group may cancel this Agreement without cause upon written notice to the other party at any time prior to the Event. In the event Group cancels, Group shall pay Hotel liquidated damages in an amount calculated according to the following scale (the "Cancellation Charges"), plus applicable taxes. Applicable Services Charges will be added to the Cancellation Charges when cancellation occurs sixty (60) days or less prior to the first date of the Event.

From May 2, 2018 through the first day of the Event	\$539,183 (80% of the aggregate Contracted Guest Room Revenue Commitment, 80% of Food and Beverage Revenue Commitment plus applicable taxes)
From November 2 2017 through May 1, 2018	\$431,785 (70% of the aggregate Contracted Guest Room Revenue Commitment, 30% of Food and Beverage Revenue Commitment plus applicable taxes)
From May 2, 2017 through November 1, 2017	\$286,989 (50% of the aggregate Contracted Guest Room Revenue Commitment plus applicable taxes)
Agreement signing through May 1, 2017	\$229,591 (40% of the aggregate Contracted Guest Room Revenue Commitment plus applicable taxes)

Payment of the Cancellation Charges shall be made by Group to Hotel at the time this Agreement is canceled by written notice. Hotel and Group agree that: (a) the above formula is a reasonable estimate of Hotel's damages in the event of cancellation without cause; and (b) the Cancellation Charges do not constitute a penalty.

In the event Hotel cancels this Agreement without cause, Hotel shall pay Group any direct damages suffered as a result of the cancellation, which damages shall not exceed the amount calculated according to above scale.

**RIGHTS OF TERMINATION FOR CAUSE**

This Agreement may be terminated by either party without liability upon written notice under the following circumstances:

- (i) if a party's performance under this Agreement is subject to acts of God, war, government regulation, terrorism, disaster, strikes, civil disorder, curtailment of transportation facilities, or any other emergency of a comparable nature beyond the party's control that in each case make it impossible to perform its obligations under this Agreement. In such event, the terminating party shall give written notice of termination to the other party within five (5) days of such occurrence; or
- (ii) if either party makes a voluntary or involuntary assignment for the benefit of creditors or enters into bankruptcy proceedings prior to the date of the Event. In such event, the party who is not making an assignment or entering into bankruptcy proceedings shall have the right to terminate this Agreement upon written notice to the other party; or
- (iii) if, at the time of the Event, the hotel will no longer be operated under a Hyatt brand. In such event, Hotel shall notify Group in writing of such change, and Group shall have the right to terminate this Agreement without liability upon written notice to Hotel within thirty (30) days of the date of Hotel's notice of change of brand.

In the event of termination by either party under this section, Hotel shall refund all deposits and/or prepayments made by the Group within thirty (30) days of receipt of the notice of termination.

Except as otherwise specifically provided in this Agreement, neither party shall have the right to terminate this Agreement for any other cause.

#### **INDEMNIFICATION AND HOLD HARMLESS**

Hotel agrees to defend, indemnify and hold Group harmless from and against all claims, costs, losses, expenses, damages, actions, causes of action, and/or liabilities, including reasonable attorneys' fees, arising out of or resulting from: (i) any negligent act undertaken or committed by Hotel pursuant to the performance of its obligations under this Agreement except to the extent such actions or liabilities are due to the misconduct or negligence of Group or its employees, attendees or contractors; or (ii) any breach by Hotel of its obligations under the Sections of this Agreement titled "Compliance with Laws" or "Privacy of Personal Information."

Group agrees to defend, indemnify, and hold Hotel, Hyatt Corporation and their affiliates and each of their respective shareholders, members, directors, officers, managers, employees and representatives harmless from and against all claims, costs, losses, expenses, damages, actions, causes of action, and/or liabilities, including reasonable attorneys' fees, arising out of or resulting from: (i) any negligent act undertaken or committed by Group, its employees, invitees, attendees or any contractors hired or engaged by Group in connection with the performance of Group's obligations under this Agreement, except to the extent such actions or liabilities are due to the misconduct or negligence of Hyatt; or (ii) any breach by Group of its obligations under the Sections of this Agreement titled "Compliance with Laws," "Privacy of Personal Information" or "Permits and Licenses."

#### **INSURANCE**

Group and Hotel shall each maintain sufficient insurance to insure their obligations set forth in the Section of this Agreement titled "Indemnification and Hold Harmless," and each shall provide evidence of such insurance upon request.

#### **CONTRACTORS**

For any activity introduced onto Hotel's premises by an outside provider engaged by Group, Group will ensure that such providers comply with the terms of this Agreement and with any requirements for such providers as provided to Group by Hotel. Group will be fully responsible for such providers' actions or inactions and agrees to remove from Hotel's premises any outside provider that Hotel deems objectionable or whose activities cause reasonable concern. Upon request, Group will provide a certificate of insurance from such outside providers covering their actions and naming Hotel, the Hyatt Corporation and their affiliates as additional insureds with regard to their activities.

#### **AMERICANS WITH DISABILITIES ACT**

Hotel acknowledges its obligation to comply with the public accommodations requirements of the Americans with Disabilities Act or similar local laws regarding access and public accommodation ("Public Access Laws") except those of Group including Group's obligation to (i) remove "readily achievable" physical barriers within the meeting rooms utilized by Group that Group created (e.g., set-up of exhibits in an accessible manner) and that are not controlled or mandated by Hotel; (ii) provide auxiliary aids and services where necessary to ensure effective communication of the Event to disabled participants (e.g., Braille or enlarged print handouts, interpreter or simultaneous videotext display); and (iii) modify Group's policies, practices and procedures applicable to attendees as required to enable disabled individuals to participate equally in the Event. Group shall identify in advance any special needs of disabled Event attendees requiring accommodation by Hotel and will notify Hotel of such needs for accommodation in writing as soon as they are identified to Group. Whenever possible, Group shall copy Hotel on correspondence with attendees who indicate special needs requiring accommodation under such Public Access Laws. Hotel shall notify Group of requests for accommodation that it may receive otherwise than through Group to facilitate identification by Group of its own accommodation obligations or needs as required by such Public Access Laws. Any extraordinary costs for special auxiliary aids requested by Group shall be borne by Group.

#### **COMPLIANCE WITH LAWS**

Each party hereby represents, warrants and covenants that it shall comply with all laws, rules, orders and regulations applicable to its performance under this Agreement.

#### **CHANGES; NOTICE**

Any changes to this Agreement must be made in writing and signed by both parties to be effective. Any modifications, additions or corrective lining out made on this Agreement will not be binding unless such modifications have been signed or initialed by both parties. Any notice hereunder shall be given to the individuals listed on the first page of this Agreement at the addresses set forth herein. Notice must be given by: (i) certified or registered mail, return receipt requested; (ii) commercial courier for overnight delivery, with a signature signifying receipt; (iii) facsimile evidenced by a machine-generated receipt; or (iv) email, provided that for notices given by facsimile or email, a confirmation copy must also be sent that same day by commercial courier for overnight delivery as provided herein. All notices shall be deemed delivered upon receipt.

**DAMAGE TO HOTEL PREMISES**

Group shall be responsible for all damage to hotel premises caused by Group or its agents or contractors. Upon completion of the Event, Group will leave the premises in the same condition as received, reasonable wear and tear excepted.

**LIMITATION OF LIABILITY**

Except for damages covered by the indemnifying party's indemnification obligations as set forth in the Section titled "Indemnification and Hold Harmless," neither party shall be liable to the other for any special, indirect, incidental, consequential, punitive or exemplary damages even if such party has knowledge of the possibility of such damages, provided that in no event shall either party be liable to the other for any lost profits. Under no circumstances shall this limitation of liability limit or waive Group's obligations to pay Attrition Charges or Cancellation Charges that may be owed.

**PRIVACY OF PERSONAL INFORMATION**

Hotel complies with the Global Privacy Policy for Guests, which is available at <http://privacy.hyatt.com> (the "Privacy Policy"). If applicable, Group agrees to inform guests or event attendees at Hotel ("Guests") where they may access the Privacy Policy. Group affirms that it (and its Agent, if applicable) is authorized to provide, request, and receive information pertaining to Guests as is necessary pursuant to the Guests' hotel stay, event attendance or under this Agreement. Hotel will protect and use personal data about Guests that Hotel receives in connection with its performance of this Agreement and as set forth in the Privacy Policy, provided that Group acknowledges and agrees that certain services (e.g. Passkey) may be provided by a third party and that use of such services may be subject to terms and conditions (including those regarding the access and use of Guest information) different than those in this Agreement.

**PERMITS, LICENSES AND APPROVALS**

Group shall, at its sole cost and expense, obtain all licenses, permits and approvals that are: (i) required for the Event; or (ii) required and/or necessary for Group to perform its obligations under this Agreement. Such licenses or permits include, but are not limited to licenses and permits: (a) from any federal, state or local governing body; or (b) for the use of a third party's intellectual property, including but not limited to any music, videos, performances, and/or images.

**GOVERNING LAW; JURISDICTION**

This Agreement shall be governed by and construed under the laws of the State or Province in which Hotel's premises are located. Any controversy, claim or dispute arising out of or relating to this Agreement shall be brought in any court of competent jurisdiction in the State or Province in which Hotel's premises are located for trial and determination without a jury.

**WAIVER OF JURY TRIAL**

TO THE EXTENT PERMITTED BY LAW, THE PARTIES HEREBY EXPRESSLY WAIVE THE RIGHT TO A TRIAL BY JURY.

**ATTORNEYS FEES**

In the event any legal action is taken by either party against the other party to enforce any of the terms and conditions of this Agreement, it is agreed that the unsuccessful party to such action shall pay to the prevailing party therein all court costs, reasonable attorneys' fees, and expenses incurred by the prevailing party. In addition, the party against whom collection is sought by non-judicial means shall be responsible for all reasonable costs (including reasonable attorneys' fees) incurred by the party that is successful in seeking collection of monies due pursuant to this Agreement.

**WAIVER**

If one party agrees to waive its right to enforce any term of this Agreement, that party does not waive its right to enforce such term at any other time or to enforce any or all other terms of this Agreement.

**ENFORCEABILITY**

If any provision of the Agreement is unenforceable under applicable law, the remaining provisions shall continue in full force and effect.

**COUNTERPARTS/ELECTRONIC SIGNATURES**

This Agreement may be executed in one or more counterparts with an original signature or with a Hotel-approved electronic signature, each of which shall be deemed an original and all of which shall constitute the same instrument. Further, if a signed Agreement is provided to Hotel as a photocopy, fax, PDF or other format through a Hotel-approved electronic software system, then such Agreement shall be treated and shall have the same binding effect as an original and shall be acceptable to Hotel to hold the Guest Room Block and/or meeting space as set forth herein.

**ENTIRE AGREEMENT**

This Agreement, along with its Attachments, contains all of the terms agreed to by the parties. All prior agreements, verbal or written, are no longer effective once this Agreement is signed by the parties. Should there be any conflict between this Agreement and any addenda, exhibits, or attachments, the language of this Agreement shall control.

Attachment I: Program of Events

When signed by each party's authorized representative, this Agreement shall constitute a binding agreement between the Group and Hotel.

By the Hotel's  
Authorized Representative

By: \_\_\_\_\_  
Name: JENNIFER A SHAH  
Title: SALES MANAGER

Date: \_\_\_\_\_

By the Group's  
Authorized Representative

By: \_\_\_\_\_  
Name: ROBERT PALMER PHD  
Title: PRESIDENT NORTH AMERICAN  
CONGRESS OF CLINICAL  
TOXICOLOGY

Date: \_\_\_\_\_

Authorized Representative

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

Report printed: Thursday 09/22/16  
 Time: 05:11:17 pm  
 CHICAGO HR

**PROGRAM OF EVENTS**  
 For Booking Number : 23562031 SA  
 CONTEMPORARY FORUMS  
 3478 BUSKIRK AVE  
 SUITE 242  
 PLEASANT HILL, CA 94523 US  
 PHONE: (925)361-4813 Fax: (925)828-1950

Meeting Name: NACCT 2018  
 Arrival Date: 10/23/18  
 Depart Date: 11/02/18  
 Contact Name: DE LA TORRE, LEIGH  
 Sales Manager: SHAH, JENNIFER A  
 CS Manager: [Blank]  
 Catering Manager: [Blank]

Billing Name: CONTEMPORARY FORUMS  
 On-site Contact: DE LA TORRE, LEIGH  
 Billing Type: NA  
 Account Number: [Blank]  
 Tax Exempt Number: [Blank]

Event Name	Event Type	Event Time	Attendance	Setup	Room
<b>Event Date: Wednesday, 10/24/18</b>					
AV Storage	MEETING	10:00 am - 11:59 pm	0		REGENCY N COATCHECK
Office/Speaker Ready	MEETING	10:00 am - 11:59 pm	0		SAN FRANCISCO
Registration	REGISTRATION	10:00 am - 11:59 pm	300		REGENCY MAIN DESK
<b>Event Date: Thursday, 10/25/18</b>					
Presymposium	OTHER	08:00 am - 06:00 pm	300		SCHOOLRM - 18 INCH TBLS REGENCY AB
Breakout	BREAK OUT	08:00 am - 08:00 pm	15		HONG KONG
Breakout	BREAK OUT	08:00 am - 08:00 pm	30		ATLANTA
Breakout	BREAK OUT	08:00 am - 12:00 am	40		TORONTO
AV Storage	MEETING	10:00 am - 11:59 pm	0		REGENCY MAIN DESK
Office/Speaker Ready	MEETING	10:00 am - 11:59 pm	0		SAN FRANCISCO
Registration	REGISTRATION	10:00 am - 11:59 pm	300		REGENCY MAIN DESK

*REGENT MAIN DESK*  
*Regency N. Coatcheck*

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 PHONE: (925)361-4813 Fax: (925)828-1950

Meeting Name: NACCT 2018  
 Arrival Date: 10/23/18  
 Depart Date: 11/02/18  
 Contact Name: DE LA TORRE, LEIGH  
 Sales Manager: SHAH, JENNIFER A  
 CS Manager: [Blank]  
 Catering Manager: [Blank]

Billing Name: CONTEMPORARY FORUMS  
 On-site Contact: DE LA TORRE, LEIGH  
 Billing Type: NA  
 Account Number: [Blank]  
 Tax Exempt Number: [Blank]

