AIHA CONNECT 2026
NEW ORLEANS, LA

Speaker Preparation at AIHA Connect 2026

Using presentation management system and uploading your PPT
Discussion of copyright and AI regulations
Review of conference resources and timelines

Presented by:
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February 24, 2026; 2 PM ET

AIHA CONNECT™ 2026

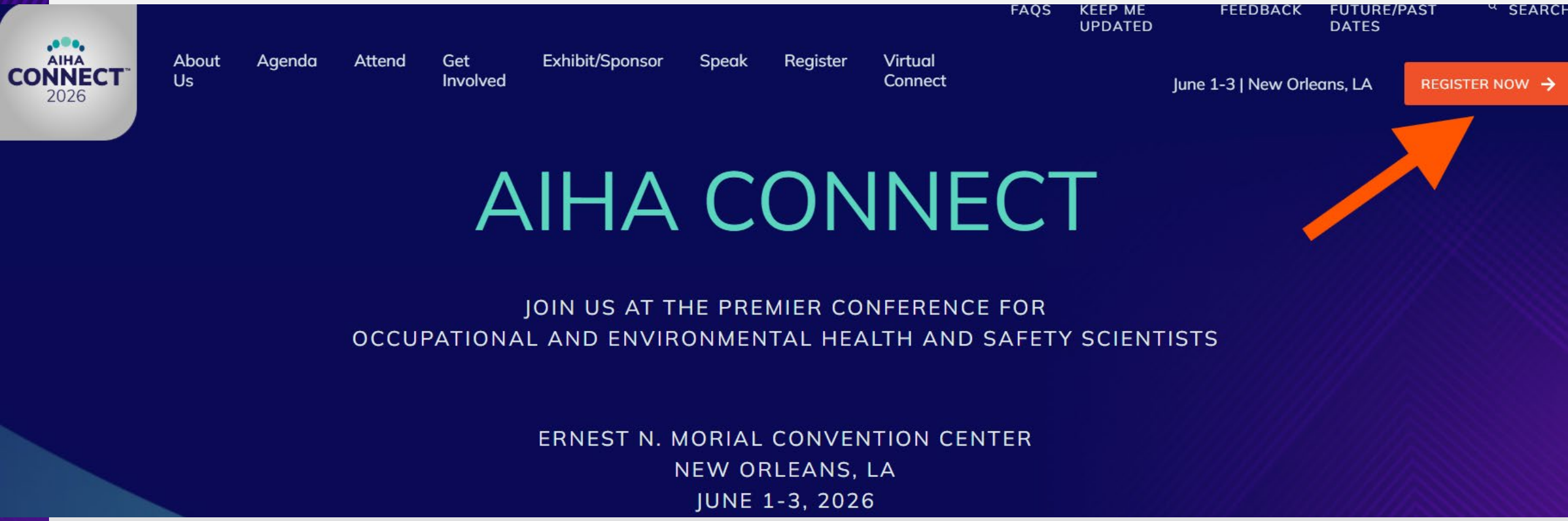
AIHA Connect 2026 Format

- 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

  - 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

Registration is now open

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



Have You Signed Your Speaker Forms?

