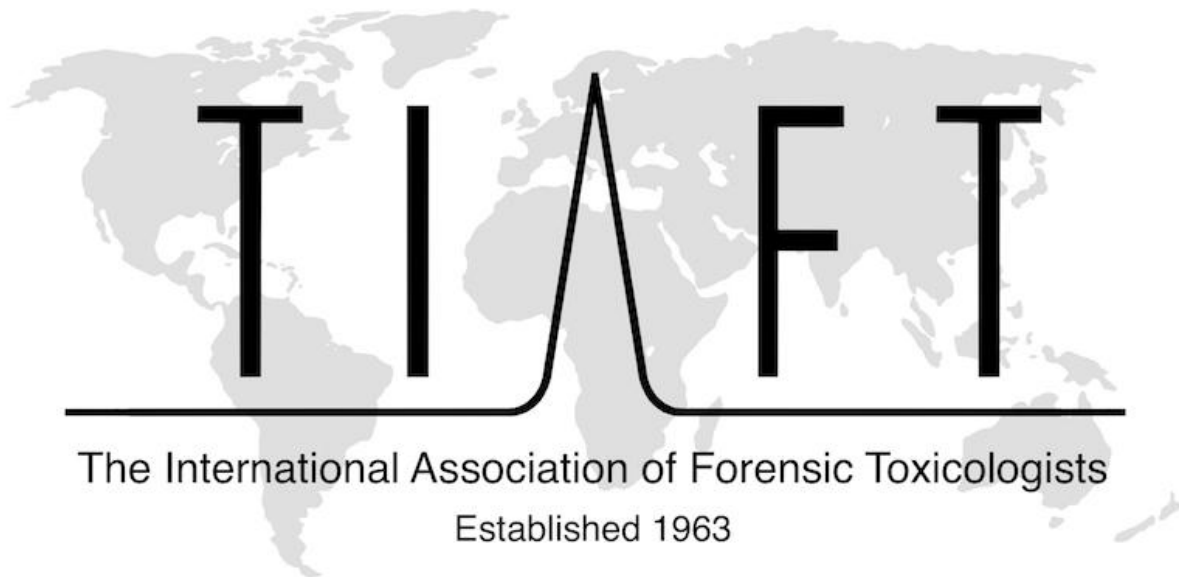


The International Association of Forensic Toxicologists

# Guidelines for the TIAFT Huestis & Smith International Travel Award



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## INTRODUCTION

The field of forensic toxicology greatly benefited from the lasting contributions of two esteemed forensic toxicologists, Professor Dr. Dr. (h.c.) Marilyn A. Huestis and Dr. Michael L. Smith.

Marilyn joined TIAFT in 1990 when she attended her first meeting in Perth, Australia, and every meeting around the world since. Mick joined TIAFT in 1995 and, to date, attended 15 meetings. Marilyn was President of TIAFT from 2002-2005, and in her positions as Chief of Chemistry and Drug Metabolism at the National Institute on Drug Abuse, National Institutes of Health, USA, and her later independent research, she published nearly 600 peer-reviewed forensic toxicology articles. Marilyn co-hosted the 1994 TIAFT annual meeting in Tampa, Florida. She was the Scientific Chair of the 2011 joint SOFT-TIAFT annual meeting in San Francisco, California, and the 2023 TIAFT annual meeting in Rome, Italy. Mick's contributions to forensic toxicology include 6 years at the Pentagon as the officer in charge of Drug Demand Reduction for the US Army, Air Force, Navy, and National Guard; 11 years as Chief of Forensic Toxicology at the United States Armed Forces Medical Examiner Office; Commander of the US Army Forensic Toxicology Drug Testing Laboratory in Germany, and other positions in Clinical Research. He has over 100 peer-reviewed publications. Marilyn and Mick continue to share their scientific findings at TIAFT with presentations at annual meetings, webinars, and online lectures.