Event Name	Event Type	Event Time	Attendance	Setup	Room
<b>Event Date: Friday, 10/26/18</b>					
Registration	REGISTRATION	06:00 am - 11:59 pm	300		REGENCY MAIN DESK
Presymposium	OTHER	08:00 am - 06:00 pm	300		SCHOOLRM - 18 INCH TBLS REGENCY AB
Breakout	BREAK OUT	08:00 am - 08:00 pm	15		HONG KONG
Breakout	BREAK OUT	08:00 am - 08:00 pm	30		ATLANTA
Exhibits/Posters set up	EXHIBIT	08:00 am - 11:59 pm	0		OTHER RIVERSIDE WEST
Breakout	BREAK OUT	08:00 am - 12:00 am	35		CONFERENCE ACAPULCO
Breakout	BREAK OUT	08:00 am - 12:00 am	40		CONFERENCE TORONTO
AV Storage	MEETING	10:00 am - 11:59 pm	0		REGENCY N COATCHECK
Office/Speaker Ready	MEETING	10:00 am - 11:59 pm	0		SAN FRANCISCO
Breakout	BREAK OUT	03:00 pm - 11:00 pm	25		CONFERENCE STETSON E

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 PHONE: (925)361-4813 Fax: (925)828-1950

Meeting Name: NACCT 2018  
 Arrival Date: 10/23/18  
 Depart Date: 11/02/18  
 Contact Name: DE LA TORRE, LEIGH  
 Sales Manager: SHAH, JENNIFER A  
 CS Manager: [Blank]  
 Catering Manager: [Blank]

Billing Name: CONTEMPORARY FORUMS  
 On-site Contact: DE LA TORRE, LEIGH  
 Billing Type: NA  
 Account Number: [Blank]  
 Tax Exempt Number: [Blank]

Event Name	Event Type	Event Time	Attendance	Setup	Room
<b>Event Date: Friday, 10/26/18</b>					
Fellows Reception	RECEPTION	06:00 pm - 08:00 pm	150		CRYSTAL C
<b>Event Date: Saturday, 10/27/18</b>					
Breakout	BREAK OUT	07:00 am - 09:30 pm	35	CONFERENCE	ACAPULCO
Breakout	BREAK OUT	07:00 am - 09:30 pm	35	CONFERENCE	ACAPULCO
Breakout	BREAK OUT	08:00 am - 08:00 pm	50	THEATRE	ATLANTA
General Session	OTHER	08:00 am - 09:30 pm	750	SCHOOLRM - 18 INCH TBLS	REGENCY BALLROOM
CSPI COMMITTEE BREAK OUT 2	BREAK OUT	08:00 am - 10:00 pm	30	BANQUET ROUNDS OF 10	STETSON F
CSPI COMMITTEE BREAK OUT 3	BREAK OUT	08:00 am - 10:00 pm	30	BANQUET ROUNDS OF 10	STETSON E
CSPI COMMITTEE BREAK OUT 4	BREAK OUT	08:00 am - 10:00 pm	30	BANQUET ROUNDS OF 10	STETSON D
CSPI COMMITTEE BREAK OUT 1	BREAK OUT	08:00 am - 10:00 pm	30	BANQUET ROUNDS OF 10	STETSON G
BREAK OUT 1	BREAK OUT	08:00 am - 11:00 pm	20	SCHOOLRM - 18 INCH TBLS	MICHIGAN 1A

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 PHONE: (925)361-4813 Fax: (925)828-1950

Meeting Name: NACCT 2018  
 Arrival Date: 10/23/18  
 Depart Date: 11/02/18  
 Contact Name: DE LA TORRE, LEIGH  
 Sales Manager: SHAH, JENNIFER A  
 CS Manager: [Blank]  
 Catering Manager: [Blank]

Billing Name: CONTEMPORARY FORUMS  
 On-site Contact: DE LA TORRE, LEIGH  
 Billing Type: NA  
 Account Number: [Blank]  
 Tax Exempt Number: [Blank]

Event Name	Event Type	Event Time	Attendance	Setup	Room
<b>Event Date: Saturday, 10/27/18</b>					
BREAK OUT 2	BREAK OUT	08:00 am - 11:00 pm	20	SCHOOLRM - 18 INCH TBLS	MICHIGAN 1B
BREAK OUT 3	BREAK OUT	08:00 am - 11:00 pm	20	SCHOOLRM - 18 INCH TBLS	MICHIGAN 1C
Breakout	BREAK OUT	08:00 am - 11:00 pm	15	SCHOOLRM - 18 INCH TBLS	MICHIGAN 2
Breakout	BREAK OUT	08:00 am - 11:00 pm	90	SCHOOLRM - 18 INCH TBLS	RANDOLPH 1AB
Exhibits/Posters	EXHIBIT	08:00 am - 11:59 pm	0	OTHER	RIVERSIDE WEST
Office/Speaker Ready	MEETING	08:00 am - 11:59 pm	0		SAN FRANCISCO
Registration	REGISTRATION	08:00 am - 11:59 pm	300		REGENCY BALLROOM
Opening Reception	RECEPTION	06:00 pm - 07:00 pm	650		CRYSTAL BALLROOM
<b>Event Date: Sunday, 10/28/18</b>					
Posters/Exhibits	EXHIBIT	06:00 am - 11:59 pm	0	OTHER	RIVERSIDE WEST
Registration	REGISTRATION	06:00 am - 11:59 pm	500		REGENCY MAIN DESK

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 SUITE 242  
 PLEASANT HILL, CA 94523 US  
 PHONE: (925)361-4813 Fax: (925)828-1950

Meeting Name: NACCT 2018  
 Arrival Date: 10/23/18  
 Depart Date: 11/02/18  
 Contact Name: DE LA TORRE, LEIGH  
 Sales Manager: SHAH, JENNIFERA  
 CS Manager: \_\_\_\_\_  
 Catering Manager: \_\_\_\_\_

Billing Name: CONTEMPORARY FORUMS  
 On-site Contact: DE LA TORRE, LEIGH  
 Billing Type: NA  
 Account Number: \_\_\_\_\_  
 Tax Exempt Number: \_\_\_\_\_

Event Name	Event Type	Event Time	Attendance	Setup	Room
<b>Event Date: Sunday, 10/28/18</b>					
General session	GENERAL SESSION	07:00 am - 10:00 pm	800	SCHOOLRM - 18 INCH TBLS	REGENCY BALLROOM
Breakout	BREAK OUT	08:00 am - 05:00 pm	60	THEATRE	CRYSTAL A
Breakout	BREAK OUT	08:00 am - 07:00 pm	20	CONFERENCE	ATLANTA
Breakout	BREAK OUT	08:00 am - 07:00 pm	20	CONFERENCE	NEW ORLEANS
break out 1	BREAK OUT	08:00 am - 08:00 pm	75	THEATRE	ACAPULCO
break out 2	BREAK OUT	08:00 am - 08:00 pm	75	THEATRE	TORONTO
Breakout	BREAK OUT	08:00 am - 08:30 pm	200	THEATRE	CRYSTAL B
Office/Speaker Ready	MEETING	08:00 am - 11:59 pm	0		SAN FRANCISCO
<b>Event Date: Monday, 10/29/18</b>					
Office/Speaker Ready	MEETING	06:00 am - 11:59 pm	0		SAN FRANCISCO
Posters/Exhibits	EXHIBIT	06:00 am - 11:59 pm	0	OTHER	RIVERSIDE WEST

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 PHONE: (925)361-4813 Fax: (925)828-1950

Meeting Name: NACCT 2018  
 Arrival Date: 10/23/18  
 Depart Date: 11/02/18  
 Contact Name: DE LA TORRE, LEIGH  
 Sales Manager: SHAH, JENNIFER A  
 CS Manager:  
 Catering Manager:

Billing Name: CONTEMPORARY FORUMS  
 On-site Contact: DE LA TORRE, LEIGH  
 Billing Type: NA  
 Account Number:  
 Tax Exempt Number:

Event Name	Event Type	Event Time	Attendance	Setup	Room
<b>Event Date: Monday, 10/29/18</b>					
6 Breakouts	BREAK OUT	08:00 am - 08:00 pm	75	THEATRE	ACAPULCO
break out 1	BREAK OUT	08:00 am - 08:00 pm	75	THEATRE	ACAPULCO
break out 3	BREAK OUT	08:00 am - 08:00 pm	75	THEATRE	ROOSEVELT 3AB
break out 4	BREAK OUT	08:00 am - 08:00 pm	75	THEATRE	RANDOLPH 1AB
break out 5	BREAK OUT	08:00 am - 08:00 pm	75	THEATRE	RANDOLPH 3
General Session	GENERAL SESSION	08:00 am - 08:00 pm	700	SCHOOLRM - 18 INCH TBLS	REGENCY BALLROOM
Breakout Session	BREAK OUT	08:00 am - 09:00 pm	300	SCHOOLRM - 18 INCH TBLS	CRYSTAL B
Breakout Session	BREAK OUT	08:00 am - 09:00 pm	300	SCHOOLRM - 18 INCH TBLS	REGENCY BALLROOM
<b>Event Date: Tuesday, 10/30/18</b>					
Board meeting	BREAK OUT	08:00 am - 05:00 pm	30	THEATRE <i>U-Shops</i>	ACAPULCO
BREAK OUT SESSION	BREAK OUT	08:00 am - 05:00 pm	40	SCHOOLRM - 18 INCH TBLS	TORONTO

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 PHONE: (925)361-4813 Fax: (925)828-1950

Meeting Name      Arrival Date      Depart Date      Contact Name      Sales Manager      CS Manager      Catering Manager  
 NACCT 2018      10/23/18      11/02/18      DE LA TORRE, LEIGH      SHAH, JENNIFER A

Billing Name      On-site Contact      Billing Type      Account Number      Tax Exempt Number  
 CONTEMPORARY FORUMS      DE LA TORRE, LEIGH      NA

Event Name	Event Type	Event Time	Attendance	Setup	Room
<u>Event Date: Wednesday, 10/31/18</u>					
BREAK OUT SESSION	BREAK OUT	08:00 am - 05:00 pm	40	SCHOOLRM - 18 INCH TBLS	TORONTO
<u>Event Date: Thursday, 11/01/18</u>					
BREAK OUT SESSION	BREAK OUT	08:00 am - 05:00 pm	40	SCHOOLRM - 18 INCH TBLS	TORONTO

Number of Events: 62

Signature :

# R RENAISSANCE<sup>®</sup> HOTELS

**DESCRIPTION OF GROUP AND EVENT**

The following represents an agreement between Renaissance Nashville Hotel, "Hotel" 611 Commerce Street, Nashville, TN, 37203, (615) 255-8400 and NACCT, LLC "Group"

ORGANIZATION: North American Congress of Clinical Toxicology, LLC (NACCT)  
 CONTACT: Name: Leigh De La Torre  
 Job Title: Director of Conference Logistics  
 Street Address: 3478 Buskirk Ave. Suite 1000  
 City, State, Postal Code: Pleasant Hill, CA 94523  
 Country: USA  
 Phone Number: (925) 361-4813  
 Fax Number: (925) 828-1950  
 E-mail Address: ldelatorre@cforums.com

NAME OF EVENT: North American Congress of Clinical Toxicology- NACCT  
 REFERENCE #: M-ARVIN4E  
 OFFICIAL PROGRAM DATES: Saturday, 09/21/2019 - Friday, 09/27/2019

**GUEST ROOM COMMITMENT/GROUP ROOM RATES**

The Hotel agrees that it will provide, and NACCT, LLC agrees that it will be responsible for utilizing, 2,215 room nights in the pattern set forth below (such number and such pattern, the "Room Night Commitment"):

Date	Day	Standard-King	King Suites	Staff	Total
09/21/2019	Sat	15		5	20
09/22/2019	Sun	218	2	10	230
09/23/2019	Mon	268	2	10	280
09/24/2019	Tue	468	2	10	480
09/25/2019	Wed	468	2	10	480
09/26/2019	Thu	468	2	10	480
09/27/2019	Fri	218	2	10	230
09/28/2019	Sat	15			15
Total		2138	12	65	2215

Start Date	End Date	Room Type	Single/Double
09/21/2019	09/28/2019	Standard-King	\$249.00

Additional Per \$25.00
------------------------------

Hotel's room rates are subject to applicable state and local taxes (currently 15.25% & \$2.50 city tax) in effect at the time of check-out.

**COMMISSION**

The group room rates listed above are net non-commissionable. NACCT, LLC will advise its designated agency of these rates and address any resulting agency compensation issues directly with the management of the appropriate agency.

## METHOD OF RESERVATIONS

Reservations for the general attendees will come through Passkey

- Passkey is an on-line group reservations management solicitation that allows meeting/event planners 24-hour real time visibility into how their room block materializes as to event date approaches.
  - Passkey offers meeting/event planners the ability to create a success, customized web page that allows attendees to book rooms request special services and make last minute changes to their reservation.
  - Passkey also offers a toll free number for attendees to call to make reservations in addition to making guest room reservations on-line.
- Passkey is offered on a complimentary basis

## GUARANTEED RESERVATIONS

All reservations must be accompanied by a first night room deposit or guaranteed with a major credit card or by NACCT, LLC. Hotel will not hold any reservations unless secured by one of the above methods.

## CUT-OFF DATE

Reservations by attendees must be received on or before August 26, 2019, (the "Cut-Off Date"). At the Cut-Off Date, Hotel will review the reservation pick up for the Event, release the unreserved rooms for general sale, and determine whether or not it can accept reservations based on a space- and rate-available basis at the NACCT, LLC group rate after this date.

