

How to Complete Required AIHA CONNECT Speaker Forms

STEP 1: Log into the [Online Speaker Ready Room](#). *Your login is the same as your AIHA.org login.* If you do not know your password, please use the “[forgot password](#)” option to have it emailed to you.



Submission

Share your experience and knowledge at AIHA Connect 2026. PDCs, education sessions (including case studies and scientific research), education pop-ups, and posters are where you can introduce participants to the latest OEHS information, trends, technology, and best practices. Contribute to the conference and the profession by submitting a presentation in your area of expertise. Inspire and energize your colleagues with the information, solutions, and best practices they need to meet the challenges they face in their work.

To learn more about submission types, [click here](#).

Important AIHA Connect 2026 Deadline Dates:

- June 9, 2025 – Submission portal opens
- September 10, 2025 at 11:59 p.m. Eastern – PDC, Education Session, Case Study, Scientific Research, and Professional Poster submission deadline
- October 23-29, 2025 – Notifications sent via email
- January 14, 2026 at 11:59 p.m. Eastern – Education Pop-Up Session submission deadline
- March 11, 2026 at 11:59 p.m. Eastern – Student Poster and Student Presentation submission deadline

If you have questions regarding PDCs or AIHA Main Stage presentations, contact Erin Breece at ebreece@aiha.org or 703-846-0749.

For questions regarding Education Sessions, Case Study or Scientific Research presentations, Education Pop-Up Sessions, Professional Posters, Student Presentations, or Student Posters, contact Diana Kane at dkane@aiha.org or 703-846-0753.

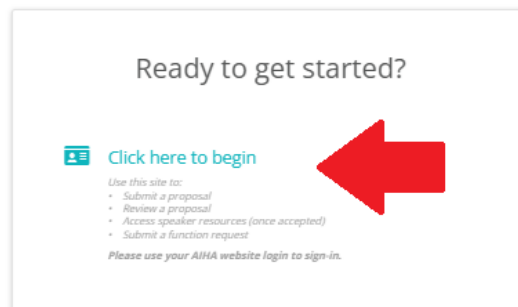
Speakers

It's time to start preparing for AIHA Connect 2026 (<https://www.aihaconnect.org/>)! This year's conference will be in New Orleans, LA. Professional Development Courses (PDCs) will be offered virtually on Thursday May 28 and Friday, May 29; and in-person Saturday, May 30; Sunday, May 31; and Thursday, June 4. The main education program will occur Monday through Wednesday, June 1-3.

Here, at the online Speaker Ready Room, is where you will view your speaking schedule, update your profile and bio, upload your photo, and, if applicable, submit your audio-visual needs (PDCs only). Also, you must complete and sign **two** online forms: the Speaker Agreement and the Session Delivery Form by the indicated deadline.

If you have questions regarding PDCs, or AIHA Main Stage, contact Erin Breece, Program Director, Education; ebreece@aiha.org or 703-846-0749.

For questions regarding Education Sessions, Case Study or Scientific Research presentations, Professional Posters, Pop-Up Education Sessions, Student Presentations, or Student Posters, please contact Diana Kane, Manager, Education; dkane@aiha.org or 703-846-0753.



STEP 2: Immediately upon signing in, you will see the Speaker Agreement. The Speaker Agreement includes important information regarding AIHA guidelines, convention center rules, registration, hotel arrangements, and deadlines. Please review and digitally sign and date.

Each presenter and moderator at AIHA Connect 2026 must complete the following speaker agreement.

* - indicates a required item.

* Conference Attendance & Presentation Guidelines

I agree that, to present during AIHA Connect 2026, I must comply with all participation requirements included in the registration consent clauses, register for the in-person conference, and pay all applicable registration fees. I understand that AIHA does not offer policy exemptions or discounted registration for speakers.

I agree to present as part of the AIHA Connect on my designated date and time. My presentation will be reflective of the original proposal that was peer-reviewed and accepted by the Conference Program Committee or Continuing Education Committee.

