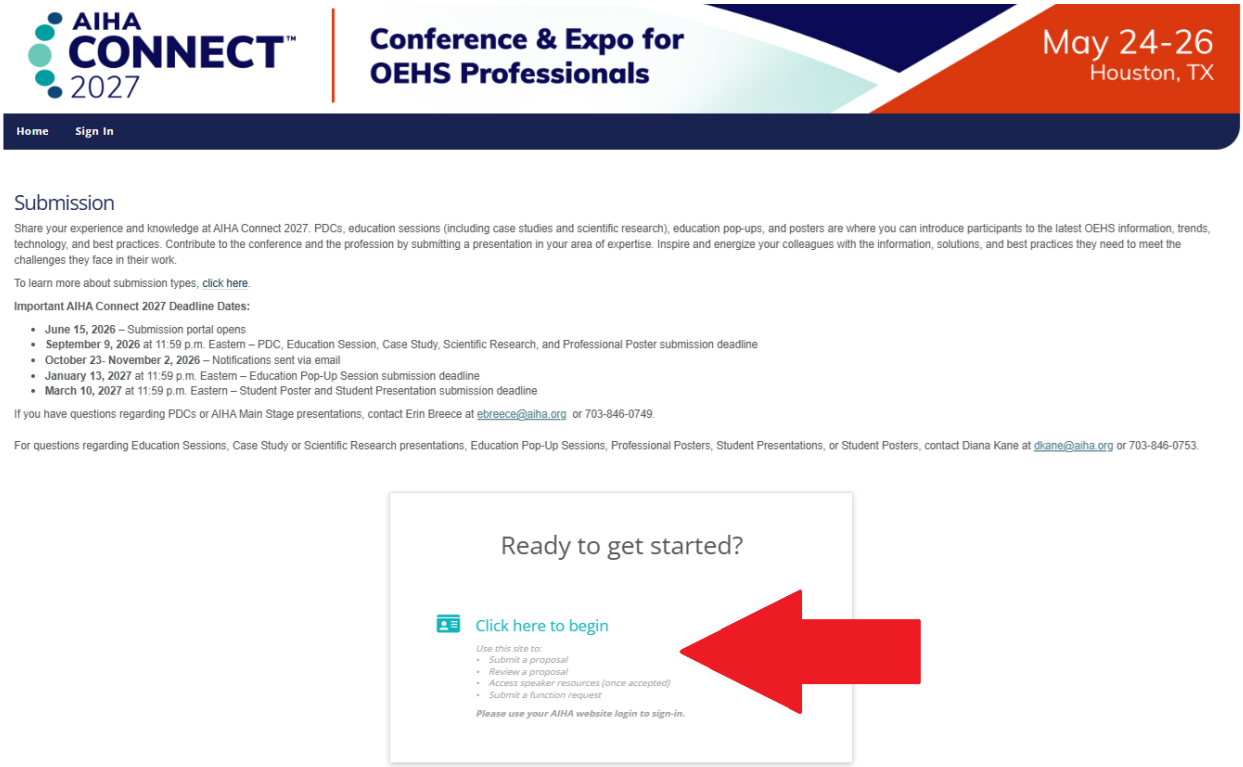
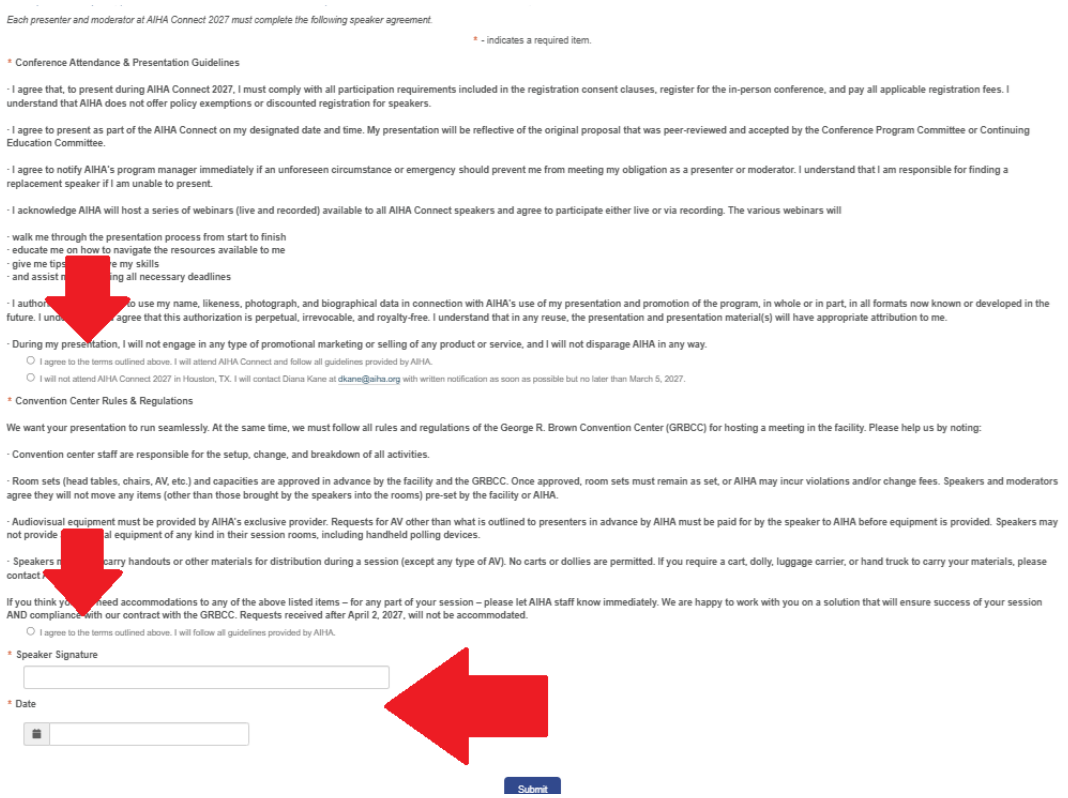
How to Complete Required AIHA CONNECT Speaker Forms

