

AIHA CONNECT 2026 NEW ORLEANS, LA

On-site Logistics

Preparing for on-site at AIHA Connect 2026

Presented by
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Diana Kane, Manager, Education

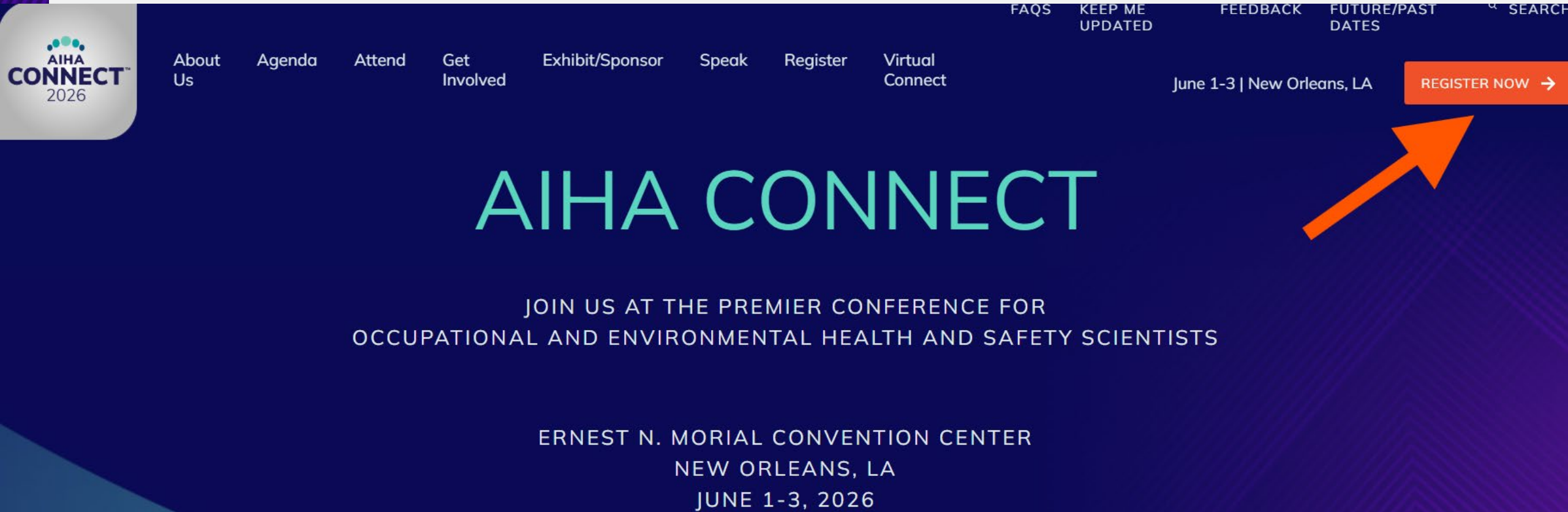
January 7, 2026

AIHA Connect 2026 Format

- AIHA Connect 2026 is an **in-person** event
- Select sessions will be broadcast virtually, to a virtual audience
- All presenters (*except for Thursday – Friday, May 28-29 PDC presenters*) are expected to attend and deliver their sessions in person at the conference
- Saturday & Sunday, May 30-31, Thursday, June 4 – in-person only PDCs
 - Monday, Tuesday, Wednesday, June 1-3 – Education Sessions, Posters
 - Thursday & Friday, May 28-29 – virtual only PDCs

Registration is now open

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



The image shows a screenshot of the AIHA CONNECT 2026 website banner. The background is dark blue with a subtle geometric pattern. At the top left is the AIHA CONNECT 2026 logo. A navigation bar contains links: About Us, Agenda, Attend, Get Involved, Exhibit/Sponsor, Speak, Register, and Virtual Connect. On the right side of the navigation bar are links for FAQs, KEEP ME UPDATED, FEEDBACK, FUTURE/PAST DATES, and a search icon. Below the navigation bar, the text 'June 1-3 | New Orleans, LA' is displayed. A prominent orange button labeled 'REGISTER NOW' with a right-pointing arrow is located on the right. A large orange arrow points from the bottom right towards this button. The main heading 'AIHA CONNECT' is in large, light blue, sans-serif capital letters. Below it, the text 'JOIN US AT THE PREMIER CONFERENCE FOR OCCUPATIONAL AND ENVIRONMENTAL HEALTH AND SAFETY SCIENTISTS' is in smaller, white, sans-serif capital letters. At the bottom, the venue 'ERNEST N. MORIAL CONVENTION CENTER' and location 'NEW ORLEANS, LA' are listed in white, followed by the dates 'JUNE 1-3, 2026'.

