

# Last Minute Details for AIHA Connect Speakers

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*Presented by:*

Diana Kane, Manager, Education

Erin Breece, Program Director, Education

Colleen Manning, Program Director, eLearning

# Registration Reminder

- All speakers must register for the conference
  - <https://aihaconnect.org/>

AIHA Connect 2026 Registration is NOW OPEN! [Learn More](#)



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## Register

[REGISTER AS AN ATTENDEE](#)

[REGISTER AS EXHIBIT BOOTH STAFF](#)

[REVIEW OR MODIFY AN EXISTING ATTENDEE REGISTRATION](#)



# Be sure you are Registered

- PDC Instructors must register for PDC(s) that you are facilitating.
- PDC instructors need badge to enter PDC lunches
- Badges must be always worn visibly during the conference

# AIHA Connect 2026 Format

- AIHA Connect 2026 is an in-person event
- Select sessions will be broadcast virtually, to a virtual audience
- All speakers are expected to attend their sessions in person
  - Thursday & Friday, May 28-29 – virtual only PDCs
  - Saturday & Sunday, May 30-31, Thursday, June 4 –  
in-person only PDCs
    - Monday, Tuesday, Wednesday, June 1-3 –
      - Education Sessions & Posters

# Access your online speaker account

Each Presenter, Co-Presenter, Moderator, Monitor, Poster Presenter must complete

- Speaker Agreement - update your bio, add your headshot
- Session Delivery Form - one for each session in which you are involved;  
*Poster Presenters will not have this form*

**Check your Ready Room** today to be sure all your forms and your profile are complete!

- To access your speaker account, use the link: <https://ww6.aievolution.com/aih2601/>
- Use your AIHA account username and password

# Convention Center Rules & Regulations

- 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 New Orleans Fire Marshal. 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 that outlined to presenters in advance by AIHA must be paid for by the speaker to AIHA before equipment will be 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 NOENMCC.

# Speaker Toolkit <https://aihaconnect.org/speak>



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## Speak

GUIDELINES AND SUGGESTIONS TO HELP YOU PREPARE AND DELIVER A SOLID, VISUALLY STIMULATING, AND INFORMATIVE PRESENTATION

[DOWNLOAD AIHA CONNECT 2026 PPT](#)

[Home](#) | [Speak](#)

Click/tap the buttons below to access the resources and information you need.



[HELPFUL HINTS FOR A SUCCESSFUL PRESENTATION](#)



[PROMOTE YOUR SESSION](#)



[SPEAKER READY ROOM](#)



[SPEAKER REGISTRATION AND RESERVATIONS](#)

### Speak

[Education Session Moderator Guidelines](#)

[Education Session Presenter Resources](#)

[Helpful Hints for a Successful Presentation](#)

[PDC Presenter Resources](#)

[Pop-Up Education Presenter Resources](#)

[Poster Presenter Guidelines](#)

[Promote Your Session](#)

# Speaker Ready Room

Speakers are highly encouraged to visit the Speaker Ready Room (287) **at least one hour prior** to the start time of their session.

## **Hours** (*Central Time*)

Friday, May 29: 5:15 p.m.–7:00 p.m.

Saturday, May 30: 7:00 a.m.–5:30 p.m.

Sunday, May 31: 7:00 a.m.–5:30 p.m.

Monday, June 1: 8:00 a.m.–4:00 p.m.

Tuesday, June 2: 7:00 a.m.–5:15 p.m.

Wednesday, June 3: 7:00 a.m.–3:00 p.m.

Thursday, June 4: 7:00 a.m.–5:00 p.m.

# Speaker Ready Room

Education Sessions including Research Round-ups & Education Pop-Ups:

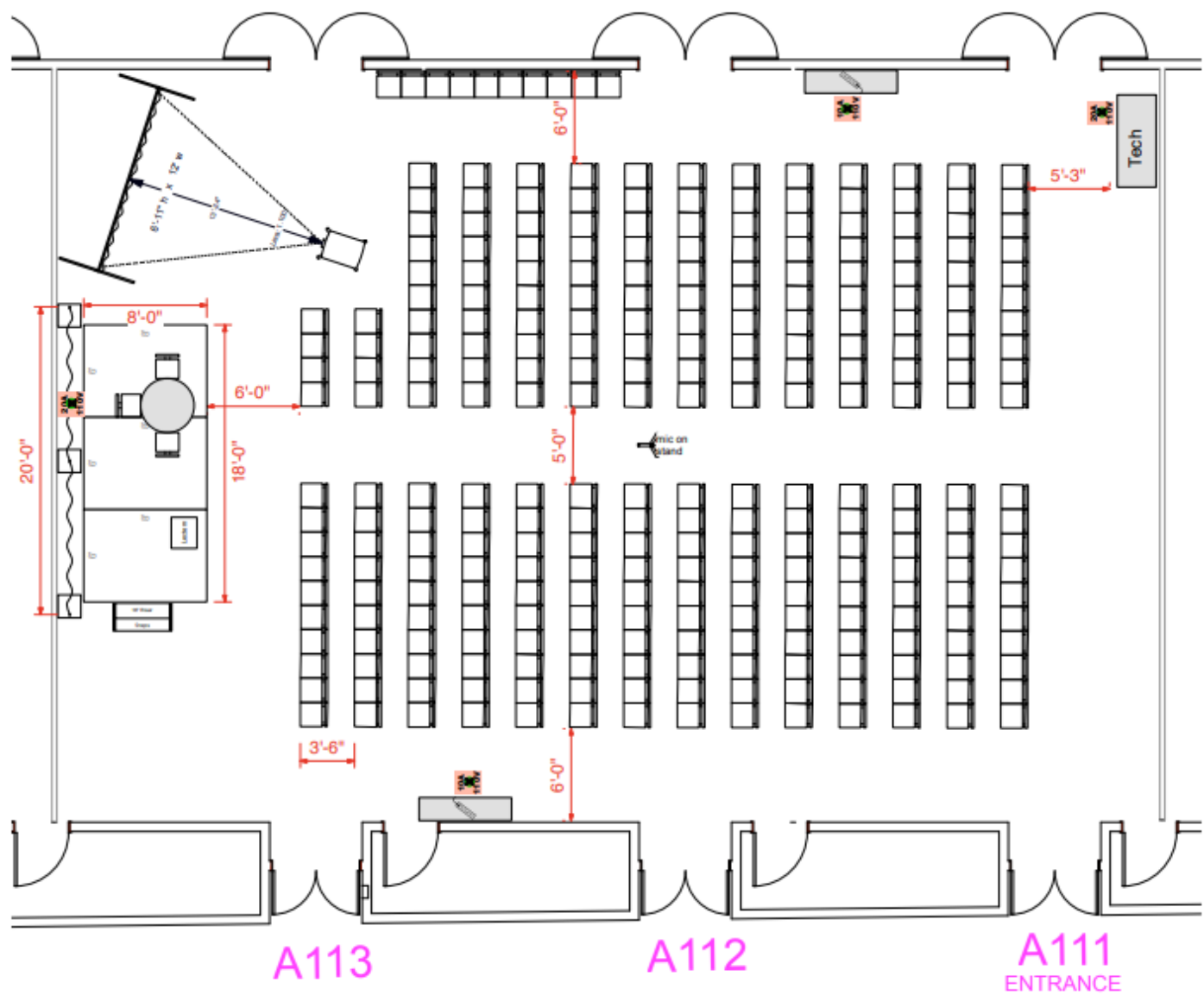
- Upload your Presentation(s) **required**.
  - At least **one hour prior** to your session start time
  - Presentation Management System is NOT accessible by attendees
  - Presentation Management System is NOT accessible online during Speaker Ready Room hours; must come to the room to upload
- 
- All presenters:
    - Practice
    - Review Slides
    - Technical Assistance
    - Meet your Moderator

