Education Session Presentation
Proposal Worksheet

*Please note: This document is to be used to prepare your submission data only. All submissions must be entered in the online submission portal: https://ww6.aievolution.com/aih2501/.*

Education Session (60-minutes) are sessions addressing topics within OEHS and are delivered in any format from traditional lecture, interactive problem solving, and more. We encourage sessions that involve the participants and create an engaging educational experience. Education Sessions can involve a single presenter or up to a maximum of three presenters.

*Title*
The title should be clear and concise. *If selected, the title you provide will be listed online and in printed materials. It may be edited for marketing purposes. Limit of 500 characters.*

*Presenters*
Please note, you may have a maximum of two (2) co-presenters, for a total of 3 presenters for the one-hour session. A biography is required for all presenters and moderator. If you do not have the biography information you can add a placeholder. If accepted each presenter and moderator will have the opportunity to update the biography and add a headshot.

A Presenter must be defined for this proposal. Are you the Presenter?

[Yes] [No]

Presenter
Edit  |  Remove
Add Biographical Information

Co-Presenter(s)
Add Co-Presenter

Moderator
Minimum Moderator Required: 1 Add Moderator

*Description*
Provide a clear summary of the information to be presented. Make specific notes of pertinent tools or resources that will be shared. *If selected, the description you provide will be listed online and may be edited for marketing purposes. (Limit 1500 Characters)*

*Learning Outcomes*
State specifically what knowledge and skills attendees should be able to demonstrate following the presentation. Learning outcomes must clearly support the presentation description and stand on their own as measurable, realistic, and attainable goals. (Limit 1500 Characters)

Each outcome should:
- Stand on its own as a measurable, realistic, or attainable goal/ function
- Be one sentence in length
• Appear/be listed in descending order of emphasis
• Illustrate skills to be developed
• Identify expected behaviors, concepts, and knowledge participants will be able to demonstrate and apply at the end of the session
• Have relevance to OEHS
• Begin with different verbs/words
• Complete the sentence “Upon completion, the participant will be able to”

*Practical Application
How will this help industrial/occupational hygiene professionals do their job better?

*Topic
Please select one primary topic area (required) and up to two secondary topics (optional). This information will be used to place sessions into appropriate tracks, for scheduling purposes, and marketing.
Complete topic list can be found here: https://aiha-assets.sfo2.digitaloceanspaces.com/AIHA/aihaconnect/2025-Topics.pdf

** Primary Topic (Choose 1) Secondary Topics (Choose Up To 2)**
Aerosols and Airborne Particulates Health Care
Artificial Intelligence (AI) Human Capital/Environmental Social Governance (ESG)
Big Data Indoor Environmental Quality
Biosafety/Microbiology Laboratory Health and Safety
Changing Workplaces, Workforce, and Work Management/Leadership
Arrangements Nanotechnology
Chemical Hazards Noise/Hearing Loss Prevention
Communication and Training Protective Clothing and Equipment
Communicating OEHS Concepts Radiation (Ionizing and Nonionizing)
Computer/Mobile Apps and Tools Respiratory Protection
Confined Spaces Risk Assessment and Management
Construction Safety
Emergency/Incident Preparedness and Response Sampling and Analysis
Engineering Controls and Ventilation Sensor Technology
Epidemiology Standards, Regulations and Legal Issues
Ergonomics Thermal Stress
Ethics Total Worker Health®
Exposure Banding/OELs Toxicology
Hazard Recognition/Exposure Assessment

*Education Session Proposal Agreement
Please read the following and check the acknowledgement at the bottom.
• All proposals must be submitted electronically via this online form.
• Proposals left in draft form at the time of the submission deadline will NOT be considered.
• By submitting this proposal, you agree that if it is selected, you and any co-presenters listed will present this session at AIHA Connect 2025.
• If there is an emergency that prohibits you from speaking, you are responsible for finding a replacement speaker to present your exact material. You must notify AIHA staff directly of any cancellations or presenter changes in writing.
• All education session speakers are required to register for AIHA Connect and are responsible for the arrangements and fees associated with their own registration, transportation, hotel lodging, meals, and any incidentals.
• It is understood that all accepted sessions will undergo editing to conform with AIHA editorial and marketing guidelines.
• The primary presenter acknowledges that if any copyrighted materials are used as part of the session, the presenters are solely responsible for securing permission for use from the copyright owner(s).
• It is understood that sessions are only to contain educational content and are not to be used for promotion of any products or services.
• All sessions at AIHA Connect are audio recorded and certain sessions may also be selected for broadcast to the online audience as part of Virtual AIHA Connect. Please contact AIHA staff directly if you have questions related to recordings.
• Submitters will be notified of decisions via email by the end of November 2024.
* - indicates a required item.

*I have read and agree with these guidelines.  ○ Yes

*Interactive Session Experience
Including activities and participant driven discussion in your session can make an enormous difference in attendee engagement, retention of knowledge, and overall satisfaction. Involving your audience will make attendees feel like they are part of the conversation. We ask that you consider one or more of the suggestions below in your presentation.