## SPECIAL CONSIDERATIONS

The Hotel is pleased to extend the following special considerations based upon a minimum guestroom usage of 80% or more

1. The guestroom rates quoted include wireless HSIA in the guestrooms
2. The meeting space on the agenda will be provided complimentary with a minimum catering expenditure of \$75,000.00 exclusive of service charge and taxes
3. One complimentary guestroom night for every 45 paid for and occupied cumulatively to applied to the master
4. Two complimentary king suites for 5 nights each over and above the complimentary units.
5. Ten staff discounted rooms at \$129.00 per night per room plus tax, maximum of sixty five total room nights
6. Twenty welcome amenities of the Hotel's choice (no alcohol)
7. All guests receive access to the fitness center complimentary,
8. Daily newspapers are available per guestroom floor (trying to be green)
9. Hotel is waive handling fees for the first 40 boxes, each additional is subject to prevailing rates
10. Marriott Rewards signing bonus of 50,000 points to the contract signers
11. Hotel will provide basic wireless basic HSIA for checking emails, apps and web browsing complimentary any additional needs the Hotel can provide costs for those needs up to a 25% discount
12. Room rate includes a \$10 rebate for group rates (not to include staff or discounted rooms) to offset convention costs.
13. Hotel will provide two complimentary basic continental breakfasts for up to 25 people for the board meetings on 9/23/19 and 9/28/18
14. No additional labor fees for any planned buffet meal functions under 25 attendees
15. Power requirements for NACCT, LLC will be at a 50% discount, outside vendors pay full rate
16. The Fitness center is complimentary to all guests

*in All mtg Space used by group. JAT*

## NO ROOM TRANSFER BY GUEST

NACCT, LLC agrees that neither NACCT, LLC nor attendees of the Event nor any intermediary shall be permitted to assign any rights or obligations under this Group Sales Agreement, or to resell or otherwise transfer to persons not associated with NACCT, LLC reservations for guestrooms, meeting rooms or any other facilities made pursuant to this Group Sales Agreement.

## BILLING ARRANGEMENTS

The following billing arrangements apply: Individual to pay all charges (cash-paying guests may be asked to leave a cash or credit card deposit to guarantee payment) OR Room and tax charges to Master Account if received on a rooming list from the group.

**PAYMENT BY CREDIT CARD OR COMPANY CHECK**

If NACCT, LLC wishes to pay any portion of its obligation by credit card or company check, the credit card information must be entered into our secure online web-site.

This process must also be followed if direct billing has not been approved and the Master Account charges will be paid by credit card or company check.

NACCT, LLC agrees that the Hotel may charge to this credit card any payment as required under this Group Sales Agreement.

**FUNCTION INFORMATION AGENDA/EVENT AGENDA**

Based on the requirements outlined by NACCT, LLC, the Hotel has reserved the function space set forth on the below Function Information Agenda/Event Agenda.

Date	Day	Start Time	End Time	Function Type	Setup	# People	Room Assignment
09/22/2019-09/28/2019	Sun - Sat	7:00 AM 24 hours	12:00 PM 9/28/2019	Storage	Storage	Flow	12 South
09/22/2019-09/27/2019	Sun - Fri	7:00 AM 24 hours	3:59 PM 9/27/2019	Registration	Registration	Flow	Grand Ballroom Foyer
09/22/2019-09/28/2019	Sun - Sat	7:00 AM 24 hours	12:00 PM 9/28/2019	Office/Speaker Ready	Conference	Flow	5 Points
09/23/2019	Mon	8:00 AM	6:00 PM	Presymposium	Schoolroom	300	Germantown 1-2
09/23/2019	Mon	8:00 AM	8:00 PM	Breakout	Conference	15	Melrose
09/23/2019	Mon	8:00 AM	8:00 PM	Breakout	Conference	30	Edgehill
09/23/2019	Mon	8:00 AM	12:00 AM	Breakout	Conference	40	Sylvan Park
09/24/2019-09/27/2019	Tue - Fri	6:00 AM 24hours	6:00 PM 9/27/2019	Exhibits/posters	50 boards+ 25 8X10s	Flow 11018 sq ft	Broadway Ballroom
09/24/2019	Tue	8:00 AM	8:00 PM	Breakout	Conference	15	Melrose
09/24/2019	Tue	8:00 AM	8:00 PM	Breakout	Conference	30	Edgehill
09/24/2019	Tue	8:00 AM	12:00 AM	Breakout	Conference	35	Midtown 2
09/24/2019	Tue	8:00 AM	12:00 AM	Breakout	Conference	40	Sylvan Park
09/24/2019	Tue	3:00 PM	11:00 PM	Breakout	Schoolroom	25	Midtown 1
09/24/2019	Tue	3:00 PM	11:00 PM	Breakout	Schoolroom	25	Midtown 3
09/24/2019	Tue	6:00 PM	9:30 PM	Fellows Reception	Cocktail Rounds	200	Sobro
09/25/2019	Wed	7:00 AM	9:30 PM	Breakout	Conference	35	Edgehill
09/25/2019	Wed	7:00 AM	9:30 PM	Breakout	Conference	35	Sylvan Park
09/25/2019	Wed	8:00 AM	8:00 PM	Breakout	Theatre	50	Wedgewood
09/25/2019	Wed	8:00 AM	9:30 PM	General Session	Schoolroom	750	Grand Ballroom
09/25/2019	Wed	8:00 AM	10:00 PM	5-Breakouts CSPI	Rounds of 10	30ea	Midtown 1,2,3 Germantown 3,4
09/25/2019	Wed	8:00 AM	11:00 PM	Breakout	Schoolroom	90	Sobro
09/25/2019	Wed	8:00 AM	11:00 PM	3-Breakouts	Schoolroom	20ea	Belle Meade, Fisk 1,2
09/25/2019	Wed	6:00 PM	7:00 PM	Reception	Cocktail Rounds	650	Germantown 1-2
09/26/2019	Thu	7:00 AM	10:00 PM	General Session	Schoolroom	750	Grand Ballroom
09/26/2019	Thu	8:00 AM	5:00 PM	5-Breakouts	Theatre	75ea	Midtown 1,2,3, Germantown 2,3
09/26/2019	Thu	8:00 AM	7:00 PM	Breakout	Conference	20	Edgehill
09/26/2019	Thu	8:00 AM	8:30 PM	Breakout	Theatre	200	Wedgewood
09/26/2019	Thu	8:00 AM	5:00 PM	Breakout	Theatre	60	Sylvan Park
09/26/2019	Thu	8:00 AM	7:00 PM	Breakout	Conference	20	Belle Meade
09/27/2019	Fri	8:00 AM	10:00 PM	General Session	Schoolroom	700	Grand Ballroom

Date	Day	Start Time	End Time	Function Type	Setup	# People	Room Assignment
09/27/2019	Fri	8:00 AM	8:00 PM	6-Breakouts	Theatre	75ea	Midtown 1,2,3, Sylvan Park, Edgehill, Germantown 4
09/27/2019	Fri	8:00 AM	9:00 PM	Breakout	Schoolroom	300	IN general Session Room
09/27/2019	Fri	8:00 AM	9:00 PM	Breakout	Schoolroom	300	Germantown 1-2
09/29/2019	Sun	8:00 AM	5:00 PM	Board Meeting	U Shape/theatre	30/75	Sobro

All meeting room, food and beverage, and related services are subject to applicable taxes (currently 9.25%) and service charge (currently 25%) in effect on the date(s) of the event.

The Hotel has the right to reassign function location due to changes in final attendance, provided that (1) space is adequate; (2) the original room set and number of guests contracted for has been honored and (3) Group and Hotel will come to a mutual agreement and (4) Group receives prior written notification of the change and approves of the change, such approval not to be unreasonably withheld

Should participant counts or function requirements change after firm function room locations have been advised, no changes will be made until mutually agreed upon by NACCT, LLC and the Hotel in writing

#### DAMAGE TO FUNCTION SPACE

NACCT, LLC agrees to pay for any damage to the function space that occurs while NACCT, LLC is using it. NACCT, LLC will not be responsible, however, for ordinary wear and tear or for damage that it can show was caused by persons other than NACCT, LLC and its attendees.

#### ROOMS ATTRITION

Hotel is relying upon NACCT, LLC' use of the Room Night Commitment. NACCT, LLC agrees that a loss will be incurred by Hotel if NACCT, LLC' actual usage is less than 80% of the Room Night Commitment.

If NACCT, LLC' actual usage is less than 80% of the Room Night Commitment, NACCT, LLC agrees to pay, as liquidated damages and not as a penalty, the difference between 80% of the Room Night Commitment and NACCT, LLC' actual usage, multiplied by the single group room rate

#### AUDIT

At the Group's request, the Hotel will permit a representative of the Group to participate in an in-person meeting with the Hotel to determine whether any person on the groups' meeting registration list booked a room outside of the Room Block ("Guest Room Audit"). Any guest room occupied by an individual on the Group's registration list, but not coded to the Group within the Hotel's system, will be credited to the Group's pickup provided the rate is ~~not a special corporate, contract, Marriott associate or tour & travel rate~~. The Group agrees to maintain the confidentiality of any information learned during the Guest Room Audit about the Hotel's guests. The Group will indemnify, defend, and hold harmless the Hotel from any claims arising out of the Group's failure to maintain confidentiality. To the extent governing laws prevent the Hotel and the Group from sharing the registration list, The Hotel and the Group will work together to determine whether any person on the Groups' meeting registration list booked a room outside of the Room Block.

The Hotel agrees to provide final room pickup reports and supporting documentation within 10 days of the Group's departure. *Revenue generating reservation*

#### HOTEL RELOCATION

If the Hotel is unable to provide a room to a Group attendee holding an accepted and/or confirmed reservation, the Hotel will, at its own expense, provide comparable accommodations and transportation to and from the substitute hotel for each day during which the Hotel cannot provide a room. Additionally, the Hotel will provide 2 complimentary 5-minute phone calls within the United States. Upon return to the Hotel, the Hotel will provide a note of apology, and good faith efforts will be made to place the guest in an upgraded accommodation.

#### CANCELLATION

NACCT, LLC acknowledges that if it cancels or otherwise essentially abandons its planned use of the Room Night Commitment (a "Cancellation"), this action would constitute a breach of NACCT, LLC' obligation to Hotel and Hotel would be harmed. Because Hotel's harm (and NACCT, LLC' obligation to compensate Hotel for that harm) is likely to increase if there is a delay in notifying Hotel of any Cancellation, NACCT, LLC agrees to notify Hotel, in writing, within

five (5) business days of any decision to Cancel. In addition, if a Cancellation occurs, the parties agree that:

- (a) It would be difficult to determine Hotel's actual harm.
- (b) The sooner the Hotel receives notice of the Cancellation, the lower its actual harm is likely to be, because the probability of mitigating the harm by reselling space and functions is higher: and
- (c) The highest percentage amount in the chart below (the "Chart") set forth below reasonable estimates Hotels' harm for a last minute cancellation and, through its use of a sliding scale that reduces damages for earlier cancellations, the Chart also reasonable estimates Hotel's ability to lessen its harm by reselling NACCT, LLC' space and guestrooms. The amount set forth below reasonably estimates Hotel's harm for a Cancellation.

NACCT, LLC therefore agrees to pay Hotel, within forty Five (45) days after any Cancellation, as liquidated damages and not as a penalty, the amount listed in the Chart below

<u>Date of Cancellation</u>	<u>Amount of Liquidated Damages</u>
Upon signature to June 22, 2018	40% of Total Room Revenue*
June 23, 2018 to November 23, 2018	60% of Total Room Revenue*
November 24, 2018 to March 23, 2019	70% of Total Room Revenue *
After March 23, 2019	80% of Total Room Revenue* + 40% of the catering minimum

\*"Total Room Revenue" is the dollar amount equal to the number of room nights in the Room Night Commitment multiplied by NACCT, LLC' average room rate. If applicable, state and local taxes will be added to the amounts listed above.

Provided that NACCT, LLC timely notifies Hotel of the Cancellation and timely pays the above liquidated damages, Hotel agrees not to seek additional damages from NACCT, LLC relating to the Cancellation.

#### IMPOSSIBILITY

The performance of this Agreement is subject to termination without liability upon the occurrence of any circumstance beyond the control of either party – such as acts of God, war, acts of terrorism, government regulations, disaster, strikes, civil disorder, or curtailment of transportation facilities – to the extent that such circumstance makes it illegal or impossible for the Hotel to provide, or for groups in general to use, the Hotel facilities. The ability to terminate this Agreement without liability pursuant to this paragraph is conditioned upon delivery of written notice to the other party setting forth the basis for such termination as soon as reasonably practical – but in no event longer than ten (10) days - after learning of such basis.

#### COMPLIANCE WITH LAW

This Agreement is subject to all applicable federal, state, and local laws, including health and safety codes, alcoholic beverage control laws, disability laws, federal anti-terrorism laws and regulations, and the like. Hotel and NACCT, LLC agree to cooperate with each other to ensure compliance with such laws.

#### CHANGES, ADDITIONS, STIPULATIONS, OR LINING OUT

Any changes, additions, stipulations or deletions including corrective lining out by either Hotel or NACCT, LLC will not be considered agreed to or binding on the other unless such modifications have been initialed or otherwise approved in writing by the other.

#### DISPUTE RESOLUTION

In the event of dispute resolution, the non-prevailing party will pay the other's costs and attorney's fees.

#### LIQUOR LICENSE

NACCT, LLC understands that Hotel's liquor license requires that beverages only be dispensed by Hotel employees or bartenders. Alcoholic beverage service may be denied to those guests who appear to be intoxicated or are under age.

#### COMPLIANCE WITH EQUAL OPPORTUNITY LAWS

This section describes Marriott's obligations as a U.S. federal contractor. It does not apply to customers that are not part of the U.S. federal government or using funds from the U.S. federal government for this contract.

Marriott shall comply with all applicable laws, statutes, rules, ordinances, codes, orders and regulations of all federal, state, local and other governmental and regulatory authorities and of all insurance bodies applicable to the Hotel premises in

performing its obligations under this Agreement.

Marriott (referred to as "contractor" in this section) shall comply with Executive Order 11246, as amended, Section 503 of the Rehabilitation Act of 1973, as amended, and the Vietnam Era Veterans' Readjustment Assistance Act, as amended, which are administered by the United States Department of Labor ("DOL"), Office of Federal Contract Compliance Programs ("OFCCP"). The equal employment opportunity clauses of the implementing regulations, including but not limited to 41 C.F.R. §§ 60.1-4, 60-300.5(a), and 60-741.5(a), are hereby incorporated by reference, with all relevant rules, regulations and orders pertaining thereto. This contractor and subcontractor shall abide by the requirements of 41 C.F.R. §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability.

Marriott also shall comply with Executive Order 13496 and with all relevant rules, regulations and orders pertaining thereto, to the extent applicable. The employee notice clause and all other provisions of 29 C.F.R. Part 471, Appendix A to Subpart A, are hereby incorporated by reference.