AIHA CONNECT 2026

About Us Agenda Attend Get Involved Exhibit/Sponsor Speak Register Virtual Connect

FAQS KEEP ME UPDATED FEEDBACK FUTURE/PAST DATES SEARCH

June 1-3 | New Orleans, LA

REGISTER NOW →

AIHA CONNECT

JOIN US AT THE PREMIER CONFERENCE FOR
OCCUPATIONAL AND ENVIRONMENTAL HEALTH AND SAFETY SCIENTISTS

ERNEST N. MORIAL CONVENTION CENTER
NEW ORLEANS, LA
JUNE 1-3, 2026

Have You Signed Your Speaker Forms?

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

- Speaker Agreement *
- 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

Refer to the previous webinar recording or to the reminder email sent to you in November for details on how to access these forms

Check Details of Your Profile

You will be receiving a personalized digital graphic just for you to use to promote your session; therefore, be sure the details of your profile are correct:

- Name spelled correctly and followed by proper credentials?
- Correct email? Be sure this is the one you used when you submitted your proposal and the one you use when you register for the conference
- Name and address of your employment correct?

PDC Presenter Resources

About
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Get
Involved

Exhibit/Sponsor

Speak

Register

Virtual
Connect



HELPFUL HINTS FOR A
SUCCESSFUL
PRESENTATION



PROMOTE YOUR
SESSION



SPEAKER READY ROOM



SPEAKER REGISTRATION
AND RESERVATIONS



EDUCATION SESSION
PRESENTER RESOURCES



PDC PRESENTER
RESOURCES



POSTER PRESENTER
GUIDELINES


PDC Presenter Resources

access by logging into your online account at: <https://ww6.aievolution.com/aih2601/>

Schedule

Use this section to review your schedule and submit any additional documents or forms.

[Preview Schedule](#)

 - indicates a required item.

Sun, 5/21

Event Title: P401 - PDC 401: Identifying Carcinogenic Exposures and Controls in Welding

Type: Professional Development Course

Time: 8:00 AM MST - 5:00 PM MST

Location: Phoenix Convention Center

Role: Lead Instructor

PDC Logistics Form

Completed · [View/Print](#)

Session Delivery, Broadcasting, & Materials Form

Completed · [View/Print](#)