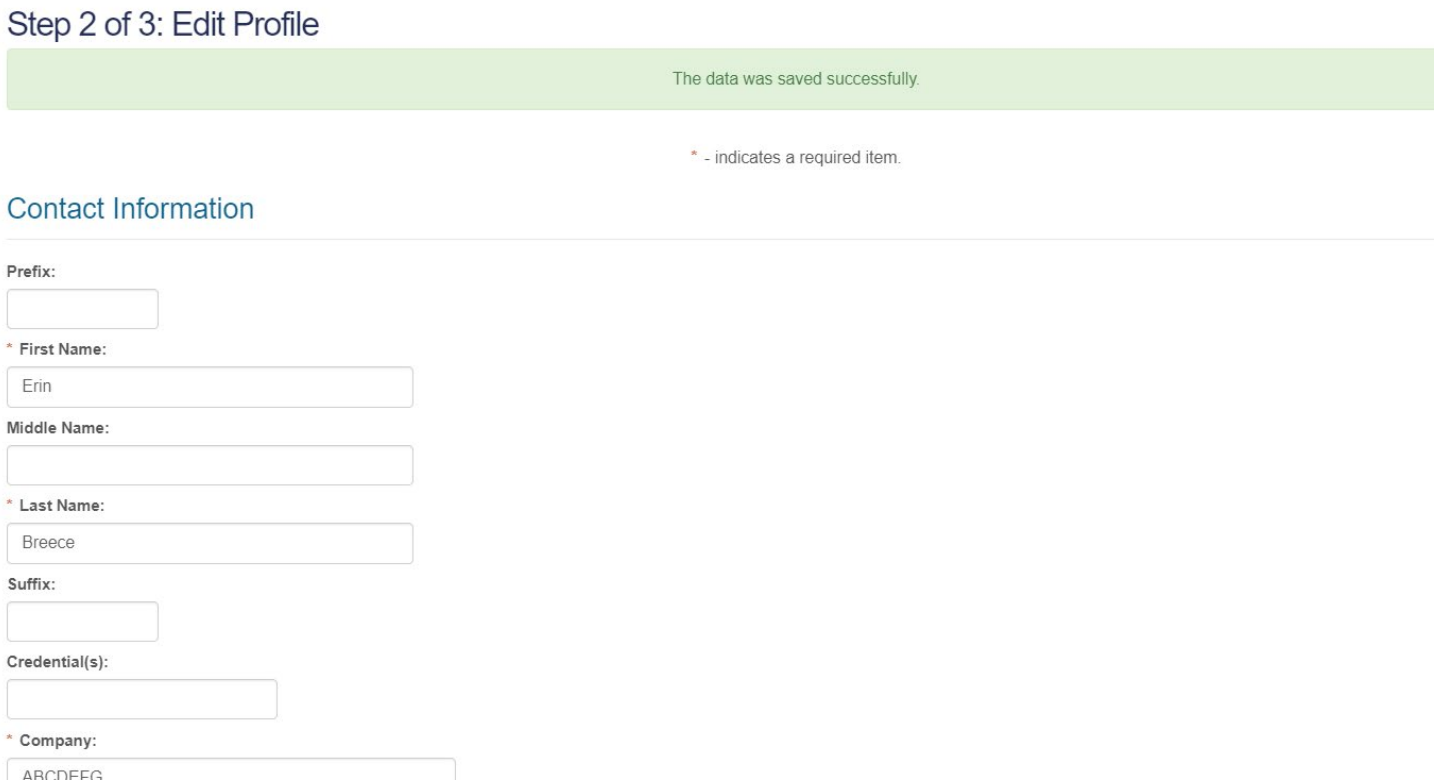
STEP 1: Log into the Online Speaker Ready Room. *Your login is the same as your AIHA.org login.* If you do not know your password, please use the "forgot password" option to have it emailed to you.