# Education Sessions Research Roundups

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# Standard Education Room Set Includes:

- Attendee seating (set theater style)
- Laptop (set in Presenter Mode for viewing/reading notes)
- LCD projector
- Screen (sized appropriately for the room)
- 2 wireless mics
- 1 podium mic
- 1 wireless slide advancer (for the computer provided by AV)
- Three (3) chairs for presenters.



# Education Session & Research Roundup

## Uploading Handout Materials

- PPTs must be upload to the Presentation Management System **at least one hour** before your scheduled session time.
- Education Session and Research Roundup presenters have the choice of uploading PDF copies of their presentation and any related materials to the “Handouts folder”.
  - These handouts can be the same as your presentation file, or they can be altered and/or include any other supplemental materials you wish to share
  - AIHA cannot print materials for attendees

## Education & Research Roundup files should:

- Include any slides you wish to include from your presentation, arranged in the order in which they will be presented
- Adhere to the commercialism guidelines
- Contain presenters' names, contact information, and biographies
- Reference documents can also be included
- Presenters must obtain permission for any copyrighted materials

# Audio & Video

- If your presentation contains video or audio, embed it within the presentation. As a backup, upload the files with your PPT to the Presentation Management System.
- Confirm that all needed files are in the **SAME FOLDER** as the presentation slides

# Education Session Moderators

## General Roles & Responsibilities

**\*Print out and bring a copy of Moderator Guidelines**

- Keep the session starting & ending on time
- Make announcements
- Give speaker introductions
- Assure questions are heard by in-person and virtual audiences
- Promote completion of evaluations

# Evaluation of Sessions

All sessions and speakers are evaluated

\*Remind your attendees to complete the evaluation on the app

## Rating Scale

- 5- Extremely Satisfied
- 4- Satisfied
- 3- Neutral
- 2- Dissatisfied
- 1- Extremely Dissatisfied



# Education Sessions, Research Round-Ups, and Pop-Ups are Evaluated for

- **Presentation Content:** interactive, informative, and relevant
- **Organization:** well-planned session, speakers followed advertised schedule
- **Description:** session presented matched advertised description
- **Learning Levels:** session presented matched advertised learning levels
- **Commercialism:** session was not a sales pitch and did not promote a specific vendor, product, or service

# New in Ed Session Evaluations

- Was the **Targeted Audience** (IH/OH Practice Level) designated appropriately?
- How accurate was the **core competency classification** for this session?
- How satisfied were you with the **design and organization of the session** in supporting your ability to participate fully?
- How well did the session's **interactive elements support your learning** as an adult learner?  
*(e.g., opportunities to apply concepts, participate actively, and learn from discussion)*
- How satisfied are you with **visual design and readability** of the presentation slides and any handouts?
- The examples, language, and course materials were respectful?
- What **factors** contributed to choosing to attend this session?  
*(speaker, core competency, title, description, day/time)*
- Open-ended comments

# Speaker Evaluations Consider:

- Engaged attendees in productive discussion
- Increased attendees' understanding of the material
- Demonstrated technical knowledge
- Presented quality speaking ability
- Willing and able to answer questions
- Open-ended comments

## Rating Scale

- 5 – Excellent
- 4 – Very Good
- 3 – Average
- 2 – Less than Average
- 1 – Poor

# All Poster Presenters

*(except Silica Symposium)*

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# Poster Author Attend Times

## Poster Session 1- Professional

Monday, June 1, 2:00 – 3:00 PM CT

## Poster Session 2- Student

Tuesday, June 2, 10:00 – 11:00 AM CT

## Poster Session 3- Professional,

Wednesday, June 3, 9:15 – 10:15 AM CT



# Setting up/taking down your poster

**All Posters** will be in the Exhibit Hall

- **For setting up:** Poster authors will be allowed in the Exhibit Hall during the following times:  
Sunday, May 31: 1:30 p.m.-4:30 p.m. CT  
Monday, June 1: 7:00 a.m.-10:00 a.m. CT
- Authors **MUST** go to the **Speaker Ready Room, 287**, to receive a Pass to the Exhibit Hall. Keep this pass so you can enter the hall to dismantle on Wednesday afternoon.
- Tear down hours: Wednesday, June 3, noon – 1:00 PM CT. If you do not dismantle your poster by 2:00 PM CT, your poster may be discarded.
- AIHA is not responsible for and cannot hold any poster materials on-site

# Setting up your poster

- Find your assigned board number; do not hang your poster on any other board
- Place all handouts on your poster board; use QR code if you have more material than will fit on your poster
- Tables will not be provided for posters
- If you are unsure of where to hang your poster, go to the Speaker Ready Room for assistance

# Poster Specifications

Your poster **should be vertical** and should include:

- ✓ The title of your accepted proposal
- ✓ Your name, any co-authors or mentors, your institution
- ✓ A description of research goals and methods
- ✓ A presentation of results
- ✓ A summary of major conclusions
- ✓ Future directions for the research
- ✓ A short bibliography or list of references
- ✓ Acknowledgments (citing any help received, mentors, or sources of funding)
- ✓ Color logo of your college or university (students only)

# Education Sessions, Research Roundups, Posters, Questions?

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Diana Kane, Manager, Education  
[dkane@aiha.org](mailto:dkane@aiha.org) or 703-846-0753

# PDC Presenters

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# PDCs Schedule

- Course start time
  - 8:00 a.m. (*morning half day, full day & two day*)
  - 1:00 p.m. (*afternoon half day*)
- First coffee break – 10:00 – 10:30 a.m.
- Lunch – Noon – 1:00 p.m. (*badge required*)
- Second coffee break 3:00 – 3:30 p.m.
- Course conclusion
  - Noon (*morning half day*)
  - 5:00 p.m. (*full day & two day & afternoon half day*)

*Lunch is included with all full, and 2-day PDCs, as well as if you are enrolled in 2 back-to-back half-day PDCs.  
If you have a dietary restriction or request (vegetarian meal, gluten free, etc.) note that when you register.*

***Breaks will be held in Exhibit Hall I on Saturday and Sunday and Room 294 on Thursday  
You must bring your badge!***

# PDC Handouts

- Email to students went out on Thursday, May 14
- Access granted to materials using the App
- **Upload system NOT accessible to students**
- If there are changes, or no files were submitted, it is your responsibility to provide them to students directly.
- Some attendees will not be able to plug in flash drives
  - communicate with the students in advance of the course, or provide printed materials

# PDC Presentation

- ***Laptops are not provided for PDCs.***
- Bring your own laptop with your presentation preloaded, or on a flash drive
- Connections provided
- AV techs in the halls for assistance

# PDC Room Logistics

- All courses are equipped with a standard room-set, which includes:
  - Student seating
  - Two (2) or four (4) charging stations in the rooms for students – depending on the overall attendance numbers (*power will NOT be placed at every seat*)
  - Head table for two instructors and one display table the back of the room
  - LCD Projector
  - Screen(s) (sized appropriately for room dimensions and session capacity)
  - Remote mouse
  - Up to two (2) wireless lavalier microphones
- Logistics confirmations in early April; **no changes *permitted*.**

# PDC Course Monitors

- Each course has an assigned monitor, who will:
  - Arrive approximately 30 mins before the course start time
  - Sign registrants into the course
  - Assist with passing out materials
  - Make a few brief announcements
  - Provided with an instructor packet, includes honorarium form(s) and feedback form for the lead instructor
    - NEW – Electronic versions of forms this year (paper versions still supplied)

# PDC Honorarium Forms

- Return the completed form to the course monitor or directly to me at the Speaker Ready Room 287 (or use the electronic version).
  - All speakers must turn in a form, even for non-payment
- Total hours for all instructors cannot exceed course length:
  - Half day – 4 hours total
  - Full day – 8 hours total
  - Two-day – 16 hours total

**DEADLINE: June 19, 2026** - Requests received after this date will not be honored and will result in a forfeiture of payment.

# Donations to the Foundation (AIHF)

- Support scholarships for students in IH/OH and Safety programs
- All donors will be recognized, and a receipt will be mailed to each donor for their records.
- Direct donations of honoraria to AIHF cannot be designated by the donor to a specific scholarship fund.
  - If you wish to donate to a specific AIHA scholarship fund, please make a claim for payment.
  - Upon receipt of payment, which will be considered as income, you may make a separate donation on your own to your designated scholarship fund.
  - AIHA will issue a 1099 for payments made during the tax year of \$600 or more.

# Instructor PDC Evaluations

- Paper evaluation (includes a links and QR code for electronic version) in your packet to complete and return to me.

# Importance of Student Evaluations for Future Submissions

- Students, monitors, and if a new course, an auditor will evaluate your course.
- Please make time at the end of your course, or make an announcement to encourage students to complete the evaluation
- Highly rated courses = higher success at being accepted for future conferences
- A weighted average is used to strategically rank sessions each year and use that data to inform the following year's submission and review processes for the CEC.
- **Top 5 courses are automatically in the program for the following year\***, should they choose to submit. *\*must receive at least a 25% survey response rate*

# Rating Scale for Evaluation of PDCs

- 5- Extremely Satisfied
- 4- Satisfied
- 3- Neutral
- 2- Dissatisfied
- 1- Extremely Dissatisfied

# PDC's are evaluated for

- Pace of the course
- Organization of the course content
- Usefulness of the information presented
- Instructional methods (lectures, demonstrations, etc.)
- Course assessment methods for transfer of knowledge
- Course materials (handouts, workbooks, etc.)
- Course achieved the advertised learning outcomes
- Information covered was appropriate to the advertised course level
- Open-ended comments

# NEW! PDC's are evaluated for

- Was the Targeted Audience (IH/OH Practice Level) designated appropriately? (Yes/No)
- How accurate was the core competency classification for this PDC? (0-not sure, 1-not accurate → 5-very accurate)
- To what extent did the course design and organization enable your full participation? Choose ALL that are true for you.
  - I did not experience any issues with the design and organization of the course, and so I was able to fully participate.
  - Aspects of the design and/or organization of the course made it difficult for attendees like me to participate fully.
  - While I did not experience difficulties participating fully, other participants might.
  - The course was designed in such a way that it seemed accessible for all.
  - My circumstances and needs, and those of others like me, were specifically accommodated to make it easier to fully participate in the course.
- How well did the PDC's interactive elements support your learning as an adult learner (e.g., opportunities to apply concepts, participate actively, and learn from discussion)? (1-very poorly→ 5-very well)
- The examples, language, and course materials were respectful. (1-strongly disagree→ 5-strongly agree)
- How easy was it for you to navigate the PDC handouts (e.g., finding sections, moving between materials) (1-very difficult→ 5-very easy)
- How well did the visual design of the handouts/slides (font size, contrast, layout, images) support readability? ) (1-very difficult→ 5-very easy)