To the extent applicable, Marriott shall include the provisions of this section in every subcontract or purchase order so that such provisions shall be binding upon each contractor, subcontractor or vendor performing services or providing materials relating to this Agreement and the services provided pursuant to the terms hereof.

#### IN-HOUSE EQUIPMENT

Hotel will provide, at no charge, a reasonable amount of meeting equipment (for example, chairs, tables, chalkboards, etc.). These complimentary arrangements do not include special setups or extraordinary formats that would deplete Hotel's present in-house equipment to the point of requiring rental of an additional supply to accommodate NACCT, LLC needs. If such special setups or extraordinary formats are requested, Hotel will present NACCT, LLC two (2) alternatives: (1) charging NACCT, LLC the rental cost for additional equipment, or (2) changing the extraordinary setup to a standard format, avoiding the additional cost.

#### TECHNICAL SERVICES

Event Technology is Hotel's preferred provider for audio/visual needs. Because the use of another provider will necessarily involve the use of some of Hotel's and Event Technology's equipment and expertise, group may be responsible for any patch fees, rigging, power and any labor of our staff if needed.

#### UNATTENDED ITEMS/ADDITIONAL SECURITY

The Hotel cannot ensure the security of items left unattended in function rooms. Special arrangements may be made with the Hotel for securing a limited number of valuable items. If NACCT, LLC requires additional security with respect to such items or for any other reason, the Hotel will assist in making these arrangements. All security personnel to be utilized during the Event are subject to Hotel approval.

#### USE OF OUTSIDE VENDORS

If NACCT, LLC wishes to hire outside vendors to provide any goods or services at Hotel during the Event, NACCT, LLC must notify Hotel of the specific goods or services to be provided and provide sufficient advance notice to the Hotel so that the Hotel can (i) determine, in Hotel's sole discretion, whether such vendor must provide Hotel, in form and amount reasonably satisfactory to Hotel, an indemnification agreement and proof of adequate insurance, and (ii) approve, using reasonable judgment, the selection of the outside vendor and the goods or services to be provided by such outside vendor to NACCT, LLC, taking into consideration: (b) the risk level posed by certain activities; and (c) the safety and well-being of guests at Hotel. NACCT, LLC has acknowledged they will be using an outside vendor for audio visual needs. This vendor will be subject to power charges, any rigging needed or any hotel labor needed.

#### PERFORMANCE LICENSES

NACCT, LLC will be solely responsible for obtaining any necessary licenses or permission to perform, broadcast, transmit, or display any copyrighted works (including without limitation, music, audio, or video recordings, art, etc.) that NACCT, LLC may use or request to be used at the Hotel.

**REWARDS PROGRAM – QUALIFIED FOR REWARDING EVENTS**

Approximately (10) business days after the conclusion of the Event (provided that the Event is not cancelled and NACCT, LLC has otherwise complied with the material terms and conditions of this Agreement), the Hotel will either award Points or submit an award for airline miles to the Member(s) identified below.

The Rewarding Events program is only available to qualified Marriott Rewards Program members. Rewarding Events is not available in certain circumstances, including (1) for any government employee or official booking a government event (U.S. government event or non-U.S. government event); (2) for any employee of a state-owned or state-controlled entity (“SOE”) booking an event on behalf of the SOE; or (3) for any other planner or intermediary when booking an event on behalf of a non-U.S. governmental entity or non-U.S. SOE.

In addition, Rewarding Events is available only if NACCT, LLC’s own policies permit the Member identified below to receive Rewarding Events points or airline miles for the Event.

The number of Points or airline miles to be awarded shall be determined pursuant to the Rewards Program Terms and Conditions, as in effect at the time of award. The Rewards Program Terms and Conditions are available on-line at [marriottrewards.com](http://marriottrewards.com), and may be changed at the sole discretion of the Rewards Program at any time and without notice.

The Member identified below to receive either Points or airline miles may not be changed without such Member's prior written consent. By inserting the airline mileage account information, the Member elects to receive airline miles rather than Points. All Rewards Program Terms and Conditions apply.

**GROUP MUST CHECK ONE OPTION BELOW:**

The Contact (as identified on page 1 of this Agreement or the Authorized Signer of this Agreement) certifies that she/he is qualified to participate in the Rewarding Events program for the Event.

Member Name \_\_\_\_\_  
Marriott Rewards Program Member Number \_\_\_\_\_

\*If airline miles are desired instead of Rewarding Events Points, please also provide:

Frequent flier airline miles account number \_\_\_\_\_  
Airline Name \_\_\_\_\_

OR

The Contact (as identified on page 1 of this Agreement or the Authorized Signer of this Agreement) declines or is not qualified to receive Rewarding Events Points or airline miles, and hereby waives the right to receive an award of Points or airline miles in connection with the Event.

**ACCEPTANCE**

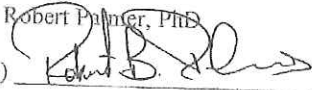
When presented by the Hotel to NACCT, LLC, this document is an invitation by the Hotel to NACCT, LLC to make an offer. Upon signature by NACCT, LLC, this document will be an offer by NACCT, LLC. Only upon signature of this document by all parties will this document constitute a binding agreement. Unless the Hotel otherwise notifies NACCT, LLC at any time prior to NACCT, LLC’s execution of this document, the outlined format and dates will be held by the Hotel for NACCT, LLC on a first-option basis until 3/28/2018. If NACCT, LLC cannot make a commitment prior to that date, this invitation to offer will revert to a second-option basis or, at the Hotel’s option, the arrangements will be released, in which case neither party will have any further obligations.

Upon signature by both parties, NACCT, LLC and the Hotel shall have agreed to and executed this Agreement by their authorized representatives as of the dates indicated below.

Approved and authorized by NACCT, LLC:

Name: (Print) Robert Palmer, PhD

Signature: (Sign)



Title: (Print) President of American Academy of Clinical Toxicology, LLC

Date: 3/27/18

Approved and authorized by Contemporary Forums:

Name: (Print) Leigh DeLaTorre

Signature: (Sign)



Title: (Print) Director of Conference Logistics

Date: 3/28/18

Approved and authorized by Hotel:

Name: (Print) Maggie Garofalo

Title: (Print) Senior Sales Executive

Signature



Date:

3/29/18

reviewed by: John Benitez, Sarah Shiffert, Alan Woolf, Tony Tomassoni

## **Bylaws of the American Academy of Clinical Toxicology, Inc. Revisions Adopted by the Membership 5/28/08**

### **ARTICLE I—NAME, INCORPORATION**

The name of this organization shall be the American Academy of Clinical Toxicology, Inc., (hereinafter referred to as the Academy.) The Academy is incorporated in the state of New Jersey.

### **ARTICLE II—PURPOSE**

The Academy shall be a nonprofit professional organization to foster interdisciplinary research, education, prevention and treatment of poisonings by chemicals, drugs and environmental substances in humans and animals. No part of the net earnings or the principal of this corporation shall inure to the benefit of any private shareholder or individual and no substantial part of the activities of such corporation, or of any recipient of its funds shall be used to carry on propaganda or otherwise attempt to influence legislation or to participate or intervene in any political campaign on behalf of any candidate for public office.

AJT: We may (and arguably should) issue position papers, statements, and news to favorably influence poison center funding, safety of consumer products, reduce drug abuse...and improve the practice of tox-related medicine.

Sarah: THIS EXERCISE IS A REVISION OF THE BYLAWS NOT A WORDSMITHING OF THE PURPOSE OF THE ACADEMY. AND IN GENERAL, LESS IS MORE AND WE DO NOT WANT TO BE SO SPECIFIC ABOUT WHAT WE SHOULD AND SHOULDN'T DO.

### **ARTICLE III—MEMBERSHIP**

1. Membership of the Academy shall be of four classes:

AJT: Let's recheck for accuracy as membership categories and incentives evolve – FELLOWS IN TRAINING??

JGB: Where do fellows in training belong? Does student membership include students (undergrad/grad, fellows, post-docs, etc?)

Sarah: I DO THINK IT WOULD BE WISE TO INCLUDE A CATEGORY OF FELLOWS IN TRAINING IF THEY ARE AN IMPORTANT GROUP AND DIFFERENT THAN STUDENTS. BUT DO NOT SPECIFY THEIR DUES AMOUNT – JUST 'SET BY THE BOARD'

- a. Individual Voting Members
- b. Emeritus Members
- c. Student Members
- d. Institutional Members

Sarah: What is the purpose of this category? Have we ever had an "institutional" member?

In addition, the honorary status of Fellow of the Academy may be conferred upon Individual Voting or Emeritus Members by the Board of Trustees.

2. Individual Voting Members are all individual members other than Emeritus or Student Members. They shall meet requirements and shall receive membership benefits as may be prescribed by the Board of Trustees. Any Individual Voting Member of the Academy shall be eligible to vote in elections and on any question put to the membership for a vote and to hold Office or Trusteeship.

3. Emeritus Members are individual members who have retired from the active practice of toxicology and are so approved by the Board. They shall meet requirements as deemed appropriate and shall receive membership benefits as may be prescribed by the Board of Trustees. Any Emeritus Member shall not be eligible to vote in elections nor on any question put to the membership for a vote, nor to hold Office or Trusteeship.

SARAH: IN 2015 THE BOARD VOTED TO REQUIRE THAT ANY MEMBER APPLYING FOR EMERITUS STATUS MUST HAVE BEEN A FELLOW OF THE ACADEMY FOR A MINIMUM OF 5 YEARS.)

4. Student members are individual members in formal academic or clinical training programs. They shall meet such requirements and shall receive membership benefits as may be prescribed by the Board of Trustees. Any Student Member shall not be eligible to vote in elections nor on any question put to the membership for a vote, nor to hold Office or Trusteeship. After completion of the training, a student member becomes a Voting Member, subject to prevailing dues in the next fiscal year.

AW: Why not let students vote?

Sarah: MOST ORGANIZATIONS THAT DON'T ALLOW STUDENT MEMBERS TO VOTE DO SO BECAUSE OF A PERCEPTION THA THEY ARE NOT AS COMMITTED TO THE ORGANIZATION (OUR STUDENT MEMBERS PAY NO DUES).

JGB: Any specialty student? Residents, fellows? Can medical, pharmacy, etc students, upon graduation become voting members?

Sarah: ANYONE CAN BECOME A VOTING MEMBER IF THEY PAY REGULAR MEMBER DUES.

5. Institutional members are organizations including for-profit and not-for profit corporations, government agencies, and institutions. They shall meet requirements and receive such benefits as may be prescribed by the Board of Trustees. Any Institutional Member of the Academy shall be eligible to cast a single vote in elections and on any question put to the membership for a vote. Institutional Members may not hold Office or Trusteeship.

6. Fellows of the Academy are honored by elevated status conferred by the Board of Trustees in recognition of their significant contributions to the field of clinical toxicology and service to the Academy. To be eligible for consideration to Fellow status, the Individual Voting or Emeritus member shall meet such requirements as may be prescribed by the Board of Trustees.

Sarah: Need criteria for revoking, just in case?

#### **ARTICLE IV—OFFICERS & TRUSTEES**

1. The Officers of the Academy shall be President, President-Elect, [JGB: delete "and"] Treasurer and Secretary. The Executive Committee shall consist of the Officers of the Academy and the

immediate Past President. All Officers and the Past President are responsible to the Board of Trustees.

2. The Board of Trustees of the Academy shall consist of the Executive Committee and ten elected Board Members. The Chair of the Education Committee shall serve as an ex officio member of the Board.

Sarah: With new committee structure, who would this be? I would recommend not specifying ex-officio member(s) of the Board, -rather, the Board should be able to invite whomever they want to attend, and not require a Committee member to attend (ex officio only means "by virtue of the office" and does not address voting rights – adding another member of the Board would require us to specify if that person was voting – which would then give an even number – or non-voting – which would give us a better number, but require AACT to reimburse that person for travel to the non-NACCT BOT meetings).

3. Only Voting Members shall be eligible to serve on the Board of Trustees or as Officers. Only Voting Members shall have the right to vote for Officers and Trustees. Officers and Trustees of the Academy may not concurrently hold office or Trusteeship in other national organizations devoted to clinical toxicology or poison control without the approval of a majority of the Board of Trustees.

AW: The By-Laws state that leaders cannot be leaders of other national organizations without approval of the BOT. However leaders of AACT have in the past also simultaneously been leaders of ABAT or leaders on our journal, Clinical Toxicology (e.g. Editor-In-Chief or Associate Chief). That somehow seems unfair. The By-Laws language on 'approval' by the BOT after they have been duly elected to both offices seems an impractical remedy?

Sarah: What happens if this occurs anyway – would we necessarily know? That's why we do the COI at the Board meetings, but as a procedure, we should probably provide that to prospective Board members as well!

4. Board of Trustees

Sarah: this section (4. Board of Trustees) should be removed – all is covered under DUTIES, Article V below.

- The President of the Academy shall be Chair of the Board. In the President's absence, the President-Elect will serve as Chair for that session. In the absence of the President-Elect, the Board members in attendance shall elect a Chair for that session.
- Members of the Board of Trustees, other than the Officers, shall be elected for a three year term. Members of the Board of Trustees may be elected to no more than two consecutive three year terms. After serving two consecutive terms, an Individual Voting Member may become eligible for reelection to the Board of Trustees after at least a one-year hiatus from the Board.
- The Board of Trustees shall convene a meeting once a year at the time of the annual meeting of the Academy. Additional meetings may be called by the President or by petition of a majority of the Board to the Office of the Secretary.

AW: The By-Laws are silent on the possibility of foreign AACT members running for office, but the practicalities and expense of their attending Board meetings, etc has discouraged their nomination for office by the Nominating Committee. The BOT may prefer that the ByOLaws continue to remain silent on this point.

Sarah: We really can't require Board members to residents of certain countries – I believe that would cause problems with our 501c3 status, or at a minimum, jeopardize our ability to qualify for grants.

#### **ARTICLE V—DUTIES OF OFFICERS and TRUSTEES**

1. The President shall be the Chief Executive Officer of the Academy. The President's term of office will be two years. The President shall:

- a. preside over all meetings of the membership, of the Board of Trustees, and of the Executive Committee;
- b. perform such other duties from time to time as may be required by the Board of Trustees;
- c. have general powers to execute Bonds, Deeds and Contracts in the name of the Academy;

Sarah: or delegate that authority.

