

# AIHce EXP 2020 Speaker Preparation

**What to expect on-site: room sets, logistics forms for  
PDC presenters, and convention center rules and  
regulations**

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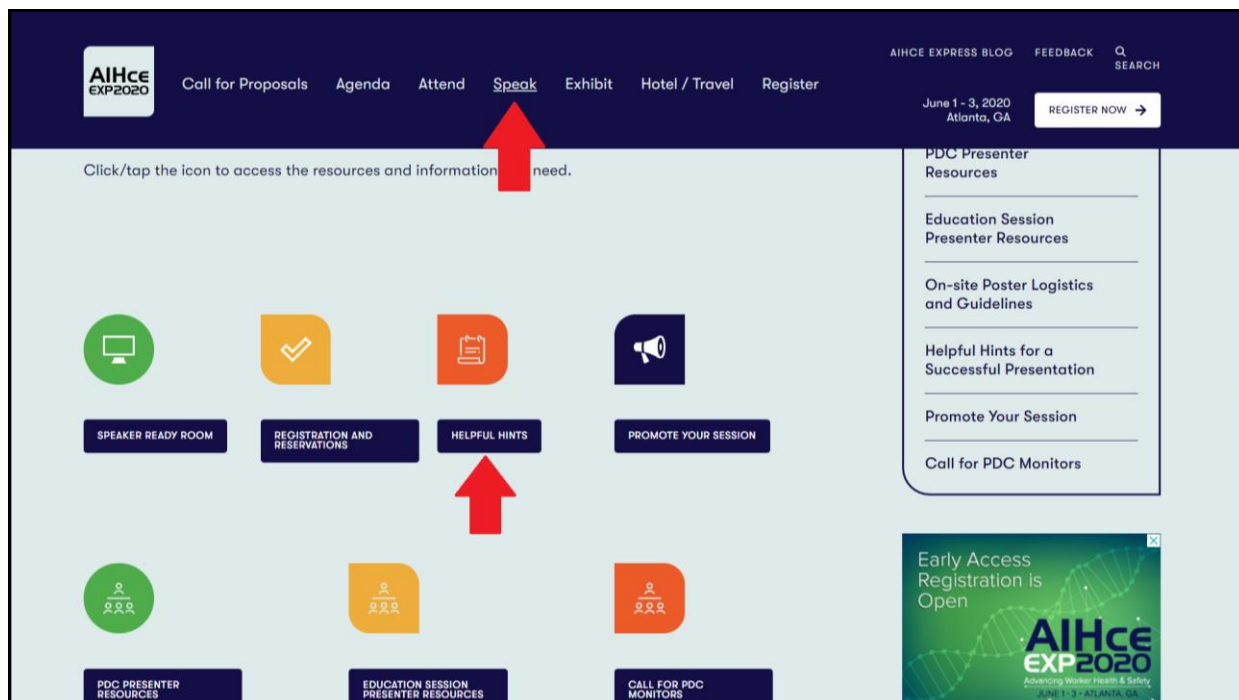
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## AIHce EXP Speaker Webinar Series

- Series of webinars corresponding with various deadlines leading up to the AIHce EXP 2020 conference
- Assists speakers in navigating resources, websites, understanding expectations, and deadlines
- Assists speakers in improving presentation skills and conference evaluations
- For more information and to view recordings visit [www.aihceexp.org](http://www.aihceexp.org), click "Speak," then "Helpful Hints for a Successful Presentation"



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## Upcoming Deadlines

- **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](#)) & 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 conference, register for AIHce EXP by this date to receive the advance rate



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# Speaker Agreement

- 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
- **Deadline: January 15, 2020**



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## Interactivity Form — *Education Session Main Presenters Only*

- 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 special interactivity since form is required
- We will cover more details on the various types of interactivity in future webinars, including polling option via official conference mobile app
- **Deadline: February 19, 2020**



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# Interactivity

- **Polling**
- **Campfire**
- **Quiz**
- **Demo**
- **Small Group Discussion**
- **Q&A**
- **Unconferences**

*See online form for complete descriptions*



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# Interactivity

- Including activities and participant driven discussion in your session can make an enormous difference in attendee engagement, retention of knowledge, and overall satisfaction
- Please keep in mind the room will be set to maximum capacity (ranging between 100 and 400 people) in theater style seating
- AIHA will not provide equipment or material other than that outlined in the speaker toolkit
  - *No exceptions will be made*