# Speaker Evaluations:

- Technical Knowledge
  - (Demonstrated understanding and accurate presentation of the topic)
- Speaking Ability
  - (Spoke clearly, engaged the audience, and used visuals effectively.)
- Willingness and Ability to Answer Questions
  - (Allowed time for questions and responded clearly and completely.)
- Open-ended comments

## Rating Scale

5 – Excellent → 1 - Poor

# PDC Feedback to Instructors

An official thank you letter from the Continuing Education Committee (CEC) will be sent to you in mid/late July

- Includes:
  - Your student survey scores and comments
  - PDC ranking
  - Feedback from the CEC
  - Information on submission for 2027
    - Opens June 15, 2026
    - Closes September 9, 2026

# PDC Presenter Questions?

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Erin Breece, Program Director, Education

[ebreece@aiha.org](mailto:ebreece@aiha.org), or 703-846-0749

# Silica Symposium Presenters

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# Symposium Schedule

- Start time – End time
  - 8:00 a.m. -5:00 p.m.
  - First coffee break – 10:00 – 10:30 a.m.
- Lunch – Noon – 1:00 p.m. (*badge required*)
- Second coffee break 3:00 – 3:30 p.m.

*Lunch is included.*

*If you have a dietary restriction or request (vegetarian meal, gluten free, etc.) note that when you register.*

***Breaks will be held in Exhibit Hall I.***

*You must bring your badge!*

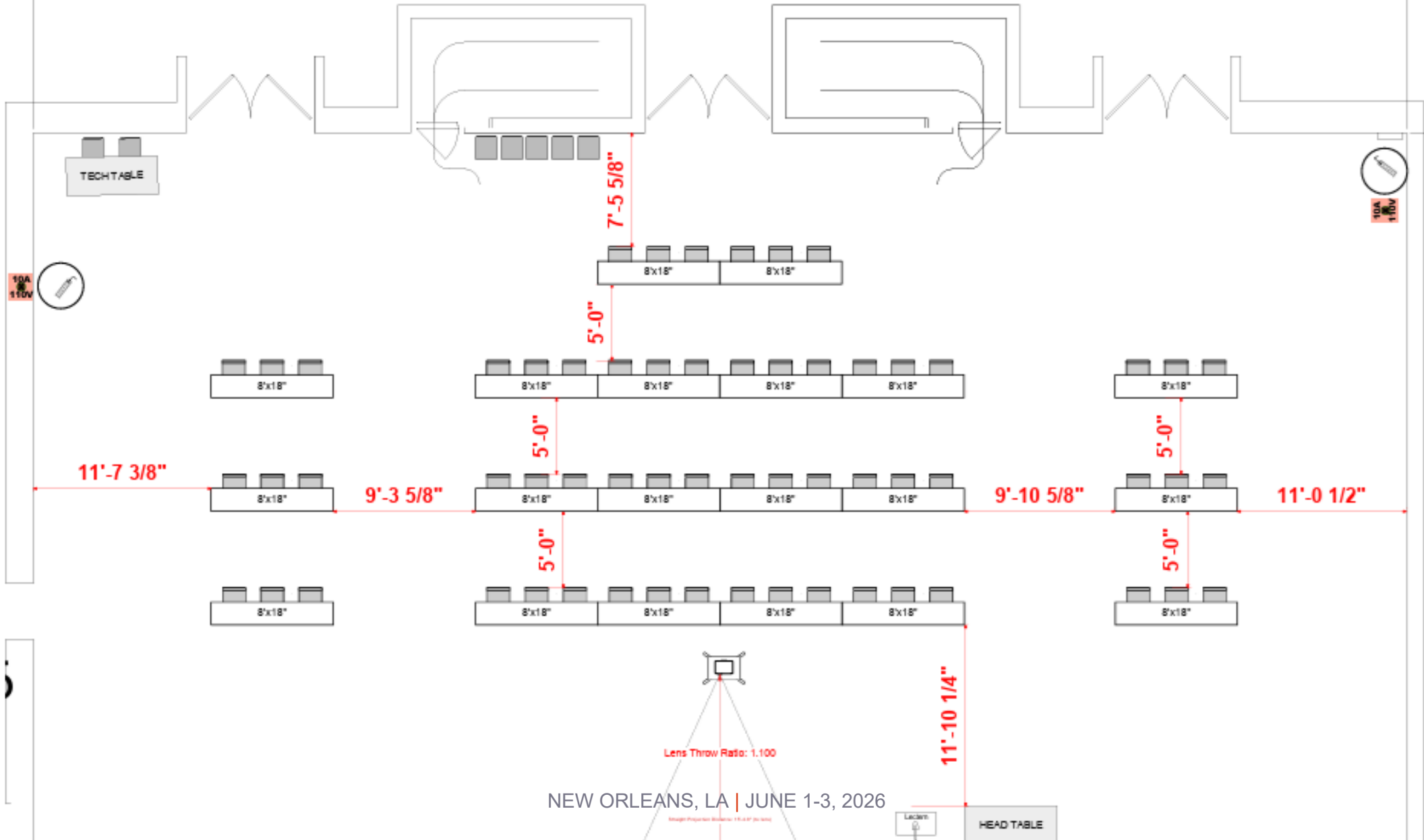
# Logistics

- Laptop will be provided. *It is required you use the provided laptop.*
  - Presentations will be preloaded.
- Attendee seating will be classroom style
  - Two (2) or four (4) charging stations in the rooms – depending on the overall attendance numbers (*power will NOT be placed at every seat*)
  - Head table
  - LCD Projector
  - Screen
  - Remote mouse
  - Two (2) wireless lavalier microphones

288

289

290



Lens Throw Ratio: 1:100

NEW ORLEANS, LA | JUNE 1-3, 2026

LECTERN HEAD TABLE

# Oral Presentations

- All presentations are scheduled for **20 mins total**, *which includes 5 minutes for Q&A.*
  - Please adhere to your presentation time; practice ahead of time
- Utilize the Presentation Management System to upload a copy of your presentation
  - **No changes** to presentations after **Monday, May 25.**
    - All presentations will be preloaded onto a flash drive, then to the provided computer in the session room. You must use the laptop in the room for your presentation.
    - *Bring a backup flash drive, just in case.*

# Poster Presenters

- **Author Attend Time:** All posters will have an author attend time/presentation time on **both days** of the event, scheduled for **1:00 p.m. -1:20 p.m.**
  - During this time on Saturday and Sunday, you will be expected to stand by your poster to answer attendee questions on your research.
  - **Poster set up time(s):** You can set up your poster on:
    - Friday, May 29, 5:15 – 7:00 p.m.
    - OR
    - Saturday, May 30, 7:00 a.m. – 7:45 a.m.
      - Permanent adhesives are prohibited; pushpins will be provided on-site for mounting.