- d. appoint members of committees authorized by the Academy;
- e. have authority to require committee reports in person or in writing at meetings of the Board of Trustees;
- f. have power to appoint any additional committees deemed necessary to carry out the purposes and business of the Academy, in accordance with the Certificate of Incorporation and By-Laws and actions taken by the Academy.

2. For a two year term beginning immediately with the installation of a new President of the Academy, the former president shall assume the status of Immediate Past President and serve on the Executive committee.

3. The President-Elect shall serve in the office of President for the two-year term immediately following the two year term as President-Elect. The President-Elect shall be a member of both the Strategic Planning Committee and the Finance Committee.

4. The Treasurer shall serve a term of two years and be eligible for re-election for three consecutive terms only. The Treasurer shall:

- receive all funds due to the Academy;

Sarah: or delegate that authority

- disburse [Sarah: "or cause to be disbursed"] such sums as are necessary to meet lawful indebtedness incurred and authorized by vote of the Academy or by the Board;
- have authority to sign contracts and other instruments entered into by the Academy;
- be responsible on behalf of the Academy for all funds and securities of any type and deposit the same in the name of the Academy in such bank or banks as the Board may direct;
- be bonded at the discretion of the Board for an amount determined by the Board;

- invest and reinvest [Sarah: “or cause to be invested or reinvested”] surplus funds, subject to the order and direction of the Board;
- be an *ex-officio* member of the Finance Committee;
- prepare a budget with the advice of the Finance Committee for each year’s activities for the approval of the Board;
- arrange to have the Academy’s accounts reviewed by certified public accountants at least every 2 years and with each change of Treasurer;

Sarah: AACT has a financial review each year. Maybe this should be a “request an off-schedule financial review” or something like that? I think it’s fine to leave as review “at least every two years”.

- render to the Academy annually an accurate account of all sums received and disbursed during the preceding fiscal year, of all sums and funds that are not expended, of the budget for the current fiscal year, and of the report of the review made of the Academy’s accounts;
- perform such other duties as are incident to the office or as may be properly required by actions of the Academy or of the Board at duly constituted meetings.

The Treasurer may execute certain administrative duties through a business office that is duly authorized by the Board of Trustees. The Treasurer retains responsibility for the proper conduct of such duties.

Sarah: The terms of the Treasurer and Secretary shall not expire concurrently. If this should occur, the Board has the authority to either reduce or extend the term of either the Treasurer or Secretary, at its discretion. If aware that such a situation may arise through an election, the Board may alter the term of a Treasurer or Secretary candidate to avoid such occurrence.

5. The Secretary shall serve a term of two years and be eligible for re-election for three consecutive terms only. The Secretary shall:

- keep records of all duly noticed meetings of the Academy and of all Board meetings and make a report thereon;
- maintain records of business transactions of the Academy and Board meetings
- conduct and be responsible for the official correspondence and communication of the Academy and of the Board;
- maintain the Membership roster;
- have custody of all property of the Academy and hold the same subject to the order and direction of the Academy or of the Board;
- have authority to sign contracts and other instruments entered into by the Academy;
- perform such other duties as are incident to the office or as may be properly required by actions of the Academy or of the Board at duly constituted meetings.

The Secretary may execute certain administrative duties through a business office that is duly authorized by the Board of Trustees. The Secretary retains responsibility for the proper conduct of such duties.

Sarah: The terms of the Treasurer and Secretary shall not expire concurrently. If this should occur, the Board has the authority to either reduce or extend the term of either the Treasurer or Secretary, at its discretion. If aware that such a situation may arise through an election, the Board may alter the term of a Treasurer or Secretary candidate to avoid such occurrence.

## 6. Board of Trustees

Sarah: this is a duplicate of Article IV, section 4. See note in section.

- a. The President of the Academy shall be Chair of the Board. In the President's absence, the President-Elect will serve as Chair for that session. In the absence of the President-Elect, the Board members in attendance shall elect a Chair for that session.
- b. Members of the Board of Trustees, other than the Officers, shall be elected for a three year term. Members of the Board of Trustees may be elected to no more than two consecutive three year terms. After serving two consecutive terms, an Individual Voting Member may become eligible for reelection to the Board of Trustees after at least a one-year hiatus from the Board.
- c. The Board of Trustees shall convene a meeting once a year at the time of the annual meeting of the Academy. Additional meetings may be called by the President or by petition of a majority of the Board to the Office of the Secretary-Treasurer.
- d. A majority of the members of the Board shall constitute a quorum. The Executive Committee shall have the power to act in lieu of the full Board of Trustees between meetings. Such actions will require a majority vote of the Executive Committee and be subject to review by the Board at its next meeting.
- e. The Board shall have power to make and amend rules for its own procedures and shall keep records of such rules.
- f. The Board shall have power to authorize the expenditure of money for the conduct of its business, including the administration of philanthropic funds entrusted to the Academy in concert with its purpose.
- g. The Board shall adopt, before each fiscal year (1 January through 31 December), a budget for the operations of the Academy for the ensuing year.
- h. The Board is authorized to waive dues of individual Members under exceptional circumstances involving hardship.
- i. The Board of Trustees shall publish a summary of its proceedings and decisions. If one-third of the members of the Board of Trustees present so request, the minutes shall include a record of those Board members voting for and against a motion.
- j. The Board shall have power to confer with such other organizations as it deems fit in order to plan for cooperating committees or otherwise to develop relationships with organizations.

- k. The Board shall take all necessary steps to carry out any program determined by vote of the Academy and not otherwise provided for.

AJT: Suggest an item indicating that the Board should review the performance of any executive director or management company annually to assure that management is acting in a manner consistent with the best interests of the association (and might include a note specific to fiduciary/fiscal review).

Sarah: I agree that there should be a management review annually but bylaws define the structure and governance of an organization; its purpose and mission and serve as the legal guidelines of the organization, and outlining the frequency of performance reviews is an operating procedure that doesn't belong here.

## ARTICLE VI—MEETING OF MEMBERS

**(AJT: added space)**

1. The Annual Meeting of the Academy shall be held at the time and place designated by the Board of Trustees.
2. Special meetings of the general membership may be called by any member of the Executive Committee with the approval of a two-thirds majority of the Board or upon petition bearing the signatures of at least 30% of Voting Members. They shall call such a special meeting at a time and place that must be designated at least 30 days in advance.
3. The vote of the simple majority of Individual Voting Members present shall decide any question brought before such meeting unless the question is one upon which, by expressed provision of the statutes or the certificate of incorporation or of these By-Laws, a different vote is required, in which case such expressed provision shall govern and control the decision of such question.
4. Virtual meetings may be called by any member of the Executive Committee with the approval of a two-thirds majority of the Board, whereby a question is put forth by mail or electronic means to the members of the Academy eligible to vote. In such case, the Board of Trustees must submit by mail or electronic means any question or action to the Voting Members of the Academy, including amendment of these By-Laws but not including any question or action required by law or by the certificate of incorporation to be taken at a physical meeting. Such submission shall be made by ballot sent to each Individual Voting Member, setting forth the action proposed, and in the case of election of Trustees or Officers, the names of the persons nominated. A deadline must be set by the Secretary for return of the ballot.
5. In the case of any proposed action, if a required majority of Individual Voting Members responding within any deadline set by the Secretary is in favor thereof; such action shall be considered as adopted by the Academy, as if adopted at any Annual Meeting of the Members.

AJT: Perhaps we should review/better define “majority of votes required to pass different Board actions – not just for calling meetings as above – taking into account electronic voting issues intended for discussion.

Sarah: what is the “required majority”? Is it determined on a per vote basis? And in the case of an in-person meeting, is it the majority of people in attendance, or the majority of members (very high bar to reach for an in person meeting, but the majority of members in attendance could mean whacky decisions since few members attend in person. Part 2: this is what I've asked Hugh for guidance on, post ABAT-election.

6. When a two-thirds majority of the Board of Trustees has certified in writing to the Secretary that the holding of any Annual Meeting is inadvisable, such Annual Meeting shall not be held. In such case, the Board of Trustees may conduct a special or virtual meeting as outlined in Article VI Sections 2 and 4 above.

## **ARTICLE VII—ELECTION OF OFFICERS & TRUSTEES**

1. Prior to each Annual Meeting a nominating committee consisting of the Executive Committee and any other Members they so deem shall nominate one or more candidates for each of the offices or Board positions to be filled at the next election. The nominees will be presented to the Board of Trustees for approval. Additional nominations may be made from the floor during the Annual Meeting of the Academy.

Sarah: the election takes place in the summer. Annual meeting in the fall. This needs to be reworked. I suggest a posting of the slate (before the vote actually takes place), that would allow a period of time during which a petition could be made to add to the slate – can't just take anyone who is nominated.

2. The election for Officers and Trustees of the Academy shall be by secret ballot and may be conducted as a virtual meeting.

3. The Secretary shall distribute ballots for election of officers and trustees at least sixty days before the Annual Meeting.

4. Ballots shall be preserved for 30 days after the Annual Meeting. The Executive Committee shall oversee the integrity of the ballot.

5. In the event of a tie, the election will be decided by a majority vote of the Board of Trustees.

6. All Officers and Trustees of the Academy, regardless of the term for which elected, shall hold office until their successors are qualified and elected. Installation of newly elected Officers and Trustees and assumption of duties shall normally occur at the conclusion of the first Annual Meeting following their election.

AW: We have been challenged by years in which the treasurer, secretary, and president all turn-over simultaneously and there has been an interest in staggered terms so as not to lose all 3 key leaders at once.

Sarah: Secretary and Treasurer terms do not run concurrently.

## **ARTICLE VIII—VACANCIES**

1. If the Office of President is vacated, the President-Elect shall automatically and immediately assume the Office of President. The President-Elect in such circumstances will finish the term assumed due to vacancy of the office and will also fulfill the entire term for which he or she was elected.

Sarah: What about a special election to fill P-E? Is it wise to have one person do both jobs?

2. If the Office of President-Elect is vacated, the Nominating Committee will prepare a slate of candidates [AJT: delete "which will"; and insert "to"] be placed on the ballot at a special election of the Academy.

Sarah: Shouldn't the office of the P-E be considered vacant if P-E assumes role of P? Perhaps if the P's office is vacated in their first year, the P-E takes over as P, and there is a special election for fill new P-E for full remainder of P-E term. If P's office is vacated in their second year (which may be after a new P-E has been elected), the P-E takes over P's office for the remainder of P's term, and then does their own two years as P. If a new P-E has been elected (vacancy occurs in the 2<sup>nd</sup> half of second year), that person fills P0E role early for the

remainder of the year, and then dos their own two years. If a new P-E has not yet been elected (vacancy occurs in 1st half of second year), the P-E takes of P's office, and the P-E office remains vacant until after the regular election, and the person elected as new P[E takes on immediate P-E role, as above, and then does their own two years.

3. If the Office of Secretary or Treasurer is vacated, a majority of the Board of Trustees shall elect any of the Trustees to finish the term of office. The office will be filled for the succeeding term at the next general election of the Academy.

Sarah: the only issue here is that there would be 14 people voting, and there could be a tie – need to come up with a tie-breaker.

4. If a vacancy occurs in the Board of Trustees it shall be filled at the next general election of the Academy for the remainder of the term vacated.

#### **ARTICLE IX —COMMITTEES & SPECIALTY SECTIONS**

1. Standing Committees of the Academy are: American Board of Applied Toxicology Committee, By-Laws Committee, Communications and Technology Committee, Education Committee, Executive Committee, Fellowship Committee, Finance Committee, Nominations Committee, North American Congress of Clinical Toxicology (NACCT) Committee, Membership Committee, Publications Committee, Research Awards Committee, and the Strategic Planning Committee. The composition and duties of the committees shall be enumerated in the policies and procedures of the Academy as determined by the Board of Trustees.

Sarah: These need to be reconsidered. We recommend not including specifics like naming committee in bylaws.

2. The President shall have the power to make and terminate appointments to the standing committees. Appointments are effective from the time of appointment until the close of the next general Meeting of the membership. All standing committees report directly to the President.

3. The President shall establish such ad hoc committees as he or she or the Board of Trustees deem necessary for the purpose of carrying out specific projects. The term of such committees is continuous until the function has been performed or until the committee is otherwise discharged by the President.

4. The Board of Trustees may designate Specialty Sections within the Academy based on the prevailing academic interests of the members.

5. The President shall have the power to appoint liaison committees or representatives for the purpose of establishing and maintaining rapport with other organizations.

6. Any statement or document reflecting a policy or position of the Academy must receive approval from the Board of Trustees prior to circulation or distribution.

#### **ARTICLE X—DUES**

1. Payment of annual dues shall be required of all members of the Academy with the exception of those specifically exempted by the Board of Trustees. The amount of dues is to be set annually by the Board.

2. Any Member whose dues for the current fiscal year are unpaid and who has made no response to a second notice will be considered delinquent and will be dropped from membership on vote of the Board of Trustees at its next official meeting.

AW: In actuality we do not drop members who are delinquent in dues despite 2 notices. In fact we give them a good 6-12 email notices, letters from the president, and personal phone calls all in the first 6 months of the year to try to retain them. The BOT may want to consider this retention issue in a more forgiving way than is currently in the By-Laws.

Sarah: will be dropped? Should be “may be” dropped?

#### **ARTICLE XI—EXPULSION**

A member may be expelled for such cause as the Board of Trustees may deem sufficient provided that a copy of the charge made against him/her shall be furnished to him/her in writing postmarked to the last known address by certified mail at least sixty (60) days before the meeting at which such action is taken. A reply from the member so duly notified or a request to appear before the Board must be received in writing by the Secretary within 30 days of the receipt of the certified mail. The Board may not expel a member without considering his/her rebuttal presented in writing or in person, if any. Failure to respond to the charges will be considered a waiver of the opportunity to respond. A three-fourths vote of all members of the Board of Trustees expressed in a meeting of the Board or in writing shall be required to expel a Member of the Academy.

#### **ARTICLE XII—AMENDMENTS**

1. These By-Laws may be amended by a two-thirds vote of the active Members entitled to vote, present in person at any Annual Meeting of the Academy; notice of proposed amendment must be delivered by mail or electronic means to the members entitled to vote at least sixty (60) days before the date set for the meeting. By-Laws may be amended through a role conducted at a meeting or by a virtual meeting as outlined in Article VI, Section 4 above.