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# PDC Logistics

Room and AV Requests are due **February 19<sup>th</sup>, 2020**

Logistics forms are available to lead instructors only;  
access by logging into your online at:

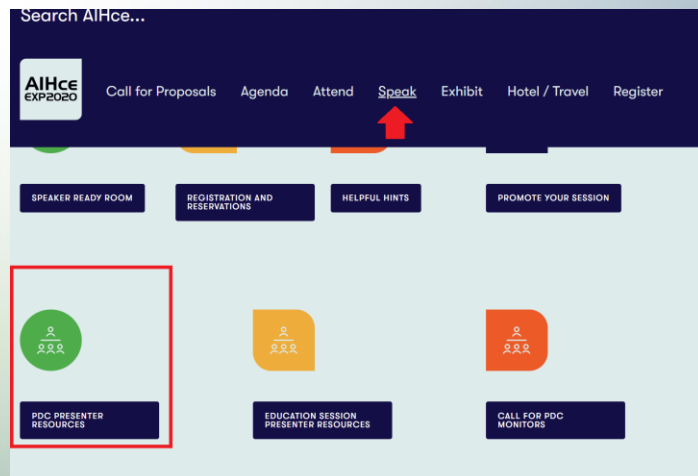
<https://www.aievolution.com/aih2001/>

*Link also available under "Speak", then "PDC Presenter Resources" on the AIHce EXP website.*



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## PDC Presenter Resources



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## Standard PDC Room Set 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 at the front of the room

LCD projector

Screen (sized appropriately for room dimensions and session capacity)

Slide advancer with laser pointer

Up to two (2) wireless lavalier microphones

Display table at the back of the classroom

**All other audiovisual needs (including flipcharts, etc.) will be at the presenter's expense and must be indicated below. Presenters must arrange and pay for these services with AIHce EXP's exclusive audiovisual provider.**

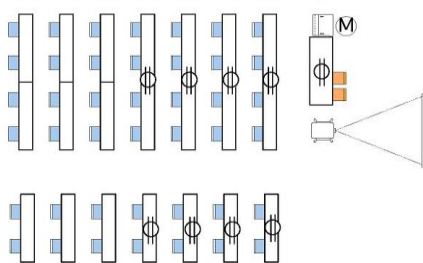
**Order form is posted online, under PDC Presenter Resources**



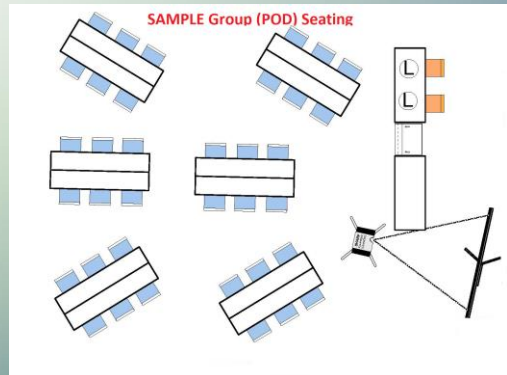
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## Sample Seating Arrangements (PDCs)