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

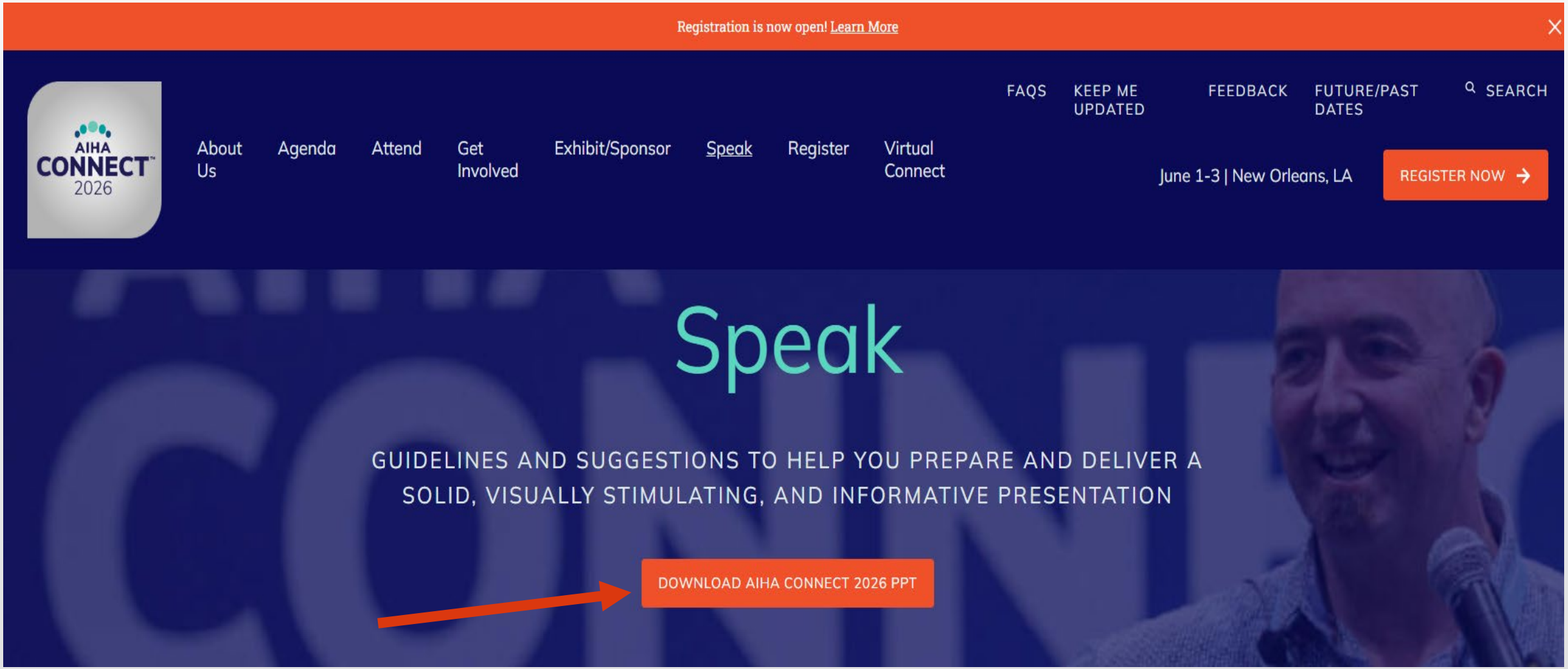
- Speaker Agreement *
- Session Delivery Form * *One for each session in which you are involved*
  - *Poster Presenters will not have this form*

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

Conference PowerPoint Template



The 2026 PowerPoint Template

- Be sure your opening slide lists
  - the name of the session as it is on the conference agenda
  - speakers' names, headshots are optional

- Closing slide should list how attendees can contact you
- Suggested slide for your Q&A time:

Speaker Toolkit has Suggestions to Assist You

https://aihaconnect.org/speak

- **Helpful Hints for a Successful Presentation**
  - Speaker Webinar links, recordings, slides
  - Videos of suggestions to make your presentation successful
- **Promote Your Session**
  - How to promote your session on and off social media
- **Speaker Ready Room**
  - Lists days and hours
  - Plan to stop by this room at least 1-hour prior to your session

Speaker Toolkit has Guidelines Specific to Your Role

- **Education Session Presenter Resources**
  - Important dates to remember & on-site requirements
  - Details on uploading your presentation to the Presentation Management System
- **PDC Presenter Resources**
  - All things PDC including deadlines, logistics, etc.
- **Poster Presenter Guidelines**
  - Author Attend Times & Poster Specifications
- **Pop-Up Education Presenter Guidelines**
  - Important dates to remember & on-site requirements
  - Details on uploading your presentation to the Presentation Management System
- **Education Session Moderator Guidelines**
  - Details on the role of the education session moderator

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

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.)*

What makes a successful presentation?

Successful & Well-Received Presentations Are:

- Targeted, with a focused message
- Relevant, with IH/ OH-themed examples and application
- Have at least one practical take-away
- Provide new tools and skills
- Listed with the title and description exactly as peer reviewed

Successful & Well-Received Presentations Are:

- Current, accurate, and objective
- Creative in offering solutions, processes, and new ideas
- Understandable, presenting clear and concise data
- Well-illustrated with commentary and visuals
- Commercial-free
- Practiced, Practiced, Practiced!