I agree to notify AIHA's program manager immediately if an unforeseen circumstance or emergency should prevent me from meeting my obligation as a presenter or moderator. I understand that I am responsible for finding a replacement speaker if I am unable to present.

I acknowledge AIHA will host a series of webinars (live and recorded) available to all AIHA Connect speakers and agree to participate either live or via recording. The various webinars will

- walk me through the presentation process from start to finish
- educate me on how to navigate the resources available to me
- give me tips to improve my skills
- and assist me in meeting all necessary deadlines

I authorize AIHA Connect to use my name, likeness, photograph, and biographical data in connection with AIHA's use of my presentation and promotion of the program, in whole or in part, in all formats now known or developed in the future. I understand and agree that this authorization is perpetual, irrevocable, and royalty-free. I understand that in any reuse, the presentation and presentation material(s) will have appropriate attribution to me.

During my presentation, I will not engage in any type of promotional marketing or selling of any product or service, and I will not disparage AIHA in any way.

I agree to the terms outlined above. I will attend AIHA Connect and follow all guidelines provided by AIHA.

☐ I will not attend AIHA Connect 2026 in New Orleans, LA. I will contact Diana Kane at dkane@aiha.org with written notification as soon as possible but no later than March 4, 2026.

* Convention Center Rules & Regulations

We want your presentation to run seamlessly. At the same time, we must follow all rules and regulations of the New Orleans Ernest N. Morial Convention Center (NOEMCC) for hosting a meeting in the facility. Please help us by noting:

Convention center staff are responsible for the setup, change, and breakdown of all activities.

Room sets (head tables, chairs, AV, etc.) and capacities are approved in advance by the facility and the NOEMCC. Once approved, room sets must remain as set, or AIHA may incur violations and/or change fees. Speakers and moderators agree they will not move any items (other than those brought by the speakers into the rooms) pre-set by the facility or AIHA.

Audiovisual equipment must be provided by AIHA's exclusive provider. Requests for AV other than what is outlined to presenters in advance by AIHA must be paid for by the speaker to AIHA before equipment is provided. Speakers may not provide audiovisual equipment of any kind in their session rooms, including handheld polling devices.

Speakers may hand carry handouts or other materials for distribution during a session (except any type of AV). No carts or dollies are permitted. If you require a cart, dolly, luggage carrier, or hand truck to carry your materials, please contact AIHA.

If you think you will need accommodations to any of the above listed items – for any part of your session – please let AIHA staff know immediately. We are happy to work with you on a solution that will ensure success of your session AND compliance with our contract with the NOEMCC. Please note requests received after April 2, 2026, will not be accommodated.

I agree to the terms outlined above. I will follow all guidelines provided by AIHA.

* Speaker Signature

* Date

Submit

STEP 3: Edit Your Profile. After signing the speaker agreement, the system will automatically take you to the “Edit Your Profile” step. Here you can update/confirm your contact details. Details including your name, credentials, Company/Organization, City, State and Country will be visible on your session listing webpage.

Step 2 of 3: Edit Profile

The data was saved successfully.

* - indicates a required item.

Contact Information

Prefix:

* First Name:

Middle Name:

* Last Name:

Suffix:

Credential(s):

* Company:

STEP 4: Review Your Biography and Add a Headshot Style Photo. After updating your contact information, the system will automatically take you to the “Bio” step. On this step, you will see the biography entered for you during the submission process. Review and make any changes you would like. Next, upload a headshot style photo of yourself (optional). For best results, upload an image that is sized 185 x 185 pixels.

Dashboard Erin Breece [Sign Off](#)

Step 3 of 3: Bio for Erin Breece

The data was saved successfully.

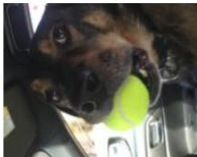
* - indicates a required item.

* Bio:

Erin is AIHA's Program Director of Education.