**SAMPLE Classroom Seating Chart**



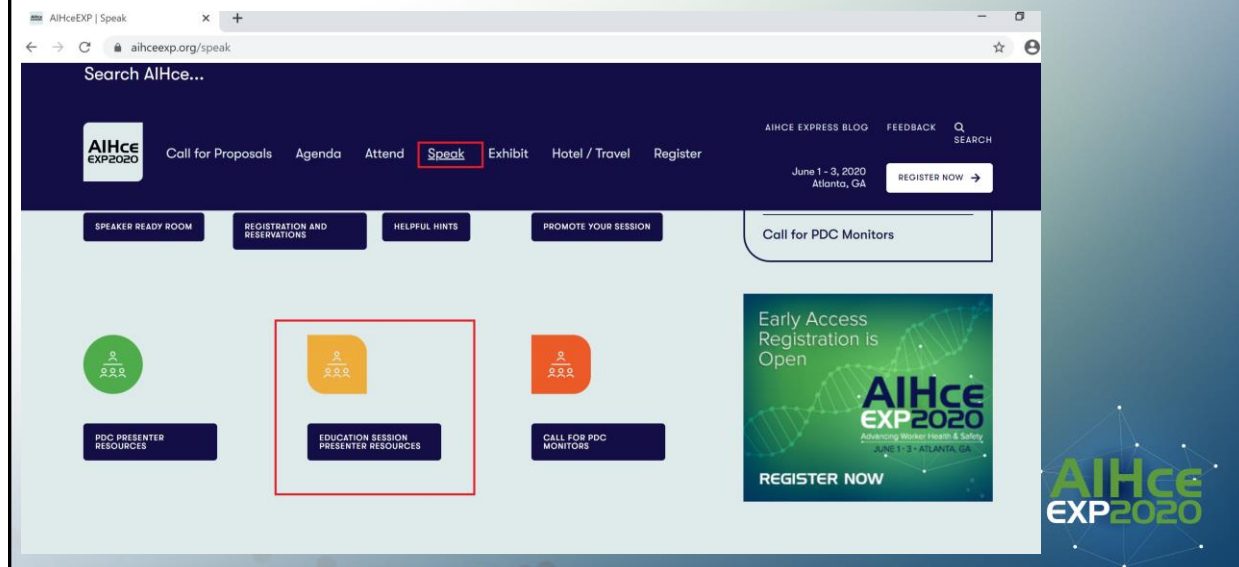
**SAMPLE Group (POD) Seating**



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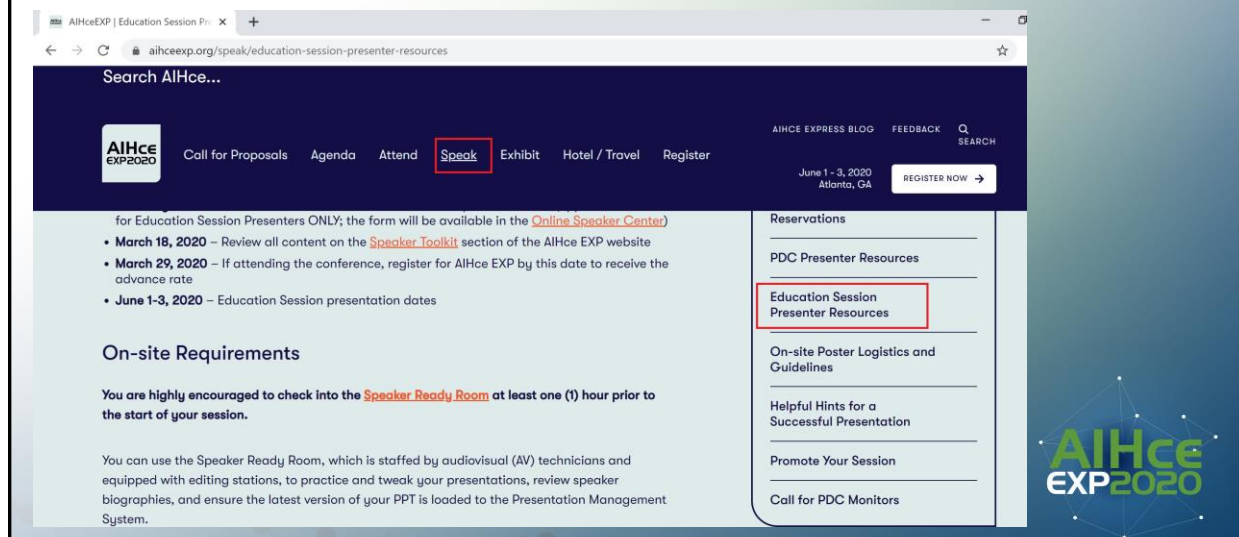


# Education Session Presenter Resources



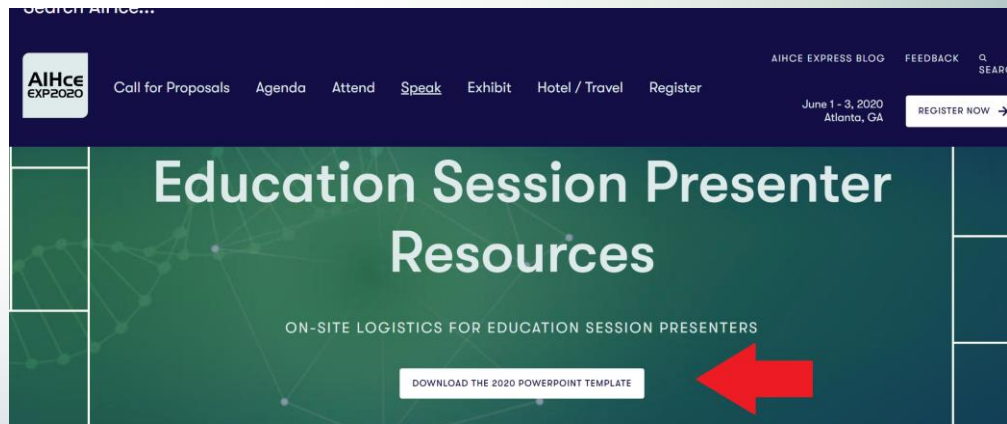
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# Education Session Presenter Resources