AS YOU WORK ON YOUR SLIDES…

Keep in mind the following points for text:

- Use a common font such as Arial or Times New Roman
- Fonts should be at least 24 points
- Headings should be no less than 36 points
- Avoid writing in all capitals
- Underlining, **bold**, and *italics* should be used sparingly
- Keep style and spacing consistent
- Avoiding too much text, complicated tables, hard-to-read figures, etc.
- Proof-read, spell-checked, and corrected for errors

Consider Your Color schemes

- Use **color** for emphasis, but use it sparingly
- Keep colors simple and remember some participants may be color-blind
- Light colors (white and yellow) should be used for text on dark backgrounds
- Dark color texts (black or blue) should be used on light backgrounds

When Inserting images

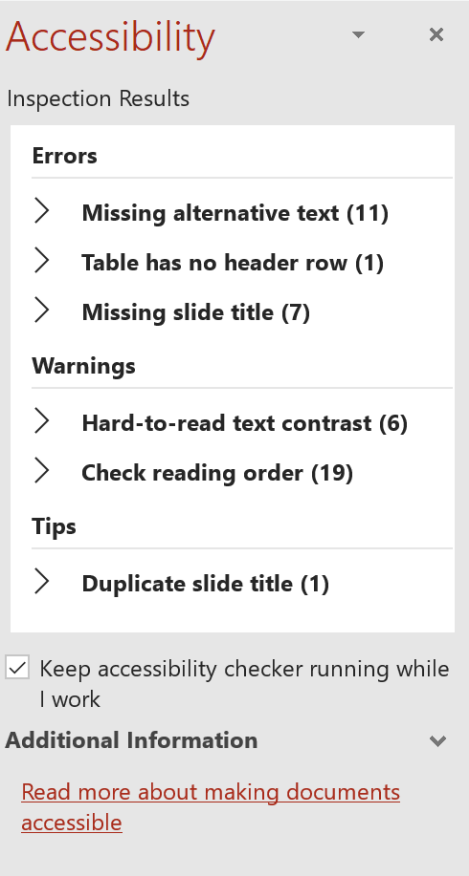
- Avoid dated pictures or images and background graphics
- Use digital images and graphics that project well on a monitor
- Images should be sized to 800 × 600 pixels and saved as JPEG or TIF files
- Label charts and graphs clearly

ACCESSIBILITY

- Design your presentation so that it can be usable by everyone.
- Work to increase accessibility because it helps people with:
  - Disabilities
  - Hearing Loss
  - Vision Loss
  - Attendees who's first language may not be English
- Use captions in videos
- Use multiple communication methods:
  (e.g., have a slide show but also say what is on your slides)
- Make text big enough to read from across the room
- Run an accessibility check

Running an Accessibility Check in PowerPoint

- Review
- Check Accessibility
- Check Accessibility



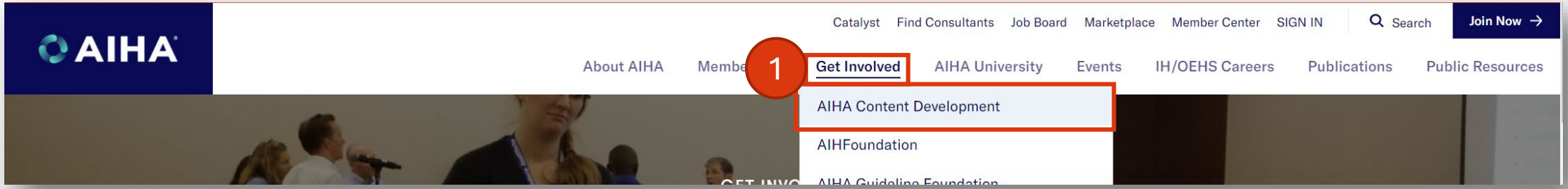
Remember to:

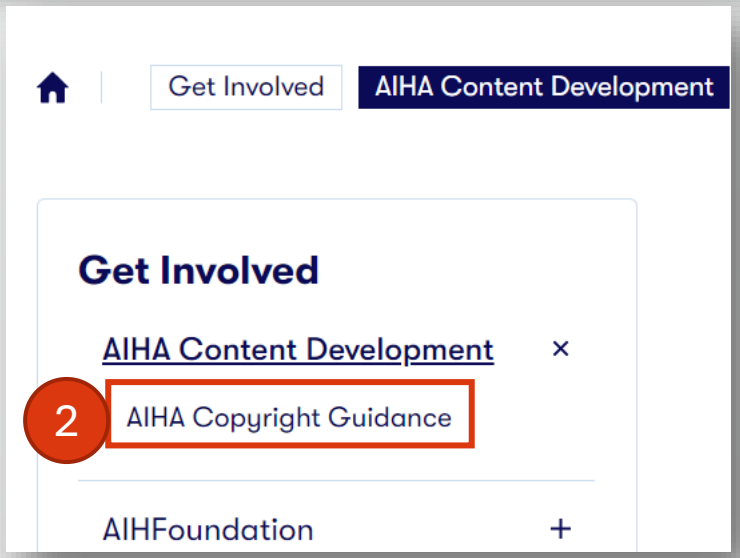
- Speak clearly and slowly
- Give people time to process
- Be visible; face the audience
- Use the microphone
- Describe all parts of slide
- Allow time for Q & A

AIHA’s Copyright Guidance

Copyright Guidance and Agreement

https://www.aiha.org/get-involved/aiha-content-channels/aiha-copyright-guidance





Copyright best practices

1. Assume anything you find on the internet is copyrighted unless otherwise stated.

2. Use public domain content whenever possible.

3. Gain permission to “use and distribute” copyrighted works “in perpetuity” from the original creator. You may need to pay for this permission.

4. Cite sources clearly and carefully in addition to obtaining permission or using public domain content.

5. You are not required to obtain permission to link to copyrighted material if:
   - the link is direct to the original creator and copyright holder and not framed in your website or linked through a third party.
   - the work is not displayed in any way without obtaining permission.
   - citation guidelines are followed.

Citation guidelines

AIHA requires that you cite all content, including copyrighted works, works in the public domain, and any works in which you are the legal copyright holder.

•Always cite the source of your content in addition to obtaining permission.

•The citation must be clear and legible the entire time; every time the creative work is shown.

•If you are the copyright holder, cite the content as if it were from a third-party source.

- Include the publication where it was published, if relevant.

•Cite public domain materials the same way you would cite copyrighted materials.

•Provide a resources page at the end of your presentation with links to all your sources

AIHA Members & Volunteers Artificial Intelligence (AI) Responsible Usage Policy

AIHA members are expected to:

- Be transparent and specific about AI authorship and disclose and cite any AI generated content.
- Avoid plagiarizing or passing off AI content as solely human-generated.
- Follow the appropriate guidelines regarding the use of AI-assisted content for teaching and learning resources
- More details can be found in the Speaker Agreement you signed

AIHA CONNECT
PRESENTATION MANAGEMENT SYSTEM

All speakers are **required** to upload electronic copies of your presentation and any related handout materials to

AIHA's Presentation Management System

*You should have received a couple emails about this yesterday

AIHA CONNECT™ 2026

Types of File Uploads

- Files uploaded to the “Presentation” area will be beamed to the course room/online platform for use on the day of your presentation
  - These files are only visible to you and the session moderator
  - You must upload anything here that you want to have access to during your presentation

- Files uploaded to the “Handouts” area will be shared to the mobile app and are visible to all attendees
  - Optional
  - PDFs recommended
  - AIHA will create handouts for PDCs only using files uploaded in the Presentation area

UPLOADING HANDOUT MATERIALS for:

EDUCATION SESSIONS
RESEARCH ROUND UPS
POP-UP SESSIONS
POSTERS
AIHA MAIN STAGE

- Your PowerPoint Presentation must be upload to the Presentation area **at least one hour** before your scheduled session time.
- Education Session, Research Round-Up, and Pop-Up presenters may upload PDF copies of their presentation(s) and any related materials to the Presentation Management System in a Handouts folder.
    - These handouts can be the same as the presentation file, or they can be altered to include any other supplemental materials you may wish to give to attendees.
    - AIHA does not print materials for attendees

Handout Materials must be uploaded by: May 1, 2026

EDUCATION & RESEARCH ROUND-UP FILES SHOULD:

- Include any PowerPoint slides you wish to include from your presentation, arranged in the order in which they will be presented
- Adhere to the commercialism guidelines
- Contain the presenters' names, contact information, and biographies
- Reference documents can also be included
- For Research Round-Ups which have two speakers presenting different material, each person will upload their own presentation