Sarah: If a bylaws vote is held at an in person meeting, do we want to allow for proxy voting?

2. In most instances amendments to the Articles of Incorporation or By-Laws should be initiated by the By-Laws Committee; however, any amendment may be proposed by a written petition of 20% of the membership eligible to vote, which should be transmitted to the Secretary and a copy to the President at least 120 days before the meeting.

#### **ARTICLE XIII**

Should any portion of these By-Laws become invalid through judicial or legislative action, the remainder of these By-Laws shall remain in effect.

#### **ARTICLE XIV—DISSOLUTION**

In the event of the dissolution of the organization, after all debts have been fully satisfied, the assets of the organization shall be distributed to a not-for-profit (c) 3 corporation incorporated within the United States as the Board of Trustees may direct in keeping with the general purposes of this organization.

<b>Career Achievement Award</b>	
<b>Nominee</b>	<b>Nominator</b>
<b>2012</b>	
Alan Woolf, MD, MPH, FAACT	Jeffery Brent
Anthony Manoguerra, PharmD, FAACT	Karen Simone
Daniel Teitelbaum, MD, FAACT	Barry Rumack
Eric Comstock, MD, FAACT	Barry Rumack
John Trestrail, BS PHARM, FAACT	self
Lewis Goldfrank, MD, FAACT	Michael G. Holland and Maria Mercurio-Zappala
William Banner, MD, FAACT	
John Doull, MD, PhD, FAACT	Allister Vale and Barry Rumack
Frederick Lovejoy, MD, FAACT	Alan Woolf
<b>2013</b>	
Gary Wasserman, DO, FAACT	Jennifer Lowry
John Doull, MD, PhD, FAACT	
John Trestrail, BS PHARM, FAACT	Alan Woolf
<b>2014</b>	
Alan Woolf, MD, MPH, FAACT	Jeffery Brent
Lewis Goldfrank, MD, FAACT	Mark Winter
William Banner, MD, FAACT	
Mike Greenberg, MD	Donna Seger, Mike Holland, Allister Vale
<b>2015</b>	
Lewis Goldfrank, MD, FAACT	
<b>2016</b>	
Donna Seger	
Alan Woolf	
<b>2017</b>	
Alan Woolf	Jennifer Lowry and Bob Hoffman
Jeffrey Brent	Kirk Cumpston
Rick Dart	Mark Kostic
Bob Hoffman	Mark Kostic
highlighted is recipient	

<b>Distinguished Service Award</b>	
<b>Nominee</b>	<b>Nominator</b>
<b>2012</b>	
J. Allister Vale, MD, FAACT	Edward P. Krenzelok
Jeffrey Brent, MD, PhD, FAACT	Barry Rumack and Rob Palmer
Edward Krenzelok, PharmD, FAACT	Barry Rumack
Michael Greenberg, MD, MPH, FAACT	Jeffrey Brent, Donna Seger and Irma de Vries
Donna Seger, MD, FAACT	Jeffrey Brent
Lewis Nelson, MD, FAACT, FACEP, FACMT	Jim Mowry
Mark Thoman, MD, FAACT	Finis Cavender
Elizabeth Scharman, PharmD, FAACT	Maria Mercurio-Zappala, Jim Mowry, and Alan Woolf
Anthony Manoguerra, PharmD, FAACT	Sean Nordt, MD, PharmD
<b>2013</b>	
Marty Caravati, MD, MPH, FAACT	Alan Woolf
Matthew Szjankrycer, MD, PhD, FAACT	G. Randall Bond & Bob Hoffman
Anthony Manoguerra, PharmD, FAACT	Milton Tenenbein and Sean Nordt
<b>2014</b>	
Kennon Heard, MD, FAACT	Jeffrey Brent
Mike Greenberg, MD, FAACT	Alan Woolf
Marty Caravati, MD, MPH, FAACT	Bob Hoffman
Tony Scalzo, MD, FAACT	Karen Simone
Gary Wasserman, DO, FAACT	Ed Krenzelok
<b>2015</b>	
Carol Angle	
<b>2016</b>	
E. Martin Caravati	
<b>2017</b>	
Gary Wasserman	Jennifer Lowry
Ruddy Rose	Kirk Cumpston
Karen Simone	Lee Cantrell, Mark Kostic
Ken McMartin	Mark Kostic
Bob Hoffman	Mark Kostic
Kennon Heard	Mark Kostic
Mike Greenberg, MD, FAACT	Alan Woolf
highlighted is recipient	

## Report from Awards Committee

### 2017/8 application deadlines

- Student and Trainee NACCT Travel Awards (deadline this year will be July 1)
- Junior Investigator Award (deadline Mar 1, 2018, delayed to April 1, 2018)
- Toxicology Trainee Research Award (deadline April 1, 2018, delayed to May 1, 2018)

### Review Committee

- Kenneth McMartin (2010)
- Scott Whitlow (2014)
- Jodi Green (2010)
- Christine Stork (2010)
- Keith French (2016)
- Kirk Cumpston (2016)

### Current status

- The award applications were moved to an online system (as opposed to an emailed pdf) and, due to my delays, these were not instituted sufficiently in time, so that we moved the application deadlines back one month
- We had 4 applications for the Junior Investigator award, which is a good response – they are being reviewed such that we expect to give an award in early May
- The Trainee Research deadline is still coming, so waiting to hear those numbers.

### Publicity for the awards

- We seem to have done well recently, so will continue with:
  - AACTion newsletter – announcements for upcoming awards in each issue
  - AACTion – notices of the various award winners for this year when ready
  - Recognition at meeting – will announce award winners and the travel award winners at AACT business meeting
  - Have created powerpoint slides of upcoming awards – they will be broadcast at the beginning of all the oral sessions as part of the loop
  - One page descriptions of upcoming awards as handouts at NACCT 2018
  - Broadcast emails to fellowship directors or fellows

### Discussion of award(s)

- Some of the committee members have been on the committee for a long time – looking for potential recommendations for “new blood” – see above list of members and dates when started

Budget request

	<b>Deadline</b>	<b>Total Amount</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>
<b>AACT Research</b>	1-Dec-18	6000	0	6000	0	6000
<b>Toxicology Trainee Research</b>	1-May-18	4000	4000	0	4000	0
<b>Young Investigator Research Award</b>	1-April-18	45000 for 2 yr	22500	22500	22500	22500
<b>Student and Trainee Travel Awards</b>	1-July-18	4 @ 1000	4000	4000	4000	4000
<b>TOTAL</b>			<b>30500</b>	<b>32500</b>	<b>30500</b>	<b>32500</b>

## Committee Accomplishment Report Scientific Liaison Coalition (SLC)

### Current Participating SLC Organizations

- American Academy of Clinical Toxicology (AACT)
- American College of Toxicology (ACT)
- Environmental Mutagenesis and Genomics Society (EMGS)
- Safety Pharmacology Society (SPS)
- Society for Risk Analysis (SRA)
- Society of Toxicologic Pathology (STP)
- Society of Toxicology (SOT)
- Teratology Society (Teratology)

The SLC is a coalition of scientific, biomedical, and health-based societies working collaboratively on cutting-edge webinar series, conferences, and sessions/courses at scientific meetings. The representatives of the participating societies of the SLC hold a conference call on the second Tuesday of each month to share topics of mutual interest and to plan for collaborative endeavors aligned with the mission of the SLC. From these conference calls and the twice yearly face-to-face meetings, the SLC representatives have fostered the development and implementation of an array of activities that benefit the members of this ad hoc coalition.

### Benefits to Society Members of Membership in SLC

- Education
  - Develop educational opportunities through collaborative interactions of webinars, sessions, and courses
  - Obtain access to sessions/programs developed by other SLC representatives
  - Reduced registration to SOT Contemporary Concepts of Toxicology (CCT) meetings
  - Access to live webinars
- Networking Opportunities
  - Develop contacts across scientific groups with whom you may not normally interact

### Accomplishments: SLC Webinar Series

All webinars were held from 11:00 am-12:30 pm ET. Note that AACT members, since we are members of the SLC, can register for these webinars for free. Also, the webinars are archived on the SLC website (<https://www.toxicology.org/slc.asp>)

- In Bed with the Devil: Recognizing Human Teratogenic Exposures, November 28, 2017, presented by Jan Friedman, MD, PhD, a clinical geneticist and Professor of Medical Genetics at the University of British Columbia (UBC).
- The Next Thalidomide, December 20, 2017, presented by Anthony B. Scialli, MD, a teratologist and board-certified obstetrician-gynecologist and Adjunct Professor in the Departments of Obstetrics and Gynecology and of Pharmacology and Physiology at Georgetown University School of Medicine

- How to Get Published in Peer-Reviewed Journals, February 6, 2018, presented by Mary Beth Genter, PhD, DABT, ATS, Professor, Department of Environment Health, University of Cincinnati
- The Future of Publishing, February 27, presented by Gary W. Miller, PhD, Professor of Environmental Health and Associate Dean of Research in the Rollins School of Public Health at Emory University. Dr. Miller is Editor-in-Chief of *Toxicological Sciences*.

### **Sponsored Conference:**

The SLC organized and ran the SOT Contemporary Concepts in Toxicology (CCT) Conference entitled “Toxicological Concerns in Older Adults, a Neglected Majority” that happened on March 10, 2018 in San Antonio, Texas. This meeting was held as a pre-meeting to the annual SOT meeting.

This meeting addressed the following:

1. Current knowledge of the aging process and risk factors for toxicity in the older adult population;
2. The most common toxic outcomes in older adults and the physiological systems involved;
3. Distinct challenges associated with toxicological research and clinical trial efforts relevant to the aging population; and
4. The need for dialogue between clinicians and toxicologists to enhance information exchange and collaboration.

### **Upcoming Conference:**

SOT Contemporary Concepts in Toxicology (CCT) Conference: FutureTox IV Progress to Maturity: Predictive Toxicology for Healthy Children, November 14–16, 2018, Westin Crystal City, VA.

FutureTox IV is focused on bringing together basic, clinical, and regulatory scientists to bridge the translation from historical approaches to Tox21 implementation relative to risk assessment and regulatory decision-making for matters pertaining to developmental health, lifestage progression, and the human reproductive cycle. The meeting also will look at implementing the 21st-century vision and regulatory considerations relevant to commercial chemicals in the environment and medical products for guidance based on new results. The website for this meeting is <https://www.toxicology.org/events/shm/cct/FutureToxIV.asp>. Registration is discounted for members of SLC member societies.

To become a sponsor of this meeting, an SLC participating society needs to send out two types of communications (e.g., one or two broadcast emails and web posting or newsletter article to be listed as a meeting sponsor.

### **Upcoming Webinars:**

- Toxicity and Efficacy of Stem Cells as Therapeutic Products for Humans and Animals, April 24, 2018.

Stem-cell based therapies are becoming very popular in humans and animals for many conditions. However, much still needs to be understood in terms of their toxicity and efficacy. We will have two speakers from the US Food and Drug Administration (US FDA). The first is

from the Center for Biologics Evaluation and Research (CBER) discussing their use in humans and the second speaker is from the Center for Veterinary Medicine (CVM) who will discuss the challenges in their veterinary use.

**Current Working Groups (could result in meetings or webinar series)**

- Opioid Addiction: Two presentations on this topic will be presented, one at SPS on October 1, 2018, in Washington, DC and the other at an ACT meeting.
- Perinatal Morbidity & Mortality: A Mother and Child Issue
- New Approach Methodologies (NAMS)
- Genetics

**SLC Summit: (Face-to-Face Meeting) November 13/14, 2018, Westin Crystal City, VA.**

This meeting is designed to evaluate the future of the SLC, in particular the likelihood of incorporating more societies. As such, representatives from a number of non-SLC societies have been invited to attend. Recommend that Kirk Cumpston (McMartin has a time conflict) attend this meeting because he resides close to the venue and has been involved with the SLC. As a side note each member society can send up to three representatives to each meeting and/or conference call in case someone else would want to participate.

**Budget Request**

Request for travel funds for AACT representative to attend this meeting – maximum of \$1000

## **AACT CODE OF ETHICS**

### **1. Background and Expectations**

This document provides specific tenets for the behavior of all members for the American Association of Clinical Toxicology (AACT). It is not intended to include all aspects of activities of the member as those not included should not be assumed to be acceptable. These guidelines are intended to be used as a supplement (not “instead of”) the Code of Medical Ethics of the American Medical Association. This document is applicable to clinical toxicologists as defined as scientists and health care providers who are qualified to be members of AACT.

This document is intended to provide underlying ethical expectations upon which clinical toxicologists should base their responsibilities and relationships to their patients, colleagues, society, health care professionals and science.

The AACT Board of Directors through the President may censure, deny or revoke membership to members who are in violation of these guidelines, in accordance with established policies and procedures. Membership in AACT is contingent in compliance with these Code of Ethics.

### **2. Non-Discrimination**

The AACT is committed to equal opportunity for all persons without regard to sex, age, race, color, religion, creed, national origin, marital status, disability or sexual orientation. It is the policy of the AACT to comply with all federal, state and local laws and regulations regarding equal opportunity. In keeping with that policy, the AACT is committed to maintaining a professional environment that is free of unlawful discrimination and harassment. Accordingly, the AACT will not tolerate unlawful discrimination against or harassment of any of our members or others present at AACT functions by anyone, including any member, vendor, or client of the AACT.

Unlawful discrimination includes treating someone less well in opportunities for work (e.g., promotions, shifts, overtime, etc.) as well as professional opportunities within an organization such as AACT (e.g., elected AACT positions, publication of manuscripts, speaking opportunities) because of his or her race, national origin, sex, age, religion, sexual orientation, disability or other protected attribute. Harassment consists of unwelcome or unwanted conduct, whether verbal, physical or visual, that is based upon a person's protected status. Examples of unlawful harassment include words, gestures, stories, jokes or nicknames that are derogatory, demeaning or insulting to a person based upon his or her race, national origin, sex, disability, age, religion or other protected attribute.