Insert: Symbol Special Char Remaining: 9955

Remove Photo: ☒ Yes ☐ No



Both your photo and bio will be visible on your session webpage. (Bio is viable when someone clicks on your name). *See example below:*

B6: The B.E.S.T. Leaders – Find Them, Keep Them, Be Them!

Mon, 6/1: 11:15 AM - 12:15 PM CDT
CM Credit Hours: 1
Education Session
Ernest N. Morial New Orleans Convention Center

Content Level

Advanced

Targeted Audience

Professional

Core Competencies

Functional Core Competencies

IH/OH Program Management

Psychosocial hazards

Description

OEHS Leaders can come in all shapes and sizes. There are good and bad, young and old, new and experienced. With each type of leader, there are characteristics that keep them from growing or being influential, and there are those that elevate them to being the person everyone wants to be and follow. These leaders are the BEST – Brave, Empathetic, Self-aware and Trustworthy.

In this interactive, informative and thought-provoking session, we'll look at leaders from around the globe, across generations and professions, that history considers the BEST. Using a mix of lecture-style session, attendee breakouts and video, we'll learn what skills, habits and actions helped them rise to the level they did. Taking that information, we'll discuss and determine how to find the BEST leaders in our organizations – what to look for, listen for and even ask for. Next, we'll brainstorm ideas and best practices on how we can keep the BEST leaders so they can influence others and move the organization forward. Finally, we'll do some self-reflection and help each other evaluate our own performance to see if we are the BEST leaders we want – and our organizations need – us to be.

Learning Outcomes

1. Discover key skills, habits and actions that make the B.E.S.T. leaders.
2. Compile ideas and best practices for keeping our B.E.S.T. leaders impactful and influential.
3. Examine their own leadership style and performance to determine if they are the B.E.S.T. leaders for their organizations.



Please note that you are able to go back into the system at any time to make changes to both your photo and bio.

STEP 5: Review and complete the Session Delivery form. This form includes consent to record your presentation and collect PowerPoint files for inclusion in our On Demand service, as well as a review of AIHA's policies on Copyright and Artificial Intelligence. If you do not agree to recording or PowerPoint collection, then you must opt out.

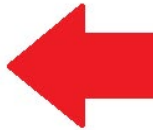
Click on “Dashboard” at the top of the screen and scroll down until you see can be found under the “Speaker Center” block on the dashboard and click on “Schedule”.

Speaker Center

To access speaker resources (once accepted), use the links below.

→ **Schedule**

Review the date and time of your session



You will then see each session where you are scheduled to speak or moderate. A “Session Delivery, Broadcasting & Materials Form” will be displayed under each session. **You are required to complete a separate form for each session.**

Tue, 6/2

Event Title: F2: The Impact of Shift Work on Personnel
Type: Education Session
Time: 10:00 AM CDT - 11:00 AM CDT
Location: Ernest N. Morial New Orleans Convention Center
Role: Moderator and Speaker
Session Delivery, Broadcasting, & Materials Form

Incomplete

Example form:

AHA is planning AHA Connect 2020 as an in-person and virtual experience for attendees. All presenters are expected to present their sessions in-person in New Orleans. We do ask for your feedback on presenting your POC or education session to a virtual audience and/or presenting completely virtual, if AHA decides that is necessary.

Please respond to this survey no later than Friday, November 14, 2020.

Your responses will only be used to gauge your ability and willingness to present virtually if AHA deems that necessary. It will assist us in planning and making educated decisions about the virtual elements of the program.

* - Indicates a required item.

* **Presentation options:** Currently, ALL speakers (presenters and moderators) are expected to present their content live, in-person in New Orleans. However, if AHA Connect needs to convert to a virtual conference, due to health and safety concerns,

- ☐ A. I can present my POC or education session as a live webinar from my office during my scheduled time slot (a wired high-speed internet drop is strongly recommended for this option).
- ☐ B. I can pre-record my session with an AHA staff coordinator and can participate in the chat* (audio, video, or written) during my scheduled timeslot.
- ☐ C. I can do either A or B.
- ☐ D. I can pre-record my session but cannot join the live chat* during my scheduled timeslot.
- ☐ E. My session will not translate to online delivery.