PDC E-HANDOUTS & OTHER LEARNING AIDS

- It is imperative to have all slides/electronic materials provided to AIHA by the required date (**April 15, 2026**)
- AIHA will create a handout using your PPTs and any other materials, i.e. Excel workbooks, if received by this date
- They will be:
  - Converted into a secured PDF
  - Distributed via conference mobile app to your course attendees, at least 2 weeks before conference
- If you choose NOT to provide your handouts electronically, you are responsible for printing appropriate quantities and for bearing all associated costs.
- AIHA does not print materials for attendees

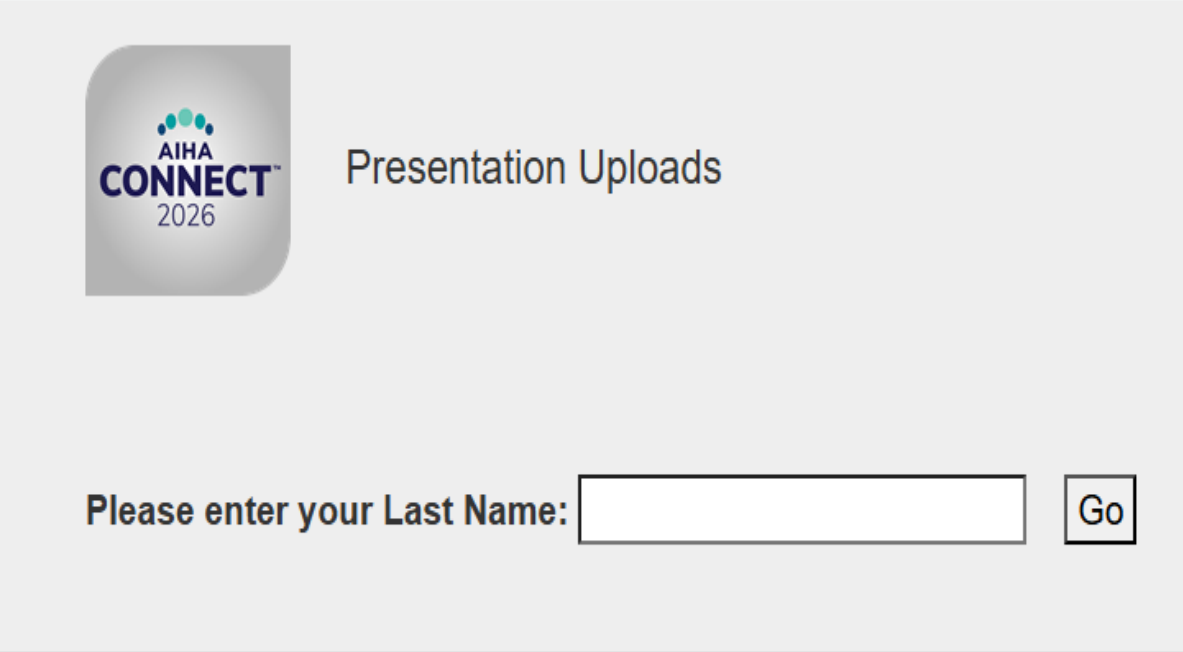
PDC FILES SHOULD:

- Include ALL slides to be presented, arranged in the order in which they will be presented
- Adhere to the commercialism guidelines
- Contain:
  - The course agenda
  - Presenters' names, contact information, and biographies
  - A table of contents and glossary of unfamiliar terms
- Advance reading and reference documents should be distributed separately
- Presenters must obtain permission for any copyrighted materials

USING AUDIO & VIDEO

- If the 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

PowerPoint & Handout File Upload



- Visit the online Presentation Management System: http://www.aihce.savpresentations.com/
- Login, search your last name, enter password (emailed to you on Monday, February 23)

Click to Upload

Presentations

Testlast, Test

mharry@speakervision.com

	Presentation Uploaded	Handout Uploaded	Type	Session	Date	Room	Time	Speaker Role
Upload	02/07/2025 Click to Download	02/07/2025 Click to View	Education Session	Test session	05/22/2025	TestRoom	0800	Presenter

1 Page size: 50 1 items in 1 pages

AIHA CONNECT™ 2026

Note where to upload presentation & HANDOUTS

Upload Presentation here.

Last Upload:
File Name:

Click here to upload a Presentation file (see below for large files).