# Poster Specifications

- The hard copy posters will be displayed on **VERTICAL** bulletin boards.
- The interior, usable space of the board measures 45" (wide) x 91" (tall) (114cm x 231cm).
- The recommended dimensions of your poster are 43" x 78" (109cm x 198 cm). Posters printed in horizontal layouts are not permitted.
  - Presenters are responsible for the development, printing, shipment, and display of all poster-related materials and any associated costs.
  - Consider having your poster printed on recycled paper using environmentally friendly inks.
  - Heavy boards or backing should not be used as they will not adhere to the display panels.

# Symposium Handouts and Abstract Book

- Email to attendees went out on Thursday, May 14
- Access granted to materials using the App
- **Upload system NOT accessible to attendees**
- If no files were submitted by the deadline (April 15) your presentation/poster will not appear in the app for attendees.

# Symposium Evaluation

- Rankings of various elements of the Symposium
- What worked well, valuable takeaway, ideas for future symposium topics
- Each oral presenter will also be evaluated
  - Technical Knowledge
    - (Demonstrated understanding and accurate presentation of the topic)
  - Speaking Ability
    - (Spoke clearly, engaged the audience, and used visuals effectively.)
  - Willingness and Ability to Answer Questions
    - (Allowed time for questions and responded clearly and completely.)
  - Open-ended comments

# Silica Symposium Presenter Questions?

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Erin Breece, Program Director, Education

[ebreece@aiha.org](mailto:ebreece@aiha.org), or 703-846-0749

# Pop-up Presenters

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# Pop-Up Room & Timing

- Education Pop-Ups will be in the Expo Hall – Booth 516
- Arrive at the Pop-Up location at least 15 minutes prior to your presentation.
- Pop-up Presentations are 25 minutes in length
- Use your full time and end on time

# AIHA Connect 2026

## AIHA Connect 2026

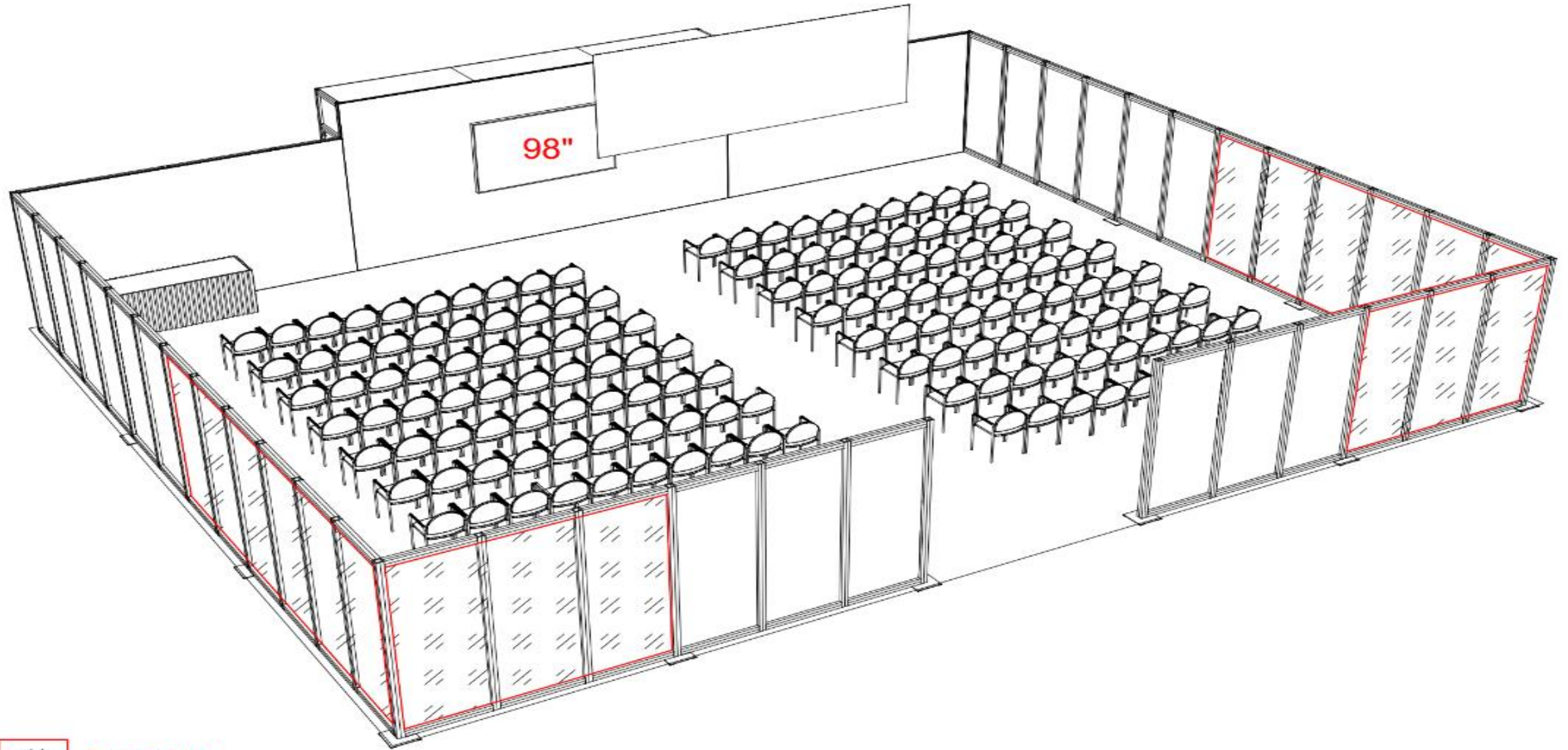
June 1-3, 2026

Ernest N. Morial Convention Center Halls i-J

New Orleans, LA



# PERSPECTIVE 1



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# Equipment & Timer

- You will have a microphone, a laptop, slide advancer, and display monitor
- You **must** use our Presentation Management System
  - *You will upload your presentation ahead of time, then it will be beamed to computer at Pop-Up location*
- **NEW!** Pop-ups will be assigned a timekeeper to help presentations start and end on time. Make note of who this person is prior to the start of your session.