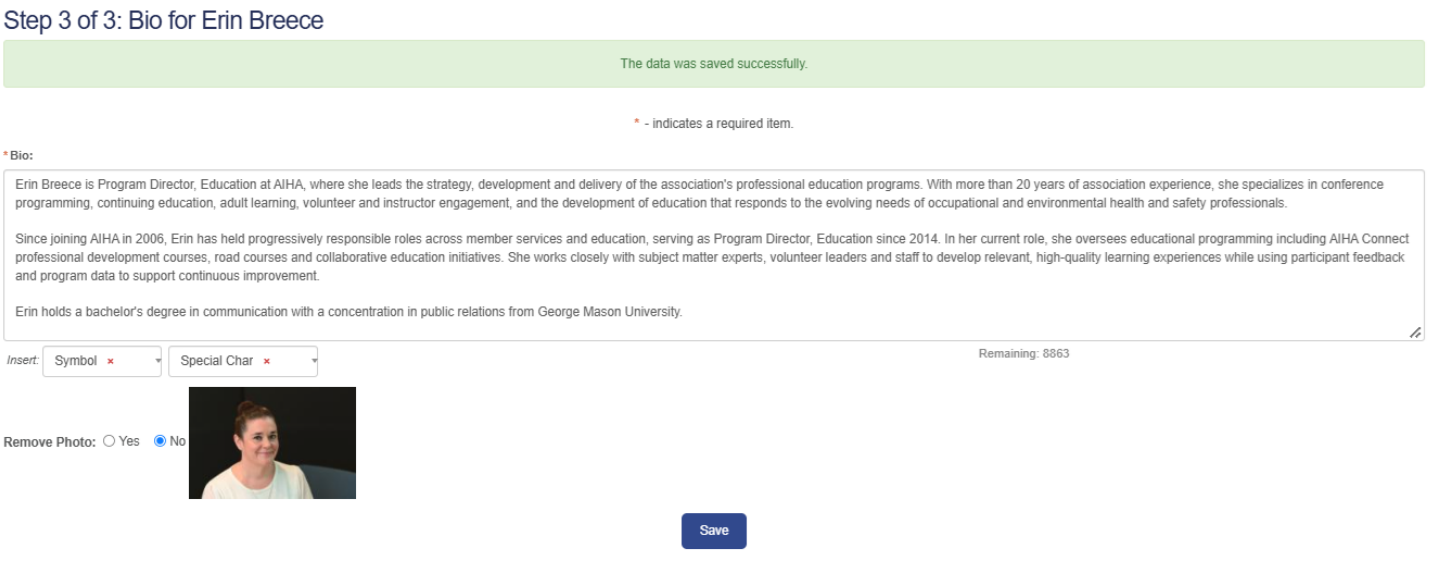
STEP 2: Immediately upon signing in, you will see the Speaker Agreement. The Speaker Agreement includes important information regarding AIHA guidelines, convention center rules, registration, hotel arrangements, and deadlines. Please review and digitally sign and date.