*The chat feature allows session attendees, the host, and presenters to communicate using real-time written communication. This will be done using an online web portal, so you will not be required to use a mobile phone or chattering app.

* **Session Broadcasting and Recording**

As part of AHA Connect's continuing education program, all courses and sessions may be recorded and made available to participants, members, and other industry professionals in various formats, including OnDemand or Virtual AHA Connect. I grant AHA a perpetual, irrevocable, and royalty-free license to use, reproduce, broadcast, disseminate, and distribute my presentation (including all handouts), in whole or in part, in all formats now known or developed in the future, including, but not limited to audio, video, live streaming, and archived sessions. I understand that in any reuse, the presentation and presentation material will have appropriate attribution to me.

If you wish to opt out, do so in the following sections "Virtual AHA Connect" and "AHA Connect OnDemand". Please note that you still must acknowledge the statement below:

- ☐ I understand this license does not change the fact that I retain copyright ownership of my presentation and does not prohibit me from using my presentation in any way or from allowing others to use it.

* **Virtual AHA Connect:** These sessions are live streamed to a virtual audience as the POC or education session is happening in-person. Virtual attendees see and hear the POC or education session as though they were participating in-person, in the room. These sessions are also recorded. If you do not want to be recorded, please opt out under the section entitled AHA Connect OnDemand below.

- ☐ I agree to the terms outlined above and grant permission for my POC or education session to be included in the virtual program. I will follow all guidelines provided by AHA Connect.
- ☐ I do not wish to be selected for the virtual program.

*Virtual Education sessions will feature live slides and audio feeds only. Virtual POCs will feature live slides and audio and may feature live video of the presenters.

* **AHA Connect OnDemand:** AHA audio records education sessions for inclusion in the AHA Connect OnDemand program. Participants see the slides synced with the presenters' words as though they were participating in a webinar format. They cannot see video of the presenters or the room. Many participants use OnDemand to take part in the AHA Connect sessions they were unable to participate in during the live program; these sessions supplement the number of CE contact hours available to attendees. To be included in the OnDemand program, all presenters must grant permission for recording.

- ☐ I agree to the terms outlined above and grant permission for my session to be included in AHA Connect OnDemand. I will follow all guidelines provided by AHA Connect.
- ☐ I do not wish to be recorded for the AHA Connect OnDemand program.

*Should AHA need to hold the conference fully virtually, education sessions will be pre-recorded, and these pre-recordings will be made available as part of the AHA Connect OnDemand program.

* **Conference Materials**

I have read AHA's Copyright Guidance Document. I represent and warrant that my presentation does not violate any proprietary or personal rights of others (including any copyright, trademark, and privacy rights), is factually accurate, and contains nothing defamatory or otherwise unlawful. I have the full authority to enter into this agreement and have obtained all necessary permissions or licenses from any individuals or organizations whose material is included or used in my presentation.

I have read AHA's Artificial Intelligence (AI) Responsible Usage Policy. I will be transparent and specific about AI authorship and disclose and cite any AI generated content. I will avoid plagiarizing or passing off AI content as solely human-generated. I will follow the appropriate guidelines regarding the use of AI-assisted content for teaching and learning resources.

I agree to use the templates provided to me by AHA (PowerPoint, handout, and logos) for any presentation materials and I agree to refrain from using these templates and logos in any way except in connection with this program.

I agree to upload my PowerPoint slides or handout materials to the central loading system by the deadline provided by AHA. Once submitted to AHA, I agree to refrain from editing any presentation materials.

Please note that all speakers and moderators are required to complete both the Speaker Agreement and the Session Delivery Form(s). Each speaker has their own account where forms will need to be completed.