# Pop-up Evaluations

- **Presentation Content:** interactive, informative, and relevant
- **Organization:** well-planned session, speakers followed advertised schedule
- **Description:** session presented matched advertised description
- **Learning Levels:** session presented matched advertised learning levels
- **Commercialism:** session was not a sales pitch; did not promote a specific vendor, product, or service

## Rating Scale

- 5 – Extremely Satisfied
- 4 – Satisfied
- 3 – Neutral
- 2 – Dissatisfied
- 1 – Extremely Dissatisfied

# Speaker Evaluations Consider:

- Engaged attendees in productive discussion
- Increased attendees' understanding of course material
- Demonstrated technical knowledge
- Presented quality speaking ability
- Willing and able to answer questions
- Open-ended comments

## Rating Scale

- 5 – Excellent
- 4 – Very Good
- 3 – Average
- 2 – Less than Average
- 1 – Poor

# Pop-Up Presenter Questions?

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Diana Kane, Manager, Education  
[dkane@aiha.org](mailto:dkane@aiha.org) or 703-846-0753

# Main Stage Presenters

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# Room Set & Equipment

- AIHA Main Stage presentations will occur in the Expo Hall, AIHA Booth #827
- You will have a microphone (one lav and 2-3 handhelds), a laptop, slide advancer, and display monitor for you to present your slides.
  - It is required you use the provided laptop. All presentations will be preloaded
- Please upload your PPT to the Presentation Management System **at least 48** hours in advance of your presentation time
  - *It's always a good idea to bring a copy of your presentation with you on a flash drive to the presentation area*
- It is recommended you arrive at the AIHA Booth at least 15 minutes prior to your presentation.

# Handout Materials

- If you provided an upload by the deadline, your presentation/handout will be available as a secured PDF to attendees in the conference app/ mobile platform.
- **Upload system NOT accessible to attendees**

# AIHA Connect 2026

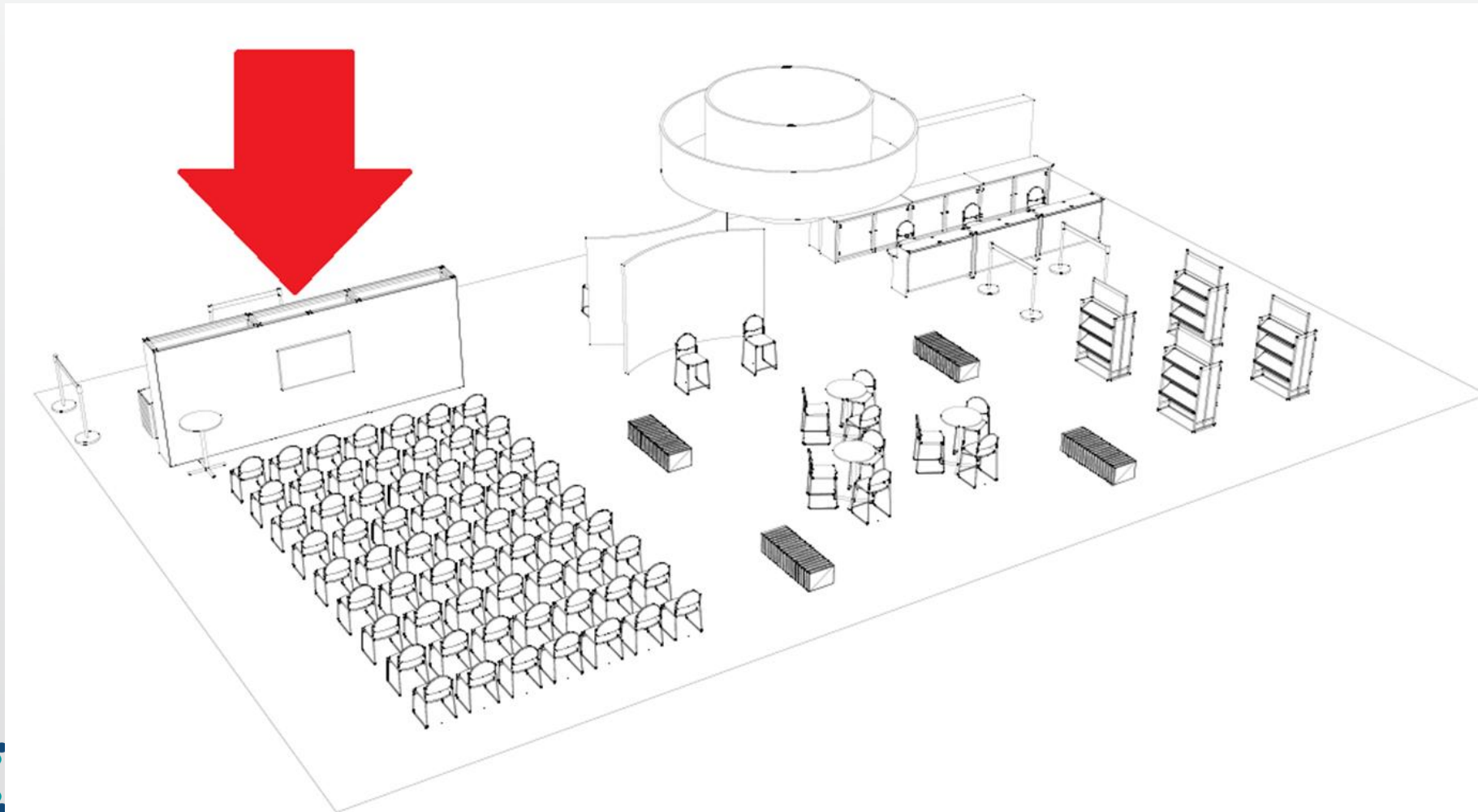
June 1-3, 2026

Ernest N. Morial Convention Center Halls i-J

New Orleans, LA



# Room Set & Equipment



# Room Set & Equipment



# Timing & AIHA Staff on-site

- It is recommended you arrive at the AIHA booth at least 15 minutes prior to your presentation.
- Presentations **MUST** start and end on time!
  - Recommend using a timer on your cellphone
- AIHA Booth Staff for Main Stage Presentations:
  - Colleen Manning
  - AV Staff will be wearing all black