Large file sizes (especially over 500Mb) may take a long time to upload.

We recommend that you place your file on **your cloud drive** and provide its link in the space below.

Save

Upload Handout file here.

Last handout Upload:
Handout File Name:

Click here to select/upload a new Handout file

Once logged in you can…

- Upload your handout *(recommended but not required)*
  - If uploading multiple files, you must upload as a zip file
  - Only most recent upload is saved
  - You can view/download any uploaded files to be sure correct files are there.
  - Files uploaded to the Handouts area will be shared to the mobile app and are visible to all attendees
  - PDFs recommended

****After deadline of May 1, do not make changes to your files after you have uploaded without notifying AIHA.**

Speaker Ready Room

- Speakers and Moderators for all education sessions (Monday through Wednesday) are 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.
- Use the Speaker Ready Room to tweak presentations, practice, review speaker biographies, and ensure the latest version of their PowerPoint Presentation is loaded to the Presentation Management System

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.

Evaluation of Sessions

All sessions and speakers are evaluated

*Remind your attendees to complete the evaluation on the app

Evaluation Rating Scale

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 and/or learning objectives

Content Level: session presented matched advertised content level (Introductory, Intermediate, Advanced)

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

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 achieved the advertised learning outcomes
- Information covered was appropriate to the advertised content level

- This course increased my understanding of the topic area (Yes/No)
- This course should continue to be offered (Yes/No)

New in PDC Evaluations

- Was the **Targeted Audience** (IH/OH Practice Level) designated appropriately?
- How accurate was the **core competency classification** for this session?
- To what extent did the course design and organization enable your full participation?
- 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)
- The examples, language, and course materials were respectful?
- How easy was it for you to navigate the PDC handouts *(e.g., finding sections, moving between materials)*?
- How well did the visual design of the handouts/slides *(font size, contrast, layout, images)* support readability?

Open-ended comments

SPEAKER EVALUATIONS CONSIDER: *(all sessions)*

Technical Knowledge

Demonstrated understanding and accurate presentation of the topic

Speaking ability

Spoke clearly, engaged the audience, and used visuals effectively

Willingness & ability to answer questions

Allowed time for questions and responded clearly and completely

Open-ended comments

Rating Scale

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

HOW ARE EVALUATIONS USED:

- Feedback will be compiled and assessed by:
  - Conference Program Committee

    (Education Session and Research Round-ups, Pop-Ups)

  - Continuing Education Committee (PDCs) and may influence future speaking opportunities
    - Top 5 performing PDCs automatically make it into next year's program (however, you must receive a minimum 25% response rate)

- By late June/mid-July you will receive an email with the evaluation of your session and your speaker evaluation

2026 RESPIRABLE CRYSTALLINE SILICA AND OTHER MINERALS AND METALS SYMPOSIUM PRESENTERS

AIHA CONNECT™ 2026

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
  - **By April 15** to have a copy of the presentation provided to attendees in the mobile app
  - **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*.

SILICA SYMPOSIUM POSTER PRESENTATIONS:

- **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. *Please let me know if you will only be able to attend one day of the event, so we can make a note for attendees on your poster board*.
- **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 PRESENTATIONS:

- **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 will be removed.
  - 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.

POSTER PRESENTATIONS:

- **Your poster should include:**
  - The title of your accepted proposal
  - Your name, and any other authors or mentors
  - 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)

POSTER PRESENTATIONS:

- **Consider adding a QR Code:** The main job of a poster is to provide audiences with information on your research, but it can be a tricky balancing act to provide attendees with all the details while creating something visually pleasing.
  - Using a QR code on your poster will allow viewers a place to go to view more details, without taking up space with numbers and words.
  - QR codes can also be used to share your contact information, social media accounts, a YouTube video you've posted about your study, additional images, or links back to a website.
  - If you will only be available for one day at the Symposium, consider recording a short presentation (5 mins or less) and add a link via QR code to your poster.
- Utilize the Presentation Management System to upload a copy of your presentation
  - **By April 15** to have a copy of the presentation provided to attendees in the mobile app

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
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

AIHA CONNECT™ 2026

Next webinar

Mark your calendars for your next Speaker Webinar:

Promoting Your AIHA Connect Session

How to spread the word about your session via social media and more

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

learn how you can win an Amazon Gift Card

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