### **3. Maintenance of Professional Competency in Clinical Toxicology**

Clinical toxicologists will ensure the care provided to patients is safe, effective and consistent with the most current and accepted practices in the field of toxicology. The clinical toxicologist will practice within their areas of competence and expertise, consistent with their educational background, training and skill level. The practicing clinician can maintain currency and skills by in a number of ways, including:

- Maintaining current healthcare professional licensure
- Meeting the requirements necessary to maintain their board certification in clinical toxicology
- Regularly participating in Continuing Education/Lifelong Learning
- Participating in the clinical practice of toxicology on an ongoing and regularly basis with an appropriate frequency and type of interaction to maintain toxicological skills
- Accessing and utilizing current primary, secondary, tertiary references to evaluate or manage any given toxicological situation
- Consulting/collaborating with other clinical toxicologists and healthcare professionals when additional expertise is needed and/or current knowledge is insufficient to evaluate or manage a toxicological problem
- Be aware of and review current, accepted clinical toxicology guidelines as they become available
- Attend hospital/medical center, local, regional and/or national clinical toxicology meetings to ensure awareness of current toxicological issues

The clinical toxicologist will discontinue practice in clinical toxicology if unable to maintain competency.

#### **4. The Clinical Toxicologist – Patient Relationship**

As with other healthcare professionals, the clinical toxicologist should always have the principle of beneficence foremost in their minds, striving to provide recommendations, advice, and therapeutic plans that are in the best interest of their patients. Along with this determination to work toward their patients' benefits, the clinical toxicologist must also endeavor to observe the code of non-maleficence, taking care that their recommendations or actions do not carry with them undue risk and questionable benefit.

These primary tenets of ethical patient care must be accompanied by conscientiously providing informed consent to patients regarding recommended medical therapies where available. Educating patients (or their surrogates) in regards to the rationale for their recommendations, to the inherent risks and benefits, and to possible alternative treatments are key to the clinical toxicologist's responsibility to allow their patients to make informed choices. Ultimately, a patient with the clear capacity to make decisions has the right to then do so in an autonomous fashion with their choices being respected. Given the key role of informed consent, clinical toxicologists must be skilled at recognizing those patients that are lacking this decision-making capacity. When informed consent is not possible, careful and measured clinical judgment is required with emergent or lifesaving care being provided in a timely manner. Furthermore, a clinical toxicologist has a responsibility to

inform and educate patients with regard to any proposed testing or therapy that would not be in their best interest or potentially harmful.

While providing care for their patients, it is imperative for the clinical toxicologist to respect the sensitive nature of this relationship with their patient. Maintaining patient confidentiality and respecting their privacy are crucial to preserving open communication and trust. Patient information should only be released at a patient's request (or that of their surrogate), to other healthcare professionals involved in the patient's care, as otherwise permitted by law, or as outlined in section 6 of this code.

In most circumstances, clinical toxicologists should have the option to provide their services to patients of their choosing, however, there are ethical limits to this freedom. Within reason, acute care should be provided to all patients with an emergent or life-threatening clinical condition. Furthermore, a clinical toxicologist should not refuse to provide emergency care based on gender, sexual orientation, legal status, medical history, political beliefs, race, ethnicity, religious beliefs, nationality, or their ability to pay.

The clinical toxicologist is likely to evaluate and care for individuals who do not have the capacity to consent to treatment. In addition, the clinical toxicologist is unlikely to have a prior relationship with the patient or their family. Care for the patient may require rapid assessment and immediate clinical intervention which may be based on limited information. Assessment for competency for medical treatment may not occur due to the need for timely decision making and the risk to patient health with delays. When possible, however, assent and consent determination should occur and the desires of the patient be allowed to proceed to the maximum extent possible under the law. Patients who are considered "children" under the law can provide assent, but consent is obtained by the legal guardian.

## **5. The Clinical Toxicologist's Relations with Colleagues and Other Professionals**

Toxicologists are expected to uphold professional standards of conduct not only in their relationships with patients, but also in their relationships with other health care professionals. Clinical toxicologists must work as team with other health care professionals. Acknowledging and utilizing the expertise of other health professions in patient care ensures optimum treatment. The relationship includes, but is not limited to, fairness, honesty, respect and integrity.

Clinical toxicologists should increase awareness to other health professionals regarding the value in utilizing a clinical toxicologist's expertise. Members are encouraged to participate in peer-review activities to promote the best care for their patients. Members should not unjustifiably criticize a colleague's judgment, training, knowledge, or skills; however, members should not knowingly ignore a colleague's incompetence or professional misconduct. To this end, members shall be responsible for helping their colleagues maintain a high level of performance and integrity in their delivery of health care.

Sexual harassment is unacceptable. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature may create an intimidating, hostile or abusive environment that is antithetical to the vision and mission of AACT. This includes behavior that may occur in the context of an official AACT function or at other times. Intoxication which raises the risk of sexual harassment is to be avoided. Should a member have the opportunity to constructively work with colleagues to help avoid or defuse interactions that might constitute sexual harassment, each member is encouraged to do so.

## **6. The Clinical Toxicologist's Relations with Business and Administration**

The toxicologist should cooperate with persons whose expertise is in the management and administration of health care systems to provide efficient care. A central role of clinical toxicologists is to keep patient interests first in administrative and business decisions. Incentives from businesses should not influence patient-centered clinical judgment. Physicians should not accept inappropriate gifts, trips, or other items from pharmaceutical or medical equipment companies or their representatives.

## **7. The Clinical Toxicologist's Relations with Trainees**

The clinical toxicologist has an important duty as an educator. In this role, there is a responsibility to share their knowledge in the field of toxicology with learners from a variety of backgrounds. While working with trainees, the clinical toxicologist should serve as an ambassador for their field. In this capacity they should both help meet the specific educational needs of their learners and provide a better understanding of the role of clinical toxicologists. Any instruction in the field of toxicology should be done in the context of current research and the best available evidence-based practice, and must be free of bias. In this position of authority, clinical toxicologists should always be aware of their status as role models for their learners and consistently demonstrate ethical standards. These relationships must be treated with respect and solemnity. Explicit agreements between mentors and mentees are encouraged. A mentor should not ever exploit the work or talent of a mentee nor represent a mentee's work as his or her own.

## **8. The Clinical Toxicologist's Relations with the Research Community**

Clinical toxicologists are scientists and researchers and are frequently required to interact with elements of the pharmaceutical and other industrial, government and academic research community. The search for facts and truth should engender an atmosphere of mutual collaboration and cooperation; the honest and open exchange of information with concern for and assurance of the safety and well-being of research subjects are the paramount objectives for all research endeavors.

In their interactions with the scientific research community and in their own research activities clinical toxicologists must abide by the established moral and legal principles

contained in federal, institutional, and professional guidelines that govern human and animal research, such as the Declaration of Helsinki and the National Commission for the Protection of Human Subjects of Biomedical and Behavioral Research. These guidelines include requirements for appropriate and identified study goals, scientifically valid design, guarantee of informed consent, confidentiality of records, and minimization of risks to subjects. Approval from appropriate institutional review boards does not make immune the clinical toxicologist from the responsibility to protect the rights and well-being of research subjects remains the responsibility of the individual researcher.

Toxicologists must diligently avoid potential sources of influence or bias when conducting research. In no circumstances should a clinical toxicologist seek to avoid or bypass restrictive research subject safeguards. Data should be collected carefully, interpreted correctly, and reported accurately. Members should claim authorship as defined by standard published and accepted guidelines. Investigators should follow responsible authorship practices; all relevant investigators in the research project should receive recognition for their contributions. Ghostwriting by interested parties not involved in the research project should be avoided. Acknowledgment as an author should only occur if the clinical toxicologist played a major role in the writing of the manuscript or in the design or execution of the research project.

Members should publish research results truthfully, completely, and without distortion, including studies resulting in negative or unexpected findings. In reporting research results to the news media, members should make statements that are clear, understandable, and supportable by the facts. Members should disclose if results of research are being released before appropriate peer review. In addition, the AACT encourages the members to participate in the creation and development of creative and useful works in connection with their service to the AACT.

If the toxicologist has any potential or real financial benefit associated with their research this must be disclosed to the research institution and to any potential publishers of the research. If research is being done on a commercial product, or one that is likely to become commercial, it is unethical to invest or to buy or sell equity in the company that may financially benefit or suffer from the results of the research until the study is completed and the results are made public unless doing so occurs in the routine course of the toxicologists employment,. Reasonable requests for access to raw data should be obliged, provided doing so does not create an onerous task for the investigator and that there are no contractual obligations to the contrary.

Before embarking on a clinical trial toxicologists in the U.S. should pre-register applicable studies at trial with [www.clinicaltrials.gov](http://www.clinicaltrials.gov).

## **9. The Clinical Toxicologist's Relations with Public Health**

The clinical toxicologist should promote public health. They owe duties not only to their patients, but also to society as a whole. Though the clinical toxicologist's duty to the patient is primary, it is not absolute. Clinical toxicologists must be aware of their role in relation

to the protection of the community and work in collaboration with various public health entities as permitted by applicable law.

#### **10. The Clinical Toxicologist Contractual Relationships**

It is anticipated that clinical toxicologists may enter into various contractual relationships related to their professional services. These may involve, but are not limited to, employment, consulting and reimbursements. When such relationships involve clinical care the well-being of patients should take precedence over other interests.

Some contractual relationships might involve a possible conflict of interest with other activities. When such possible conflicts exist they should be managed as covered in the section on Conflicts of Interest in this Code.

#### **11. The Clinical Toxicologist and Conflicts of Interest**

Conflicts of interest may arise from activities of clinical toxicologists involving, but not limited to, business, contractual, or consulting activities. When such activities have the potential to create possible or perceived conflicts of interest related to patient care, teaching, publishing, peer-review or other activities those possible conflicts should be divulged, to the extent possible, to involved parties.

Investments in excess of \$5,000 that may create possible or perceived conflicts should likewise be divulged to involved parties.

#### **12. The Clinical Toxicologist's Stewardship of Finite Resources**

While clinical toxicologists should be conscious of costs and employ responsible use of available health care resources, the clinical toxicologist's primary consideration is for the quality of care of each individual patient. Clinical toxicologist should not allocate health care resources on the basis of patient's ability to pay, contribution to society, past use of resources, or responsibility for their medical condition.

#### **13. Gifts to Clinical Toxicologists and AACT from Industry**

The AACT recognizes the importance of the relationship between industry and practicing clinical toxicologists. Many gifts given by companies in the pharmaceutical, device, and medical equipment industries serve relevant and socially beneficial functions. For example, companies have long provided funds for educational seminars and conferences. However, some gifts that reflect customary practices of industry may not be consistent with widely accepted guidelines. To avoid the acceptance of inappropriate gifts, toxicologists should observe the following guidelines:

(1) Any gifts accepted by individuals should primarily entail a benefit to patients and should not be of substantial value. Accordingly, textbooks, modest meals, and other gifts are appropriate if they serve a genuine educational function. Cash gifts should not be

accepted. The use of drug samples for personal or family use is permissible as long as these practices do not interfere with patient access to drug samples. It is not acceptable for non-retired physicians to request free pharmaceuticals for personal use or use by family members.

(2) Individual gifts of minimal value are permissible as long as the gifts are related to the clinician's work (e.g., pens and notepads).

(3) The definition of a legitimate "conference" or "meeting" is any activity, held at an appropriate location, where (a) the gathering is primarily dedicated, in both time and effort, to promoting objective scientific and educational activities and discourse (one or more educational presentation(s) should be the highlight of the gathering), and (b) the main incentive for bringing attendees together is to further their knowledge on the topic(s) being presented. An appropriate disclosure of financial support or conflict of interest should be made.

(4) Subsidies to underwrite the costs of continuing medical education conferences or professional meetings can contribute to the improvement of patient care and therefore are permissible. Since the giving of a subsidy directly to a clinician by a company's representative may create a relationship that could influence the use of the company's products, any subsidy should be accepted by the conference's sponsor who in turn can use the money to reduce the conference's registration fee. Payments to defray the costs of a conference should not be accepted directly from the company by the members attending the conference.

(5) Subsidies from industry should not be accepted directly or indirectly to pay for the costs of travel, lodging, or other personal expenses of members attending conferences or meetings, nor should subsidies be accepted to compensate for the member's time. Subsidies for hospitality should not be accepted outside of modest meals or social events held as a part of a conference or meeting. It is appropriate for faculty at conferences or meetings to accept reasonable honoraria and to accept reimbursement for reasonable travel, lodging, and meal expenses. It is also appropriate for consultants who provide genuine services to receive reasonable compensation and to accept reimbursement for reasonable travel, lodging, and meal expenses. Token consulting or advisory arrangements cannot be used to justify the compensation of members for their time or their travel, lodging, and other out-of-pocket expenses.

(6) Scholarship or other special funds to permit medical students, residents, and fellows to attend carefully selected educational conferences may be permissible as long as the selection of students, residents, or fellows who will receive the funds is made by AACT or the designated representative. Carefully selected educational conferences are generally defined as the major educational, scientific or policy-making meetings of national, regional, or specialty medical associations.

(7) No gifts should be accepted if there are strings attached. For example, members should not accept gifts if they are given in relation to the prescribing practices. In addition, when

companies underwrite medical conferences or lectures other than their own, responsibility for and control over the selection of content, faculty, educational methods, and materials should belong solely to the organizers of the conferences or lectures.

## **Committee/Section Name: Acute and Intensive Care**

Date: 03/29/2018

Name of Person Completing this Report: Rachel Gorodetsky

Current Chair/Co-Chair Names: Ryan Feldman

Is this a change in chair(s) since last year?: Yes

### List of Activities this past year (Fall 2017-Spring 2018)

AACT Section Webinar, September 2017

Acute and Intensive Care Symposium, NACCT 2017

*Did your section contribute to (or scheduled to contribute to) the AACT webinar series in 2017-2018?*

Yes

Please list the title; date and presenter of this webinar

8/7/2018- Topic and presenter identification in progress

Topics under consideration include use of ECMO for cardiogenic shock related to cardiotoxic drugs, nerve agents with discussion of efficacy and availability of oximes, modified NAC regimens for APAP toxicity.