# How will my session be evaluated?



## Rating Scale

- 5- Extremely Satisfied
- 4- Satisfied
- 3- Neutral
- 2- Dissatisfied
- 1- Extremely Dissatisfied

# Main Stage Evaluations

- **Presentation Content:** interactive, informative, and relevant
- **Description:** session presented matched advertised description
- **Organization:** well-planned session, speakers followed advertised schedule
- **Content Level:** session presented matched advertised learning levels
- **Commercialism:** session was not a sales pitch and did not promote a specific vendor, product, or service
- **Open-ended comments**

# Speaker Evaluations:

- Technical Knowledge
  - (Demonstrated understanding and accurate presentation of the topic)
- Speaking Ability
  - (Spoke clearly, engaged the audience, and used visuals effectively.)
- Willingness and Ability to Answer Questions
  - (Allowed time for questions and responded clearly and completely.)
- Open-ended comments

## Rating Scale

5 – Excellent → 1 - Poor

# Main Stage Presenter Questions?

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Erin Breece, Program Director, Education

[ebreece@aiha.org](mailto:ebreece@aiha.org) or 703-846-0749

# Virtual AIHA Connect Presenters

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# What is part of the VIRTUAL program?

- Virtual PDCs on Thursday, May 28<sup>th</sup> and Friday, May 29<sup>th</sup>
- Monday – Wednesday Education Sessions scheduled in the following rooms at the Convention Center
  - 291
  - 293
  - 295
- Opening and Closing General Sessions
- Innovation Stations

See the Full Virtual Agenda here:

<https://ww6.aievolution.com/aih2601/index.cfm?do=ev.pubSearchEvents&categoryID=2030>

# Staff and volunteers supporting virtual Sessions

## AIHA Staff Team Role (Off-site)

- Work with Virtual PDCs to execute their PDC on 5/28 and 5/29
- For Education sessions
  - Watching the live session feed for each session
  - Monitoring the virtual event platform attendee chat
  - Escalating any AV/tech issues that might impact the virtual attendee experience

## Volunteer Team Role (On-site)

Volunteers for this position are made up of members of the CPC, CEC, and Student Members

- For Education sessions
  - Monitoring the session Q&A area of the app
  - Asking questions in the room on behalf of the virtual audience
  - Assisting the session moderator in making sure the session ends on time

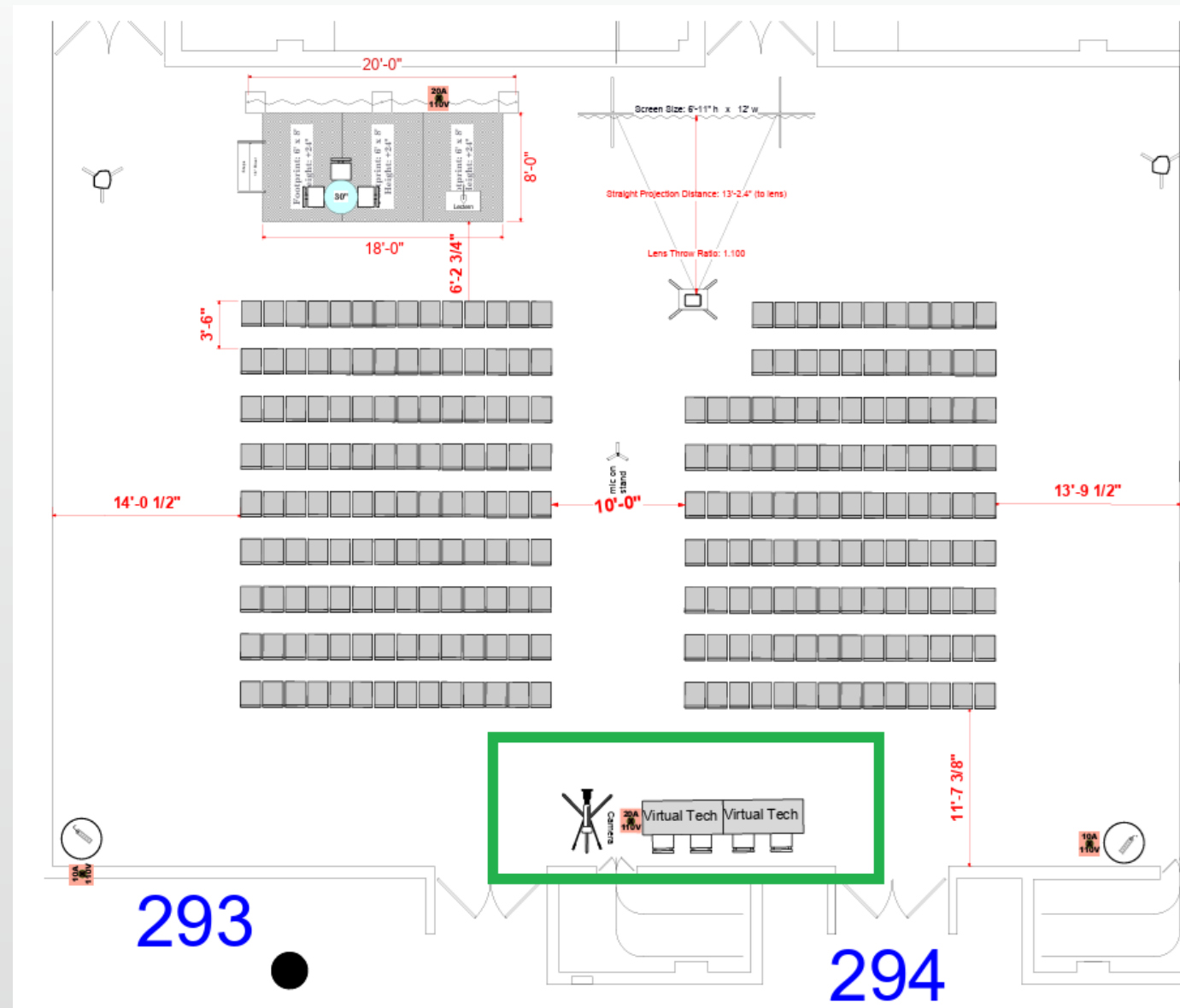
# AIHA Staff supporting virtual sessions