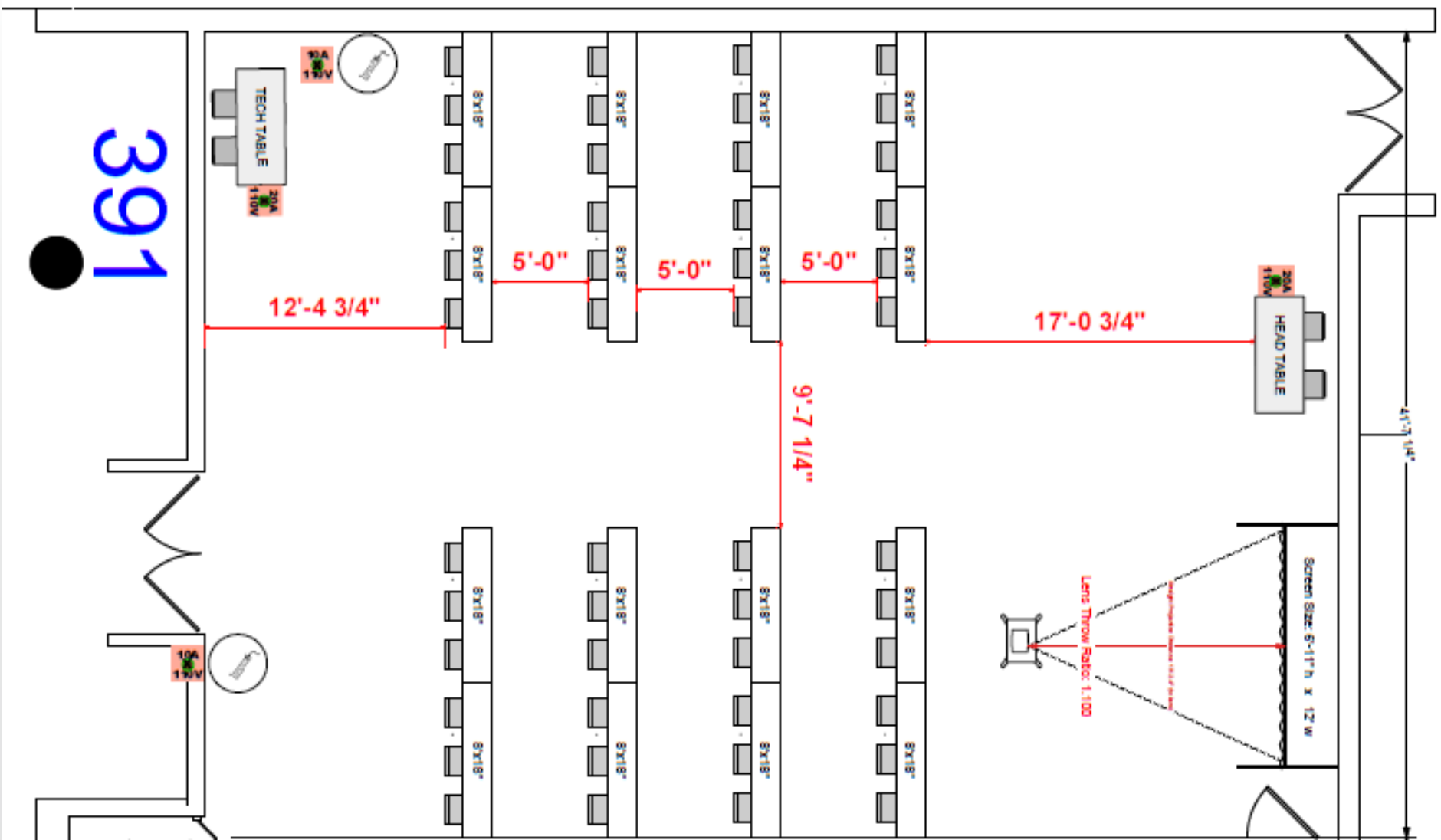
Logistics for PDCs

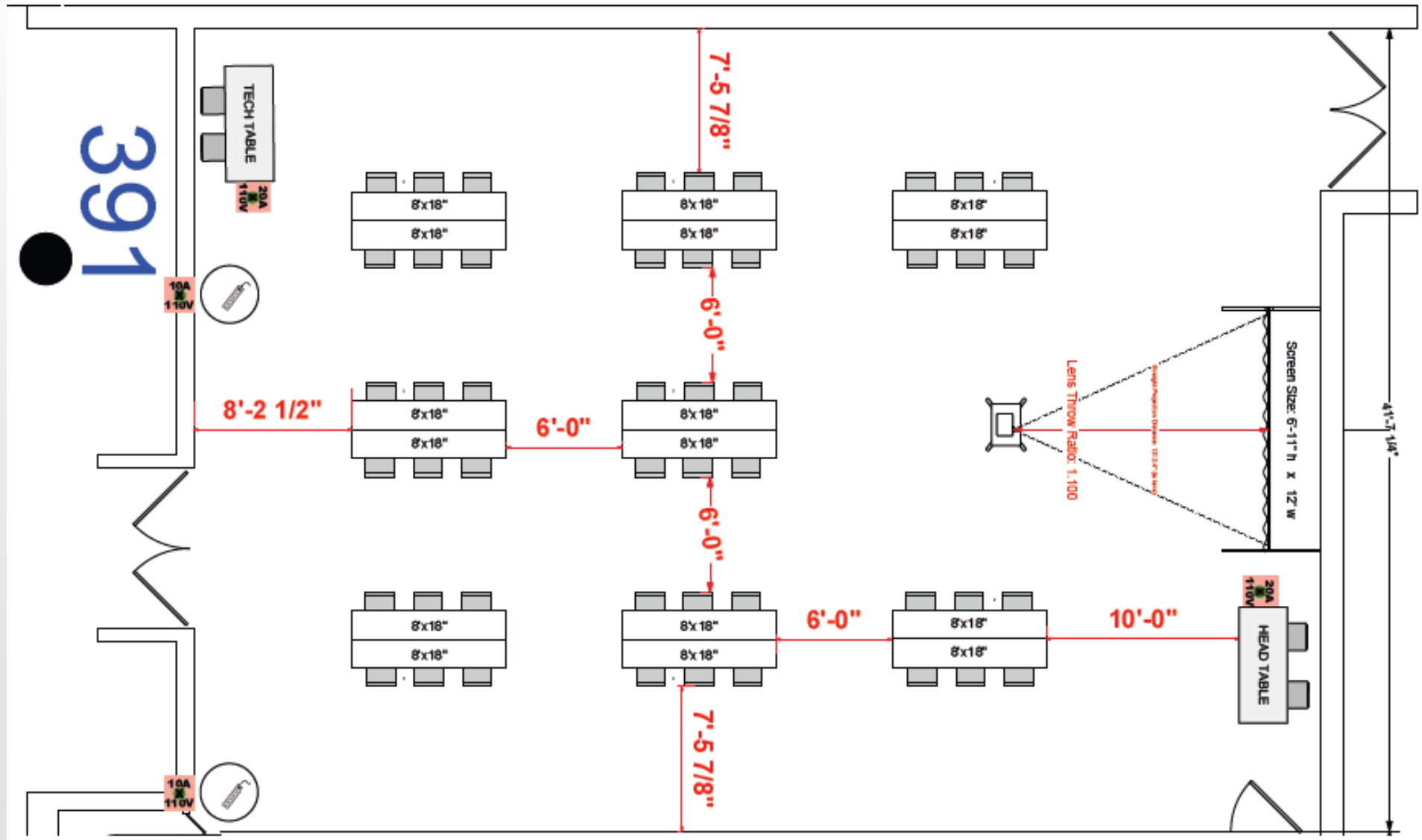
- Room and AV Requests are due **February 10, 2026**.
- Logistics forms are available to **lead instructors only**; access by logging into your online account at: <https://ww6.aievolution.com/aih2601/>
 - Next, click "Schedule" on your dashboard and scroll down to the PDC listing.
- Link also available under **Speak**, then **PDC Presenter Resources** on the AIHA CONNECT website.