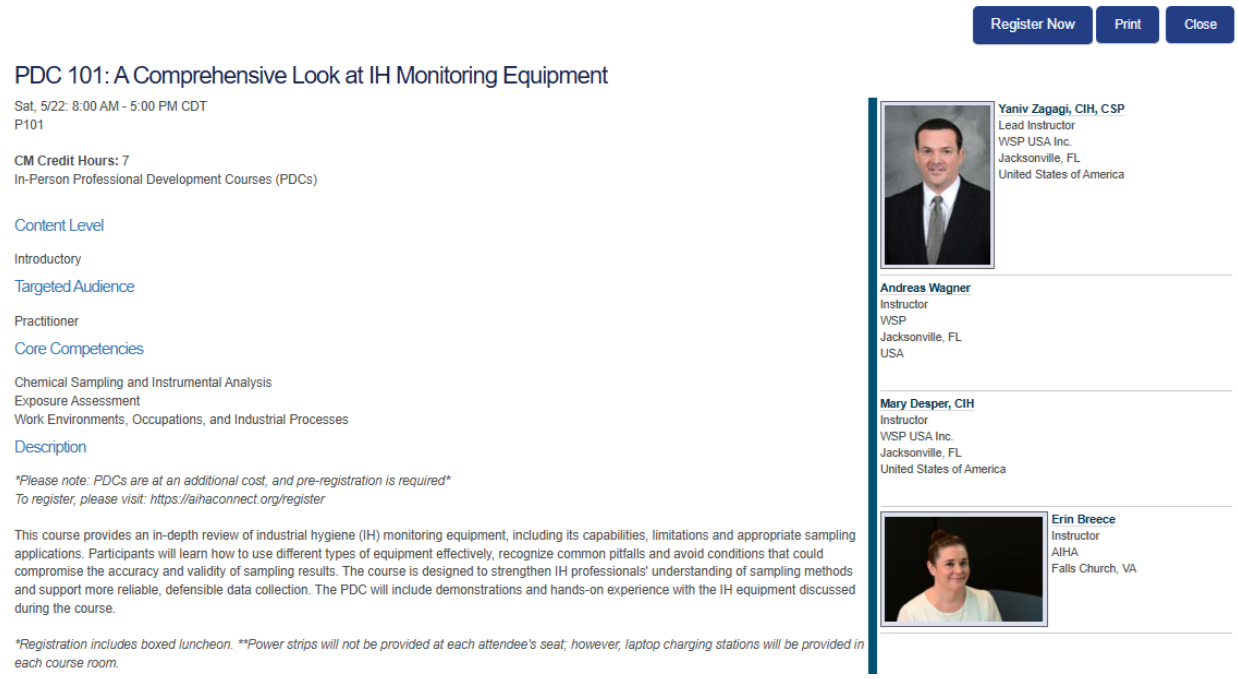
STEP 3: Edit Your Profile. After signing the speaker agreement, the system will automatically take you to the "Edit Your Profile" step. Here you can update/confirm your contact details. Details including your name, credentials, Company/Organization, City, State and Country will be visible on your session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



STEP 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.