Staffer	Convention Center Room
Fatma Feki, Curriculum Designer, eLearning	295
Lauren Corlett, Learning Program Manager, eLearning	293
Jamil Tadlaoui, Associate, eLearning	291
Diana Kane, Manager, Education	Innovation Stations/Exhibit Hall, Booth 1716

# Volunteers Supporting Virtual sessions

Name	Date	Time	Convention Center Room
Ryleigh Turner	Monday, June 1	10:00 a.m. - 4:15 p.m.	291
Adepeju Adesina	Monday, June 1	10:00 a.m. - 4:15 p.m.	293
Joy Erdman	Monday, June 1	10:00 a.m. - 4:15 p.m.	295
Marwan Alajlouni	Monday, June 1	11:45 a.m. - 4:10 p.m.	Expo Floor (Pop-up Education Area)
Sheila Truong	Tuesday, June 2	8:00 a.m. - 12:15 p.m.	291
Penny Pietrowski	Tuesday, June 2	8:00 a.m. - 12:15 p.m.	293
Philip Platcow	Tuesday, June 2	8:00 a.m. - 12:15 p.m.	295
Olivia Ventresca	Tuesday, June 2	10:00 a.m. - 4:10 p.m.	Expo Floor (Pop-up Education Area)
Hannah Frame	Tuesday, June 2	2:00 p.m. - 6:00 p.m.	291
Ashley Kochans	Tuesday, June 2	2:00 p.m. - 6:00 p.m.	293
Ria Sharma	Tuesday, June 2	2:00 p.m. - 6:00 p.m.	295
Onyinye Ezeifeke	Wednesday, June 3	8:00 a.m. - 11:30 a.m.	291
Shakira Azeez	Wednesday, June 3	8:00 a.m. - 11:30 a.m.	293
Elizabeth Howard	Wednesday, June 3	8:00 a.m. - 11:30 a.m.	295
Sanzida Amin	Wednesday, June 3	9:15 a.m. - 11:25 a.m.	Expo Floor (Pop-up Education Area)
Erika Erikson	Wednesday, June 3	1:00 p.m. - 3:15 p.m.	291
Ryan Hines	Wednesday, June 3	1:00 p.m. - 3:15 p.m.	293
Puleng Moshele	Wednesday, June 3	1:00 p.m. - 3:15 p.m.	295

# Education Room Setup Example



# Virtual Platform Streaming Session Example

- Home
- Full Agenda (all sessions)
- Virtual Agenda (virtual sessions only)
- Session Evaluations
- VG/Committee Meetings
- Attendees
- Exhibitors
- ENMCC and Hilton Maps
- Exhibit Hall Map
- Speakers
- Help Desk

## A1: Research Roundup Respiratory Fit Protection

Monday, June 1, 2026 at 10:00 AM to 11:00 AM

### A1: Research Roundup Respiratory Fit Protection

Monday, June 1, 2026 10:00 AM to 11:00 AM ·  
1 hr. (America/Chicago)

Streaming will start Monday, June 1, 2026  
9:50 AM

Ernest N. Morial New Orleans Convention  
Center | 291

Research Roundups

Add to schedule

#### Information

Credit Hours

1.00

#### Speakers



**Rod Harvey**

Director  
RHR Risk Management, Inc. (Chicago)

Live interaction

# Virtual Platform Streaming Session Example

The screenshot displays a virtual platform interface for a streaming session. At the top, a navigation bar includes links for Home, Full Agenda (all sessions), Virtual Agenda (virtual sessions only), Session Evaluations, VG/Committee Meetings, Attendees, Exhibitors, ENMCC and Hilton Maps, Exhibit Hall Map, Speakers, and Help Desk. The main content area features a large card for the session "A1: Research Roundup Respiratory Fit Protection", scheduled for Monday, June 1, 2026, from 10:00 AM to 11:00 AM. Below the session title, there are sections for "Information" (Credit Hours: 1.00) and "Speakers" (Rod Harvey, Director). A "Live interaction" panel is overlaid on the right side, showing a "Chat" tab and a "Questions" tab. The chat panel displays two participant avatars and the text "Chat with participants" and "Be the first to send a message to start the discussion and encourage other participants to react." At the bottom of the chat panel, there is a text input field labeled "Write a message..." and a plus sign icon.

Home Full Agenda (all sessions) Virtual Agenda (virtual sessions only) Session Evaluations VG/Committee Meetings Attendees Exhibitors

ENMCC and Hilton Maps Exhibit Hall Map Speakers Help Desk

**A1: Research Roundup Respiratory Fit Protection**

Monday, June 1, 2026 at 10:00 AM to 11:00 AM

**Information**

Credit Hours  
1.00

**Speakers**

**Rod Harvey**  
Director

**Live interaction**

**Chat** Questions

**Chat with participants**

Be the first to send a message to start the discussion and encourage other participants to react.

Write a message...

# Virtual Session Tips for Presenters

## At the beginning of your session:

- Welcome both the face-to-face and virtual audiences.
- Explain that the session is being broadcast live to virtual attendees.

## During your presentation:

- Avoid using the laser pointer. The virtual audience cannot see it. They can see your mouse arrow.
- Speak clearly and use the microphone.
- Be aware of any feedback or requests from the recording technician.

# Virtual Session Tips for Presenters

## During the Q&A Section:

- Check with the volunteer at the back of the room to see if the virtual audience has any questions
- If those in the audience do not use the mic, be sure to repeat questions or comments so virtual audiences hear them

## At the end of your session:

- Thank both the face-to-face and virtual audiences for participating
- *(Optional)* Share your email address in case there are questions from the virtual audience not covered during the session

# Virtual Program Presenter Questions?

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Colleen Manning, Program Director, eLearning  
[cmanning@aiha.org](mailto:cmanning@aiha.org), or 703-846-0750

# Thank you!

# See you in NOLA!

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**PDCs & Main Stage:** Erin Breece, [ebreece@aiha.org](mailto:ebreece@aiha.org); 703-846-0749

**Education Sessions/Research Round-ups, Education Pop-Ups, Posters:**  
Diana Kane, [dkane@aiha.org](mailto:dkane@aiha.org); 703-846-0753

**Virtual Program:** Colleen Manning, [cmanning@aiha.org](mailto:cmanning@aiha.org); 703-846-0750