Standard PDC Room Set Includes:

- Student seating - set in classroom style or small groups
- LCD Projector
- Screen sized appropriately for room dimensions and session capacity
- Slide advancer with laser pointer
- Up to two wireless lavalier microphones
- 2 Head tables (1 for instructor seating and 1 for display space)
- Charging station(s) for students; power will NOT be provided at each seat
- **Note:** AIHA Connect will **NOT** provide laptops for PDCs. Please bring your own laptop to present; connections will be provided.

All other audiovisual needs must be arranged and paid for with through the exclusive audiovisual provider for AIHA Connect. Order form is posted online under PDC Presenter Resources.





PDC Presenter Dates to Remember

- **February 10, 2026** – Submission of all PDC logistics forms via the online Speaker Ready Room (*lead instructors only*)
- **March 6, 2026** – Review all content on the Speaker Toolkit section of the [AIHA Connect website](#)
- **March 29, 2026** – Register for AIHA Connect by this date to get the Advance Rate
- **April 1, 2026** – PDC cancellation due to low registration (*If your course is in danger of being canceled, you will be notified at least 2 weeks prior.*)
- **April 15, 2026** – Handout materials due (*All handouts will be formatted/reproduced electronically and distributed by AIHA if received by this date*)
- **May 14, 2026** – Handouts distributed electronically to students
- **May 28-31, June 4, 2026** – PDC presentation dates
- **June 19, 2026** – Honorarium payment forms due (*Forms will be provided on-site. Requests received after this date will not be honored and will result in a forfeiture of payment.*)

Logistics for Education Sessions

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Virtual
Connect



HELPFUL HINTS FOR A
SUCCESSFUL
PRESENTATION



PROMOTE YOUR
SESSION



SPEAKER READY ROOM



SPEAKER REGISTRATION
AND RESERVATIONS



EDUCATION SESSION
PRESENTER RESOURCES



PDC PRESENTER
RESOURCES



POSTER PRESENTER
GUIDELINES

Standard Education Room Set Includes:

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

All other audiovisual needs must be arranged and paid for with the exclusive audiovisual provider for AIHA Connect.

Order form is posted online under Education Session Presenter Resources.

Computers are Provided for Ed Sessions:

- You are required to use the computers provided on-site by AIHA
- These are Windows-based PCs equipped with Microsoft PowerPoint and the latest versions of Adobe Acrobat Reader, Windows Media Player, and Quick Time for Windows. Other presentation programs will not be available.
- PowerPoint files created on a Macintosh computer will open successfully on a PC/AIHA Connect-supplied computer.
- It is strongly recommended that you test your files in the Speaker Ready Room before your session to ensure the proper display of fonts, equations, pictures, and videos. Workstations, projectors, and technical staff will be available to assist.