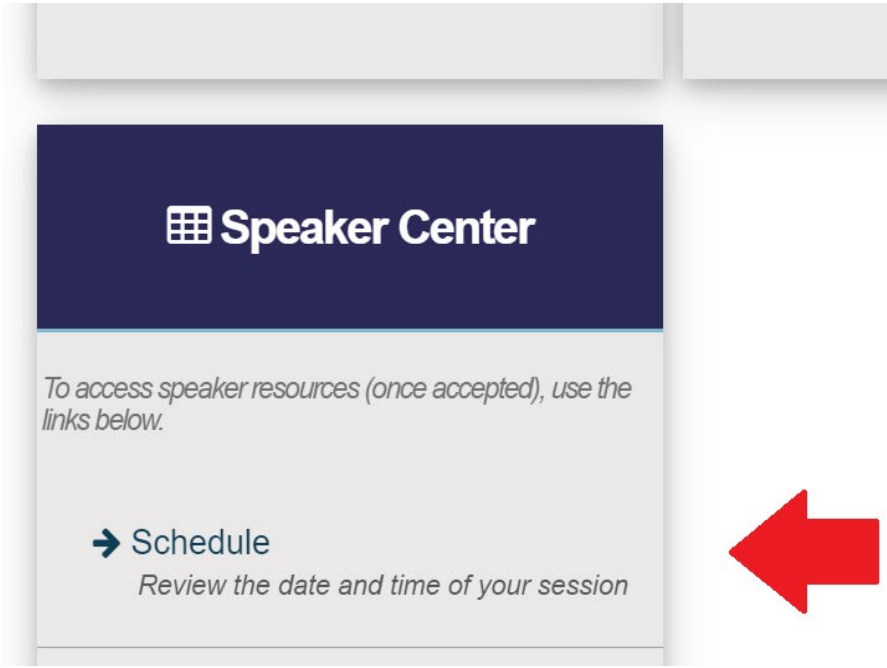
Both your photo and bio will be visible on your session webpage. (Bio is viable when someone clicks on your name). *See example below:*



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 (except for in-person PDCs) 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.

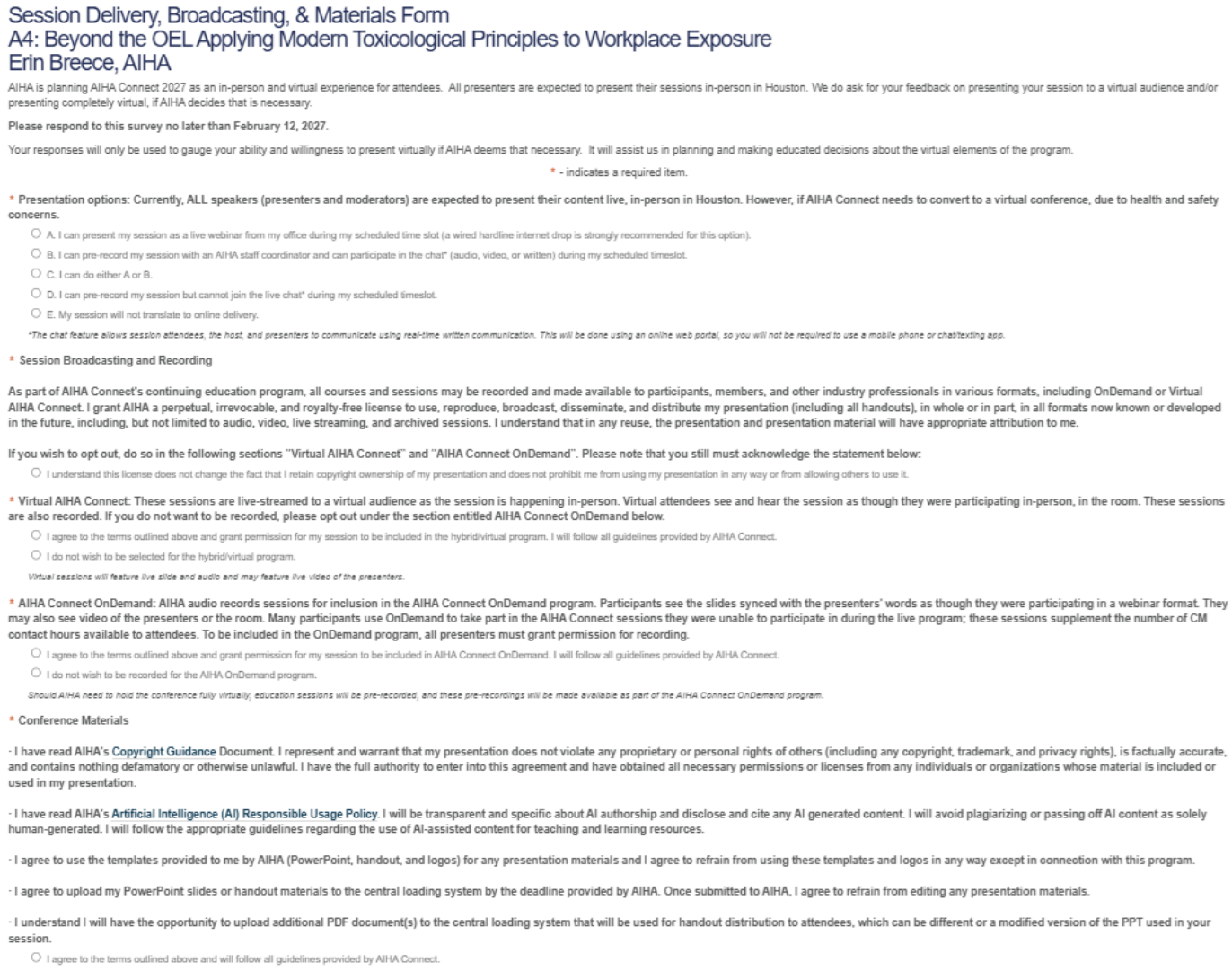
Click on "Dashboard" at the top of the screen and scroll down until you see can be found under the "Speaker Center" block on the dashboard and click on "Schedule".