Marilyn and Mick's contributions to forensic toxicology are essential in understanding how drugs affect humans, developing new analytical methodologies, improving detection limits, and enhancing the interpretation of toxicological results, ultimately strengthening the integrity of forensic investigations and forensic science. Their tireless efforts leave an indelible mark on the field and TIAFT, inspiring future generations of scientists and practitioners from around the world to build upon their remarkable achievements.

Marilyn and Mick are also long-time members of the Society of Forensic Toxicologists (SOFT), serving as Presidents of SOFT in 1999 and 2001, respectively. They also contribute strongly to this association as part of their continued support of forensic toxicology.

Marilyn and Mick established the TIAFT Huestis and Smith International Travel Award to continue their legacy and to recognize their appreciation for the association. The intention of this award is for members of TIAFT to attend and present at an annual meeting of the Society of Forensic Toxicologists (SOFT), with priority to those members who have difficulty finding funding for this endeavor. This will allow TIAFT and SOFT members to interact, network, collaborate, and share their perspectives on the future of forensic toxicology with members of SOFT. A similar reciprocal award for SOFT members to present at TIAFT was also established.

These awards involve cooperation between these two prominent scientific organizations facilitated by a memorandum of understanding. The SOFT Scientific Committee will accept the selected abstract(s) of the TIAFT member(s) and vice versa. The exact inclusion in the respective Annual Meeting scientific program (e.g., poster or oral and corresponding scientific session) is determined by the Scientific Committee established for that year's Annual Meeting.

This document serves as a guide for announcing, receiving, and reviewing applications for the TIAFT Huestis and Smith International Travel Award.

## **OBJECTIVES OF THE TIAFT HUESTIS AND SMITH INTERNATIONAL TRAVEL AWARD**

The objectives of the TIAFT Huestis and Smith International Travel Award are in accordance with the Aims of TIAFT:

1. Provide an organization for professionals engaged or interested in the field of forensic toxicology or related areas of analytical toxicology.
2. Provide a forum for the discussion and exchange of professional experiences in forensic toxicology and related areas of analytical toxicology between forensic toxicologists and all other interested parties.
3. To promote education and training in forensic toxicology and related areas of analytical toxicology.
4. Promote cooperation and coordination of effort among members.
5. Encourage research in and the practice of forensic toxicology and related areas of analytical toxicology.

Furthermore, this award is designed to encourage interaction between TIAFT and SOFT members, provide TIAFT members with funding to present their research and attend a SOFT annual meeting, broaden perspectives, and find common solutions to problems in the field of forensic toxicology.

## **ELIGIBILITY**

Annually, up to three TIAFT Huestis and Smith International Travel Awards may be awarded. The award will not be granted if there are no suitable applications in a particular year.

Any TIAFT Standard or DCF Member will be eligible to receive the award provided they have been in good standing with the organization for at least three years at the time of the application's closing deadline for that year's meeting. An exception to this three-year membership requirement will be made for students currently enrolled at a university and undertaking a higher degree, where the TIAFT membership requirement will be reduced to a minimum of one year before the application's deadline. Further, eligibility for the award will be limited to TIAFT members who have not previously attended a SOFT meeting (excluding SOFT-TIAFT meetings).

Members chosen to receive the travel award will be actively engaged in the field of forensic toxicology, demonstrate a need for financial assistance, present a high-quality abstract for the annual SOFT meeting, and agree to the conditions associated with the award.

## ANNOUNCEMENT

An announcement of the annual TIAFT Huestis and Smith International Travel Award will be made at the end of the preceding calendar year. On or around the call for abstract submissions to the annual meeting of SOFT, updated information for the award and that year's application deadline will be communicated to the membership via the TIAFT website and email. An online form will be used to apply for the award.

The application deadline (including the proposed abstract) will be one month before SOFT's deadline for abstract submissions for that year's meeting. Reminder communications will be sent to all members at least one month before the application deadline.

## APPLICATION PROCESS

Applicants must complete the current year's online TIAFT Huestis and Smith International Travel Award Application Form (Appendix A). The application must include the abstract for consideration for the SOFT meeting. Since successful applicants will be required to have their abstract accepted as a SOFT scientific presentation (i.e., oral or poster), candidates will be required to follow the SOFT abstract submission guidelines.