Education Session Presenter & Poster Presenter Dates to Remember

- **March 6, 2026** – Review all content on the Speaker Toolkit section of the [AIHA Connect website](#)
- **March 29, 2026** – Register for AIHA Connect by this date to get the Advance Rate
- **May 1, 2026** – Upload handout materials for attendees & posters for virtual display
- **June 1-3, 2026** – Education program presentation dates

Conference PowerPoint Template

Registration is now open! [Learn More](#)



[About Us](#) [Agenda](#) [Attend](#) [Get Involved](#) [Exhibit/Sponsor](#) [Speak](#) [Register](#) [Virtual Connect](#)

[FAQS](#) [KEEP ME UPDATED](#) [FEEDBACK](#) [FUTURE/PAST DATES](#) [SEARCH](#)

June 1-3 | New Orleans, LA [REGISTER NOW →](#)

Speak

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

[DOWNLOAD AIHA CONNECT 2026 PPT](#)

AIHA Connect PowerPoint

- Download the 2026 PowerPoint Template
- Our PowerPoint template is set to 16:9 ratio
- If you choose to use your own template, please ensure that it is set to the proper format:
 - To check the ratio of your slides in PowerPoint:
 - 1. Go to Design > Slide Size > Custom Slide Size.
 - 2. Choose a slide size with the aspect ratio you want and select OK
- Be sure your first slide has the title of your session and the presenters' names

Speaker Ready Room

Speakers and Moderators for all education sessions (Monday through Wednesday) are highly encouraged to visit the Speaker Ready Room **at least one hour prior** to the start time of their session.

The room is equipped with computers and AV technicians who can assist with editing and uploading presentations.

You can tweak presentations, practice speaking, review speaker biographies, and ensure the latest version of your Presentation is loaded to the Presentation Management System (available in March/April).

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.

Professional Poster Guidelines



Professional Poster Author Attend Times

During your specific **Author Attend Time**, you are required to stand by your poster and discuss your research with attendees.

Poster Session 1 - Professional: Monday, June 1, 2026; 2 PM – 3 PM CT

Poster Session 3 - Professional: Wednesday, June 3, 2026; 9:15 AM- 10:15 AM CT

- All posters will be set up in the Expo Hall
- Set up will be Sunday afternoon, May 31 and Monday morning, June 1
- Poster tear down hours will be Wednesday afternoon, June 3

More specifics will be shared at the Poster Presenter Speaker Webinar on April 7, 2026.

New Orleans Ernest N. Morial Convention Center

Rules & Regulations

- Convention center staff are responsible for the setup, change, and breakdown of all activities.
- Room sets and capacities are approved in advance by the facility and the New Orleans Fire Marshal. Room sets, must remain as indicated on approved floor plans. Speakers and moderators agree they will not move any items 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 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.
- Due to use of the rooms for other AIHA Connect events, you may not access the room more than one hour before your session or leave items overnight.
- 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 the success of your session AND compliance with our contract with the conference center.

Note: requests received after April 1 will not be accommodated.

Webinar Schedule 2026

NOTE: dates are subject to change

VISIT WWW.AIHACONNECT.ORG, CLICK “SPEAK,” THEN “HELPFUL HINTS FOR A SUCCESSFUL PRESENTATION”

Webinar Day	Time CDT	Topic
Thursday 11/13/2025	2:00 PM	Managing Your Online AIHA Connect Speaker Account - action items and due dates
Wednesday 1/7/2026	2:00 PM	Preparing for on-site at AIHA Connect - room sets, logistics, forms for PDC presenters, and Convention Center rules and regulations
Tuesday 2/24/2026	2:00 PM	Presenting at AIHA Connect- uploading PPT, review of resources online, timeline, deliverables, copyright information; Presentation Management System
Tuesday 3/24/2026	2:00 PM	Promoting Your AIHA Connect session - spreading the word through social media
Tuesday 4/7/2026	2:00 PM	Presenting Your Professional or Student Poster at AIHA Connect - format, author attend time, on-site logistics, and consideration for Student Poster Best in Show Awards)
Tuesday 4/28/2026	2:00 PM	Understanding the Responsibilities of Moderators at AIHA Connect - timekeeping, speaker introductions, Q&A

Next webinar

Mark your calendars for your next Speaker Webinar:

Presenting at AIHA Connect

Uploading PPT, review of resources online, deliverables, copyright information,
Presentation Management System

Tuesday, February 24, 2026, at 2 p.m. ET

Join the webinar at **www.aihaconnect.org**, click on *Speak*, then
Helpful Hints for a Successful Presentation

QUESTIONS?

**Education Sessions, Research Round Ups,
Pop-Up Education, Posters**

Diana Kane, 703-846-0753, dkane@aiha.org

Professional Development Courses (PDCs), Main Stage

Erin Breece, 703-846-0749, ebreece@aiha.org

Overall Conference/Safety Protocols

Brynn Bradbury, 703-846-0754, bbradbury@aiha.org



Thank you for attending!