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**.



Example form:



Session Delivery, Broadcasting, & Materials Form
A4: Beyond the OEL Applying Modern Toxicological Principles to Workplace Exposure
Erin Breece, AIHA

AIHA is planning AIHA Connect 2027 as an in-person and virtual experience for attendees. All presenters are expected to present their sessions in-person in Houston. We do ask for your feedback on presenting your session to a virtual audience and/or presenting completely virtual, if AIHA decides that is necessary.

Please respond to this survey no later than February 12, 2027.

Your responses will only be used to gauge your ability and willingness to present virtually if AIHA 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 Houston. However, if AIHA Connect needs to convert to a virtual conference, due to health and safety concerns.**

- A. I can present my session as a live webinar from my office during my scheduled time slot (a wired hardline internet drop is strongly recommended for this option).
- B. I can pre-record my session with an AIHA 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 chat/texting app.*

* **Session Broadcasting and Recording**

As part of AIHA 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 AIHA Connect. I grant AIHA 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 AIHA Connect" and "AIHA 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 AIHA Connect: These sessions are live-streamed to a virtual audience as the session is happening in-person. Virtual attendees see and hear the 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 AIHA Connect OnDemand below.**

- I agree to the terms outlined above and grant permission for my session to be included in the hybrid/virtual program. I will follow all guidelines provided by AIHA Connect.
- I do not wish to be selected for the hybrid/virtual program.

Virtual sessions will feature live slide and audio and may feature live video of the presenters.

* **AIHA Connect OnDemand: AIHA audio records sessions for inclusion in the AIHA Connect OnDemand program. Participants see the slides synced with the presenters' words as though they were participating in a webinar format. They may also see video of the presenters or the room. Many participants use OnDemand to take part in the AIHA Connect sessions they were unable to participate in during the live program; these sessions supplement the number of CM 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 AIHA Connect OnDemand. I will follow all guidelines provided by AIHA Connect.
- I do not wish to be recorded for the AIHA OnDemand program.

Should AIHA 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 AIHA Connect OnDemand program.

* **Conference Materials**

· I have read AIHA'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 AIHA'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 AIHA (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 AIHA. Once submitted to AIHA, I agree to refrain from editing any presentation materials.

· I understand I will have the opportunity to upload additional PDF document(s) to the central loading system that will be used for handout distribution to attendees, which can be different or a modified version of the PPT used in your session.

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

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