AIHce EXP 2020 Speaker Preparation

How to manage your online speaker account, action items, and due dates

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AIHce EXP Speaker Webinar Series

• Series of webinars corresponding with various deadlines leading up to the AIHce EXP 2020 conference
• Assist speakers in navigating resources, websites, understanding expectations and deadlines
• Improve presentation skills and conference evaluations
• For more information and to view recordings visit www.AIHce2020.org, click “Speak”, then “Helpful Hints for a Successful Presentation”
Accessing your online speaker account

- Visit www.aihce2020.org, and click on “SPEAK”, or use the link in your notification email (https://www.aievolution.com/aih2001) to access your account
- Login (your username is your first initial and last name, i.e. jdoe and your password can be emailed to you, using the “forgot password” option)
Completing the Speaker Agreement

- Once logged in, you will be taken immediately to the Speaker Agreement
- Review the content, and digitally sign and date
- DEADLINE: January 15th, 2020
Agreement Details

• All speakers must provide consent for recording for On Demand and Virtual Program
• Speakers have right to opt out (if company rules prohibit recording or broadcast, and so forth)
• Speakers must review AIHA guidelines and convention center rules and sign off
• Recording and Virtual Program not applicable to poster presenters, but will still need to sign off
Updating your contact information

- The following page will allow you to update your contact information, including your credentials, company, location, etc.
- The information here (excluding your email and phone) will be visible on your session listing webpage.
- The email listed here will be how AIHA will contact you in regard to any speaking engagements at AIHce EXP.
- This can be updated at anytime to reflect job changes, and the like.

Review your bio & add a photo

- The biography that was entered for you at the time of submission will auto-generate.
- Make changes, if needed, at any time.
- Upload a headshot style photo of yourself (optional).
  - For best results, use the noted sizing of 800x100 pixels.
Interactivity Form

- AIHA encourages interactivity as a mechanism to enhance audience engagement
- The form is only required for the one-hour education sessions (not case study, scientific research or posters, though you should try to be as interactive and engaging even in more technical formats!)
- Choose Q&A as default if not planning any interactivity since form is required
- We will cover more details on the various types of interactivity on next webinar in January, including polling option via mobile app
Interactivity Form

Including activities and participant-driven discussion in your session can make an enormous difference in attendee engagement, retention of knowledge, and overall satisfaction. Involving your audience will make attendees feel like they are part of the conversation. We ask that you consider working one or more of the suggestions below into your presentation.

Please keep in mind the room will be set to maximum capacity (ranging between 100 and 400 people) in theater style seating. AIHce will not provide equipment or material other than that outlined in the speaker toolkit. No exceptions will be made.

* Indicates a required item.

* Please mark the option(s) below that you will include in your session. We will publish these on your session's webpage on the conference website as well as in your session's listing in the mobile app to help attendees better plan their schedule and navigate sessions on-site.

- Polling - Using a web or application-based poll in your PowerPoint allowing attendees to vote on a question.
- Campfire - Campfire sessions begin a lot like a traditional presentation, with a speaker (or multiple speakers) at the front of the room presenting an idea to a group of people. After 15 or 20 minutes, however, the focus shifts from the presenter to the audience. For the remainder of the session, the presenter becomes a facilitator, inviting comments, insights, and questions from those around the room. This allows attendees to drive their own learning and share experiences with others, which also assists with networking.
- Quiz - Use a couple of your slides as quick “quizzes” that the audience answers. For instance, you could have the audience “fill in the blanks” in one or more of your slides.
- Demo - Perform a demo and have an audience member participate in it.
- Small Group Discussion - Divide your audience into small groups to discuss the topic among themselves and share with the larger group afterwards.
- Q&A - The typical Q&A session can be a quick (and often abrupt) end to a session when the speaker asks if there are any questions and the audience doesn’t respond; however, if you place it in the middle of a presentation, it can be a fantastic way to wake up your audience and invite a little participation. Even if you don’t answer questions right away, the unexpected insertion can act as a trigger to encourage audience members to speak up.
- Unconferences - Unconferences are participant-driven. The agenda is created by the participants at the beginning of the session. It revolves around the overarching theme announced by the moderator, and it adapts to your specific attendees’ interests. The facilitator crowdfrees the topics from the audience, consolidates them, and then your attendees form discussion groups. In a nutshell, the intention of the unconference is to tap into the wisdom of the crowd.

Submit

Speaker Registration & Reservations

- PDC instructors who wish to attend AIHce EXP on Monday through Wednesday are required to pay the applicable full, or one-day registration fee, and should register for and reserve hotel accommodations online.
- Instructors must also register for the PDC(s) they are teaching using a special code that will be sent December 9th.
  - Questions regarding PDC instructor registration may be directed to Erin Breece, Program Director, Education; at +1-703-846-0749
- Education session (Monday-Wednesday) presenters and moderators are required to register for the conference and pay the applicable full, or one-day registration fee.
  - Questions regarding speaker registration may be directed to Kathryn Christoe, Program Manager, Conference Programs; at +1-703-846-0753
Speaker Funding

- PDC presenters receive an honorarium (post-conference) for facilitation their course
  - $125/hour or $1,000 total for a full day course
  - $500 for a ½ day course
  - $2,000 for a 2-day course
  - If there are multiple instructors in a course, the honorarium is shared
- Funding and/or discounts on registration are not available to Education Session presenters

PDC Presenter Timeline

- January 15, 2020 – Login and review speaker agreement, profile information, and biography and upload photo
- February 19, 2020 – Submission of all PDC logistics forms via the online Speaker Ready Room (lead instructors only)
- March 18, 2020 – Review all content on the Speaker Toolkit section of the AIHce EXP website
- March 29, 2020 – If attending the main conference, register for AIHce EXP by this date to receive the advance rates
- April 3, 2020 – PDC cancellation due to low registration (If your course is in danger of being cancelled, you will be notified at least 2 weeks prior.)
- April 8, 2020 – Handout materials submission deadline (All handouts will be formatted/reproduced electronically and distributed by AIHA if received by this date.)
- April 22, 2020 – Late submittals and those planning to reproduce and distribute their own handouts must submit a final copy to AIHA for approval
- May 15, 2020 – E-handout download instructions emailed to students
- May 30, 31, and June 4, 2020 – PDC presentation dates
- June 18, 2020 – 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.)
Education Presenter Timeline

- **January 15, 2020** – Login to the Speaker Portal, Review and sign the Speaker Agreement, update your profile information, and upload a bio and photo
  - *We cannot guarantee edits made after this date will be reflected in published materials*
- **February 19, 2020** – Submission of all Interactive Session Experience Forms (applicable for Education Session Presenters ONLY; the form will be available in the Online Speaker Center)
- **March 18, 2020** – Review all content on the Speaker Toolkit section of the AIHce EXP website
- **March 29, 2020** – If attending the conference, register for AIHce EXP by this date to receive the advance rate
- **June 1-3, 2020** – Education Session presentation dates

Questions?

AIHceEXP2020
Advancing Worker Health & Safety : JUNE 1-3 : ATLANTA, GA.