Award applications will be due one month before the SOFT abstract deadline. The TIAFT Board will review all submissions received by the deadline.

Elements that will be used by the TIAFT Board to assess the application are:

- Length of TIAFT membership
- Abstract quality
- Confirmation that the applicant has not previously attended a SOFT-exclusive meeting
- Justification for the importance of attending the SOFT meeting for the individual applicant
- The applicant's active participation in TIAFT/SOFT educational events, including TIAFT meetings, webinars, lectures, regional meetings, and legacy lectures
- A comprehensive explanation of the financial assistance that is requested, along with a clear rationale for the applicant's need for this support

TIAFT will inform the winner(s) of the award and request them to officially submit their abstract to the annual SOFT meeting. TIAFT will also inform SOFT of the selected winners to ensure the acceptance of the abstract(s) and allow the SOFT Scientific Committee to determine the most appropriate platform within the scientific program. This early notification enables awardees to register for SOFT and secure affordable airfare, hotel accommodations, visas, and other arrangements.

## **REVIEW OF APPLICATIONS**

The TIAFT Board will review and score the applications for the TIAFT Huestis and Smith International Travel Award, and make the final decision on the winner(s). Up to three (3) awardees will be selected with at least one additional backup selection, where appropriate.

This award will be given to an applicant only once. TIAFT members who previously received the TIAFT Huestis and Smith International Travel Award are ineligible for future applications.

## **NOTIFICATION OF AWARDEES**

Applicants will be informed of the decision concerning their application no later than one week before the SOFT abstract submission deadline. For those selected to receive the TIAFT Huestis and Smith International Travel Award, the TIAFT Treasurer will be included in the notification to coordinate any necessary pre-payments of award expenses (registration, transport, and accommodation).

Acknowledgment of award recipients will be posted on the TIAFT and SOFT websites and announced at the TIAFT Business meeting by Drs. Huestis and Smith.

## **FINANCIAL ARRANGEMENTS**

In addition to travel, lodging, and meal expenses, the TIAFT Huestis and Smith International Travel Awards will cover the early bird registration fee for the annual SOFT meeting and relevant workshops.

Each award's amount will depend upon the applicant and their cost to travel to the annual SOFT meeting. The award will cover cost-effective direct travel to and from the annual meeting, as well as the cost of economical accommodation for the night before the first day of the annual meeting through the night of the final farewell banquet or final scientific presentations, whichever is later. Three hundred dollars (\$300) will be given to the awardee to cover food costs not included in the

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SOFT registration fee. The award will not cover the cost of miscellaneous personal expenses, accompanying persons, or pre-/post-conference tours; however, the award will also pay for the networking day excursion if it is listed as a separate registration fee.

If needed, the TIAFT Board will ensure that the TIAFT Treasurer arranges for the pre-payment of registration, transportation, and accommodation expenses. After selection, TIAFT will coordinate with the awardee to make the necessary arrangements. Failure to attend the conference will lead to forfeiture of the award and may render the candidate ineligible for future TIAFT awards.

## **AWARD REQUIREMENTS**

Each TIAFT Huestis and Smith International Travel Award winner must attend the entire SOFT annual meeting, including all scientific sessions, poster sessions, business meetings, social events, the farewell banquet, and any registered workshops. Failure to attend the annual meeting and events will result in the forfeiture of the award.

Within one month of the conclusion of the SOFT annual meeting, each TIAFT Huestis and Smith International Travel Award winner for that year's conference will be required to provide a written report to the TIAFT Bulletin explaining the value they gained from attending the meeting. This report will be published in the TIAFT Bulletin.