Please keep in mind the room will be set to maximum capacity (ranging between 60 and 100 people). AIHA will not provide equipment or material other than that outlined in the speaker toolkit. No exceptions will be made.

* Please mark the option(s) below that you will include in your session. We will publish these on your session’s webpage on the conference website as well as in your session’s listing in the mobile app to help attendees better plan their schedule and navigate sessions on-site.

☐ Polling – Using a web or application-based poll in your PowerPoint allowing attendees to vote on a question.
☐ Quiz - Use a couple of your slides as quick “quizzes” that the audience answers. For instance, you could have the audience “fill in the blanks” in one or more of your slides.
☐ Demo - Perform a demo and have an audience member participate in it.
☐ Small Group Discussion - Divide your audience into small groups to discuss the topic among themselves and share with the larger group afterwards.
☐ Q&A – The typical Q&A session can be a quick (and often abrupt) end to a session when the speaker asks if there are any questions and the audience doesn’t respond; however, if you place it in the middle of a presentation, it can be a fantastic way to wake up your audience and invite a little participation. Even if you don’t answer questions right away, the unexpected invitation to ask a question can act as a trigger to encourage audience members to speak up.

Targeted Industry
Please select one organization type and one targeted industry from the listings below. Your selection(s) will help attendees as they search for presentation content.

Organization Type (choose 1)
1. * Which organizational category best describes your intended audience?
   - Academia/Education
   - Corporation/Company
   - Consulting
   - Government/Military

Primary Industry (choose up to three)
2. * Select up to three industries that may best benefit from your presentation?
3. * Which type of session is your submission?
   Research related  Practical application

Volunteer Groups
For a full listing of applicable groups, please visit: https://www.aiha.org/get-involved/volunteer-groups
* Was this session organized by an AIHA Technical Committee, Special Interest Group, Working Group, Advisory Group or other AIHA project Team?  Yes  No

*Content Level
*What level would you consider your presentation content geared towards?

☐ Introductory: Introduces an elementary or basic subject area. Participant expected to have zero (0) to two (2) years of experience in industrial hygiene or OEHS, or a technical career path. Prerequisite: general knowledge.

☐ Intermediate: Specific topics within a subject. The participant would have two (2) to ten (10) years of experience in industrial hygiene or OEHS and a good understanding of the subject area, but not of the specific topic presented. Prerequisites required: another course, skill, or working knowledge of the general subject.

☐ Advanced: Specific topic within a subject in detail. May cover current issues, involve complex calculations, analysis and synthesis, or evaluations/assessments of real-life scenarios Participant must have ten (10) or more years of experience in industrial hygiene or OEHS. Prerequisites required: working knowledge of the specific topic before the course.

*Virtual AIHA Connect and AIHA Connect OnDemand
*AIHA strives to deliver quality education both in person (face-to-face) and online. If your session is selected to be a part of AIHA Connect 2025, you will be considered for inclusion in the Virtual AIHA Connect 2025 program. This program live broadcasts select professional development courses and education sessions from the in-person event, allowing an audience across the world to be part of the learning experience online.

☐ Yes, I would like to nominate my session for the Virtual AIHA Connect program, with the understanding that I must attend in-person.

☐ No, I do not wish my program to be considered.
Please note, we record audio and slides from education sessions, (but not professional development courses), for inclusion in our AIHA Connect 2025 OnDemand program. If selected, we will ask for your permission to include your session in this program.

*Presentation History
*Have you presented this information before?

☐ Yes  ☐ No
If yes, 
*Please Check All That Apply
2024 – Columbus, OH
2023 – Phoenix, AZ
2022 – Nashville, TN
2021 - Virtual (Dallas, TX)
2020 - Virtual (Atlanta, GA)
2019 - Minneapolis, MN
2018 - Philadelphia, PA
2017 - Seattle, WA
2016 - Baltimore, MD
2015 - Salt Lake City, UT
2014 - San Antonio, TX
2013 - Montreal, QC, Canada
2012 - Indianapolis, IN
AIHces prior to 2012

☐ Another conference: (please list conference name and year)

*Specialized Track Opportunities

Academic Track
* The Academic Track at AIHA Connect is designed to provide targeted education offerings for OEHS students and young professionals to help enhance their career goals.
Please indicate whether your session provides specialized content for students or young professionals:
   Yes, my session content is geared toward students and young professionals, and I would like to be considered for the Academic Track
   No, my session content is not targeted to students or young professionals.

Sampling & Laboratory Testing Track
* Sampling & Laboratory Testing Track at AIHA Connect is a selection of education courses and sessions developed for laboratory personnel and persons interested in improving their knowledge of sampling and laboratory testing and analysis.
Please indicate whether your session provides specialized content for laboratory professionals:
   Yes, my session content is geared toward lab professionals, and I would like to be considered for the Laboratory Testing Track.
   No, my session content is not targeted to lab professionals.