### *List of Activities/Plans for the upcoming year*

8/7/2017- Webinar

Planned activities (please see attached project descriptions for further details on the purpose of the projects and how they will be carried out)

- Creation of AACT AIC Twitter
- Call to action for formation of work groups in the AIC section to complete projects and enhance community engagement
- Creation of monthly evidence review
- Creation of a virtual case discussion symposium
- Creation of web forum where clinical cases can be discussed amongst the AACT community

### *Identify any new initiatives/projects that your section would like the Board to consider*

Update the AACT Clinical Practice Guidelines for Ethylene Glycol and Methanol Toxicity. The existing ones are approaching 20 years old, and although I do not believe a great deal has changed in terms of the management, there may be some new evidence to consider, and it will help keep the guidelines current.

### *How can AACT better assist your section/committee?*

Clarification of contact person for website content management in order to scope the feasibility of adding a web forum where clinical cases can be discussed amongst the AACT community

### *Does your committee/section have any budgetary needs/requests?*

Yes see attached

Please list any other comments or needs not addressed above

N/A

## **AIC planned initiatives project descriptions**

### *AIC Literature Update- Call to action for Work Group*

- Description
  - The goal of this project is to provide monthly analysis and editorial comment on one article from the Journal of Clinical Toxicology each month (or from other relevant toxicology journals). This will aid in increasing membership awareness of critical articles, as well as engaging the community in discussion. A call to action will be made to members of the AIC for the formation of a work group. Members of the work group will be assigned an article to critically review on a rotating basis. A summary of the study and interpretation of results will be written by the member assigned the article. The summary and interpretation will be distributed on a monthly basis amongst members of the AIC via email list serve for review.
- Work group tasks
  - Identification of high impact articles for review
  - Review of literature as assigned
  - Creation of written summary and interpretation on rotating basis

### *AIC Clinical Case Web Symposium- Call to action for work group*

- Description
  - The goal of this project is to provide management perspectives of interesting cases from toxicologists across the country. This will aid in community engagement and provide interactive learning for members of the section. A call to action will be made to members of the AIC for the formation of a work group. The workgroup will identify interesting cases from acute care practice for review during a clinical case symposium. Information regarding the cases will be sent to AACT members in advance of symposium. Selected toxicologists (or those who managed the case) will be tapped to discuss the management of the case in an online virtual symposium.
- Work group tasks:
  - Identify unique or clinically challenging exposures
  - Summarize case information for dissemination
  - Identify and organize toxicologists to present their management of the case on date of virtual symposium

### *AIC Internet Forum*

- Description
  - Have an available web forum where users can post questions or interesting cases regarding acute care management of poisonings.
  - Possible other

### *AACT AIC Twitter*

- Description
  - Create a twitter for dissemination of upcoming event/activities in the AIC section as well as promotion of educational information.

**Committee/Section Name: Envenomation Section**

Date: 03/29/2018

Name of Person Completing this Report: Keith Boesen

Current Chair/Co-Chair Names: Keith Boesen Chair

Is this a change in chair(s) since last year?: No

*List of Activities this past year (Fall 2017-Spring 2018)*

Annual Meeting at NACCT 2017

AACT Webinar July 2018

Email Communication and Updates periodically

*Did your section contribute to (or scheduled to contribute to) the AACT webinar series in 2017-2018?*

No

*List of Activities/Plans for the upcoming year*

July 2018 Webinar with Spencer Greene.

Tentative Title: "Corals and Captives: not your typical snakebite"

*Identify any new initiatives/projects that your section would like the Board to consider*

I would like to find a way to keep my list serve up to date. If possible, could AACT develop the list serves for each of the Sections? I try to keep my updated but it is difficult to reconcile a list of over 100 names.

We have been looking into a HIPAA Complaint forum to share ideas and interesting cases. We will continue to explore but a forum like this may be interesting to other sections.

*How can AACT better assist your section/committee?*

Having a mechanism for keeping my membership list up to date, that would be great.

*Does your committee/section have any budgetary needs/requests?*

No

*Please list any other comments or needs not addressed above*

NA

## AACT Forensic Section

I am writing to provide an April 2018 update on the AACT Forensic Interest Group Activities this past year.

In October 2017, a call for content experts was sent out with a robust response of over 23 interested individuals with a variety of forensic backgrounds. There was a discussion of best processes as there was benefit as well as service to the Academy, but also the small potential for conflicts of interest that were being considered.

The same month recruitment for questions and participants in preparation for a webinar was delivered to AACT Forensic SIG members.

The webinar, entitled ***On Becoming and Being an Expert Witness: Sharing Pearls and Pitfalls, and Venues – A Moderated Discussion with Experts***, was held on **Dec 5, 2018**. It featured toxicologists with a diverse background providing formal expertise not just as medicolegal experts, but for advice to industry and governmental entities.

The formal objectives included:

- Learn the common mistakes of starting a consultation service
- Share s best practices and avoiding conflicts of interest and professionalism
- Understand the different venues by which your expertise may be requested

The panelists included:

- Allison Muller Pharm D, DABAT
- Marcia Ratner, Ph. D
- Jeffrey Brent, MD, Ph D
- Ken Kulig, MD FACMT, FAACT
- Tom Kurt, MD, MPH, FACMT, FAACT
- Christopher Hoyte, MD
- Rama B. Rao, MD FACMT, moderator

The advanced request placed for specific questions from the interest group provided the basis of a moderated discussion between the panelists and included the following:

- How did you get your first case and subsequent cases?
- How to limit conflicts between academic appointments and private service as an expert
- How to evaluate a case a decide on being an expert for the case
- What are the “must haves” in a relationship with the legal team before starting?
- What are typical deliverables?
  - When do you put your opinions into writing?
  - What other deliverables are common?

What are your usual obligations, ethically or professionally?

The webinar logged 92 Call-ins with some sites with more than one listener  
**At NACCT 2018 in Vancouver, BC**

**Case Files from the Medical Examiners Office**

Speakers included

**Travis Olives: Sentinel Carfentanil Deaths in a Midwestern State**

2 years of data tracking novel opioid exposures and deaths

**Robert Palmer Errors in Postmortem Literature**

A review of the limits of interpreting recommendations in forensic publications

There were over 100 participants with 50 responses.

Ratings	1=Poor	2=Below Average	3=Average	4=Above average	5=Excellent
completed evaluations: 50					
Content/Teaching Methods			7	13	30
Presentation/Handouts	1	1	10	13	25
Relevance of Content to Objectives			5	11	34
Independence, Objectivity, Balance, Scientific Rigor			6	11	33

This coming year, due to interest across a diverse group of Forensic SIG members wishing to learn more about being an expert witness, a session is proposed for the 2018 meeting.

We look forward to more feedback.  
Thanks as always for your support.

Sincerely,  
Rama B. Rao, MD

## **Committee/Section Name: Geriatric Toxicology**

Date: 04/04/2018

Name of Person Completing this Report: Tom Kurt, MD, MPH, FAACT  
Current Chair/Co-Chair Names: Tom Kurt, MD, MPH and Mark Thoman, MD  
Is this a change in chair(s) since last year?: No

### *List of Activities this past year (Fall 2017-Spring 2018)*

Geriatric Toxicology Section meeting at the NACCT in Vancouver, October, 2017, with attendance from Pertti Hakkinen, PhD, from the National Library of Medicine.

IRB approval for project "Trends of Poisonings in Seniors in the NPDS

Scheduling Webinar on "Polypharmacy and Unintended Poisonings in Seniors"

References that deal with senior issues:

Anderson BD, Seung H, Klein-Schwartz W. Trends in Types of Calls Managed by U.S. Poison Centers 2000-2015. Clin Tox 2017; link:

<https://doi.org/10.1080/15563650.2017.1410170>

Burris JF, Tortorici MA, Mandic M, Neely M, Reed MD. Dosage Adjustments

Related to Young or Old Age and Organ Impairment. J Clin Pharmacol

2016;56(12):1461-1473, doi: 10.1002/jcph.816

*Did your section contribute to (or scheduled to contribute to) the AACT webinar series in 2017-2018?*

Yes

Please list the title; date and presenter of this webinar

TBA: Trends of Poisonings in Seniors

Tom Kurt, MD, MPH and Joanna Doyle Petrongolo, PharmD, moderator Mark Thoman, MD

*List of Activities/Plans for the upcoming year*

See "Activities" and "Webinar".

*Identify any new initiatives/projects that your section would like the Board to consider*

Re-initiate plans for Webinar, consider platform speaker for NACCT in 2019

as we did successfully in Boston 2016.

*How can AACT better assist your section/committee?*

Assign me the point person's liaison email and cell/telephone with quarterly call in planning discussions.

*Does your committee/section have any budgetary needs/requests?*

No

*Please list any other comments or needs not addressed above*

Help me liaison with AAPCC and NPDS with seniors issues.

**Committee/Section Name: Herbal Dietary Supplement**

Date: 04/06/2018

Name of Person Completing this Report: Mike Hodgman

Current Chair/Co-Chair Names: Michael Hodgman MD, Jou-Fang Deng MD, Alan Woolf MD

Is this a change in chair(s) since last year?: No

*List of Activities this past year (Fall 2017-Spring 2018)*

Symposia at NACCT 2017 Vancouver, Green Tea; The Good, Bad and Ugly

Continuation of bi-monthly abstract service for members HDS section

*Did your section contribute to (or scheduled to contribute to) the AACT webinar series in 2017-2018?*

Yes

Please list the title; date and presenter of this webinar

August 2017: Vitamin D Toxicity, Michael Hodgman

*List of Activities/Plans for the upcoming year*

September 2018: tentative; Herbal Dietary Supplements, The Toxic Ten, Alan Woolf and \_\_\_\_\_.

*Does your committee/section have any budgetary needs/requests?*

Yes (\$500 for NACCT)

**Committee/Section Name: Occupational and Environmental Toxicology**

Date: 04/05/2018

Name of Person Completing this Report: David Vearrier, MD, MPH

Current Chair/Co-Chair Names: David Vearrier

Is this a change in chair(s) since last year?: No

*List of Activities this past year (Fall 2017-Spring 2018)*

National Webinar - Increase in CWP

NACCT 2017 Symposium - Clean Up of Oil Spills

*Did your section contribute to (or scheduled to contribute to) the AACT webinar series in 2017-2018?*

Yes

Please list the title; date and presenter of this webinar

Increasing Prevalence and Severity of Dust-Related Lung Disease in U.S. Coal Miners

Nov 2017

*List of Activities/Plans for the upcoming year*

2018 NACCT Symposium "Can Analytical Investigations Assist in the Diagnosis of Cabin Fume Events"

*Identify any new initiatives/projects that your section would like the Board to consider*

none

*How can AACT better assist your section/committee?*

none

*Does your committee/section have any budgetary needs/requests?*

No

*Please list any other comments or needs not addressed above*

none

**Committee/Section Name: Pediatric**

Date: 04/13/2018

Name of Person Completing this Report: Katie O'Donnell  
Current Chair/Co-Chair Names: Katie O'Donnell/Elizabeth Hines  
Is this a change in chair(s) since last year?: No

*List of Activities this past year (Fall 2017-Spring 2018)*

-Successful joint symposium at NACCT 2017 w/ the addiction medicine section

-Participated in the AACT webinar series

-Work on a proposal for a symposium for NACCT 2018

-Ongoing work on crafting a new survey to capture current practice of pediatric toxicologists

*Did your section contribute to (or scheduled to contribute to) the AACT webinar series in 2017-2018?*

Yes

Please list the title; date and presenter of this webinar

4/3 - Dr. Geller, Avoiding Unnecessary PICU Admissions after Acute Childhood Poisoning.

*List of Activities/Plans for the upcoming year*

-Anticipate sending out practice survey to pediatric toxicologists within the next month; hoping that will lead to a collaborative publication by members of the section

-Symposium at NACCT (accepted)

-Ongoing participation in the webinar series, with a focus this year on encouraging presentations by younger attendings and fellows

*Identify any new initiatives/projects that your section would like the Board to consider*

N/A

*How can AACT better assist your section/committee?*

N/A

*Does your committee/section have any budgetary needs/requests?*

No

*Please list any other comments or needs not addressed above*

N/A

**Committee/Section Name: Sports Toxicology**

Date: 03/16/2018

Name of Person Completing this Report: Christopher Hoyte

Current Chair/Co-Chair Names: Christopher Hoyte

Is this a change in chair(s) since last year?: No

*List of Activities this past year (Fall 2017-Spring 2018)*

Webinar

Section Meeting at NACCT 2017

*Did your section contribute to (or scheduled to contribute to) the AACT webinar series in 2017-2018?*

Yes

Please list the title; date and presenter of this webinar: Christopher Hoyte, March 2017, Performance Enhancing Drugs and Critical Care Medicine

*List of Activities/Plans for the upcoming year*

NACCT Section Meeting, Webinar

*Identify any new initiatives/projects that your section would like the Board to consider*

None at this time

*How can AACT better assist your section/committee?*

\*

*Does your committee/section have any budgetary needs/requests?*

No

*Please list any other comments or needs not addressed above*

\*

Proposal to the Board of the American Academy Of Clinical Toxicology  
Montreal Medical Toxicology Initiative (MMTI) Modules  
4/25/2018

**Background**

The American Academy Of Clinical Toxicology (AACT) has repeatedly sought the development of asynchronous distance education modules, to support the training of specialists in poison education (SPIs). Additionally, many AACT members are responsible for the local teaching of students and residents. Because of limited time and resources, AACT thought that its members may choose to benefit from the inclusion of high-quality asynchronous teaching materials into their individual curricula. Unfortunately, to date the successful development, dissemination, promotion, and utilization of such materials in partnership with AACT did not occur.

Montreal Medical Toxicology Initiative (MMTI) (a non-for-profit organization) has successfully developed, beta tested and marketed its first three education modules in clinical/medical toxicology on a fully supported platform for visualization across most common operating systems and devices. These MMTI modules are currently available for purchase and are being used by individuals and organizations. Furthermore, MMTI plans to continue to expand the scope of its training with additional modules on a wide variety of toxicology subjects

**Proposal**

MMTI would like to offer modules to all current AACT members at a discount rate to be discussed according to whether or not a proprietary LMS needs to be supplied by a third-party (McGill School of Continuing Studies).

In return MMTI requires that AACT displays a link to MMTI content under the resources tab of its website and acknowledges the opportunity and discount in an upcoming newsletter. Furthermore, MMTI would like to offer AACT the option of providing CE for these modules. If accepted, AACT can set and recover 100% of the CE fees.

Respectfully,



Sophie Gosselin  
President and CEO



Robert S. Hoffman  
Vice-president