## **SUMMARY AND EXAMPLE OF PROCESS**

1. Email sent to all TIAFT members to announce deadlines for applications and abstracts (around SOFT's annual meeting call for abstracts; deadline one month before SOFT's abstract submission deadline).
2. TIAFT reviews applications and selects up to three applicants and at least one backup (during the month before SOFT's abstract submission deadline).
3. Successful applicants and the SOFT Scientific Committee are notified (before SOFT's abstract submission deadline).
4. Applicants submit their abstracts to SOFT's annual meeting following SOFT's process (by SOFT's abstract submission deadline).
5. SOFT Scientific Committee reviews abstracts for program inclusion (following SOFT's timeline).
6. Applicant attends the SOFT annual meeting.



**Table 1: Example Deadlines Based on Typical SOFT Annual Meeting**

<b>Deadlines:</b>	<b>SOFT Activities</b>	<b>TIAFT Activities</b>
December 15		Announcement of Award Deadlines for Upcoming Year's SOFT Annual Meeting
March 18	Abstract Submission Opening	Call for Award Applications
April 6		Reminder for Award Applications
May 6		Application and Abstracts Submitted to TIAFT
May 30		Applications and Abstracts Reviewed by TIAFT
		Applicants Notified of Outcomes
		SOFT Scientific Committee Notified of Award Winners
June 5		Awardee Submits Abstract to SOFT
June 6	Abstract Submission Deadline	
June 26	Registration and Room Block Opening	
July		Awardee Communicates with TIAFT Treasurer to Discuss Prepayment of Expenses
		Awardee Registers for SOFT Meeting
		Awardee Books Accommodations
August 5	Awardee Notified of Abstract Acceptance	
September 12	Early Bird Registration Deadline	
October 10	Late Registration Deadline	
October 28 to November 1		Awardee Attends SOFT Annual Meeting
November 15		Awardee Submits Receipts for Unpaid Eligible Expenses
November 30		Awardee Provides Meeting Report for Next TIAFT Bulletin

## APPENDIX A: APPLICATION FORM



### TIAFT Huestis & Smith International Travel Award application form

This award is for members of TIAFT to attend and present at a SOFT annual meeting in the USA, with priority to those members who have difficulty finding funding. On the day of the application deadline, applicants for the award must:

1. Be a TIAFT member in good standing (inc. fully paid dues).
2. Have been a TIAFT member for at least 3 years or more at the time of the application OR if a student currently studying on a higher degree course, have been a TIAFT member for at least 1 year.
3. Have not attended a SOFT-only meeting before.
4. Submit an abstract as part of the application that conforms to the SOFT abstract requirements for the meeting.
5. As the award guarantees acceptance and participation in the scientific program, the applicant must commit to attend the SOFT annual meeting once notified of successful award. Therefore, by submitting an application,

I understand that if I am awarded a TIAFT Huestis and Smith International Travel Award, I will be required to attend the entire SOFT annual meeting. This includes being present in all scientific sessions, poster sessions, the business meeting, and social events, including the farewell banquet as well as any registered workshops. Further, I understand that if I fail to actively attend the SOFT annual meeting, I may be asked to forfeit some or all the travel award. Finally, I understand that I am required to write a short report on the meeting for the TIAFT Bulletin to be delivered within 1 month of the meeting's end.

I understand that I should make every needed effort to obtain a visa (if applicable) in time (if applicable)

I understand that the award is not to be used to cover the cost of miscellaneous personal expenses, accompanying persons, or pre-/post-conference tours.

\* Required

1. Full name \*

2. Email address (must be suitable for TIAFT communications) \*

3. Place of work/study \*

4. Which Country are you based in? \*

5. Have you been to a SOFT-only annual meeting before? \*

No

Yes

6. Please indicate which TIAFT/SOFT activities you have participated in at any time? (select all that apply) \*

- TIAFT annual meeting
- TIAFT regional meeting
- Webinars
- Other lectures/events
- None

7. Explain why you want to attend the SOFT annual meeting? \*

8. Provide a detailed explanation of the need for and amount of financial assistance requested \*

9. Title of abstract \*

10. Authors/Co-Authors \*

11. ABSTRACT in full \*

12. I can confirm attendance at the SOFT meeting if selected \*

- Yes
- No