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# Conference PowerPoint Template



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## Education Session Set-up & Equipment

All session rooms will be provided with a standard room set that includes:

Laptop (set in Presenter Mode for viewing/reading notes)

LCD projector

Screen (sized appropriately for the room)

2 wireless mics

1 podium mic

1 audience mic on a stand

1 wireless slide advancer (for the computer provided by AV)

Please note there will NOT be a head table in session rooms as in a traditional lay-out. Instead, there will be a cocktail round with three (3) chairs for presenters. This set encourages presenters to be more interactive with each other and the audience.

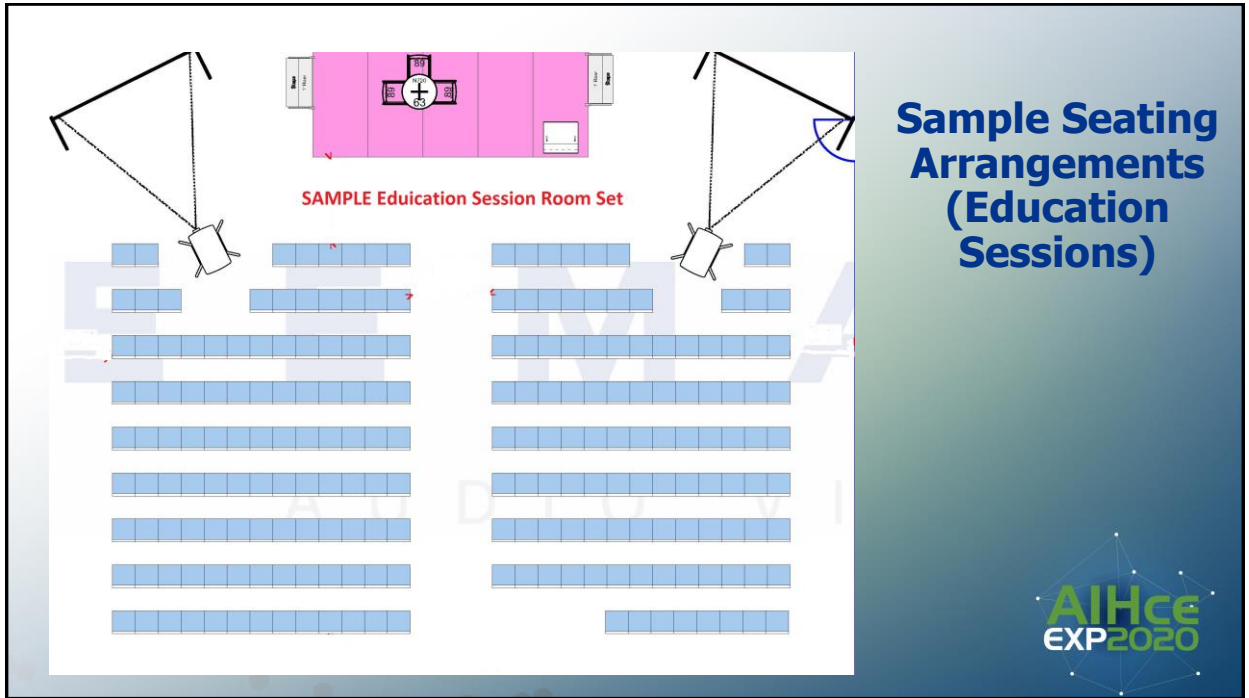
**All other audiovisual needs (including flipcharts, etc.) will be at the presenter's expense and must be arranged and paid for with our exclusive audiovisual provider.**

**Order form is posted online, under Education Session Presenter Resources.**

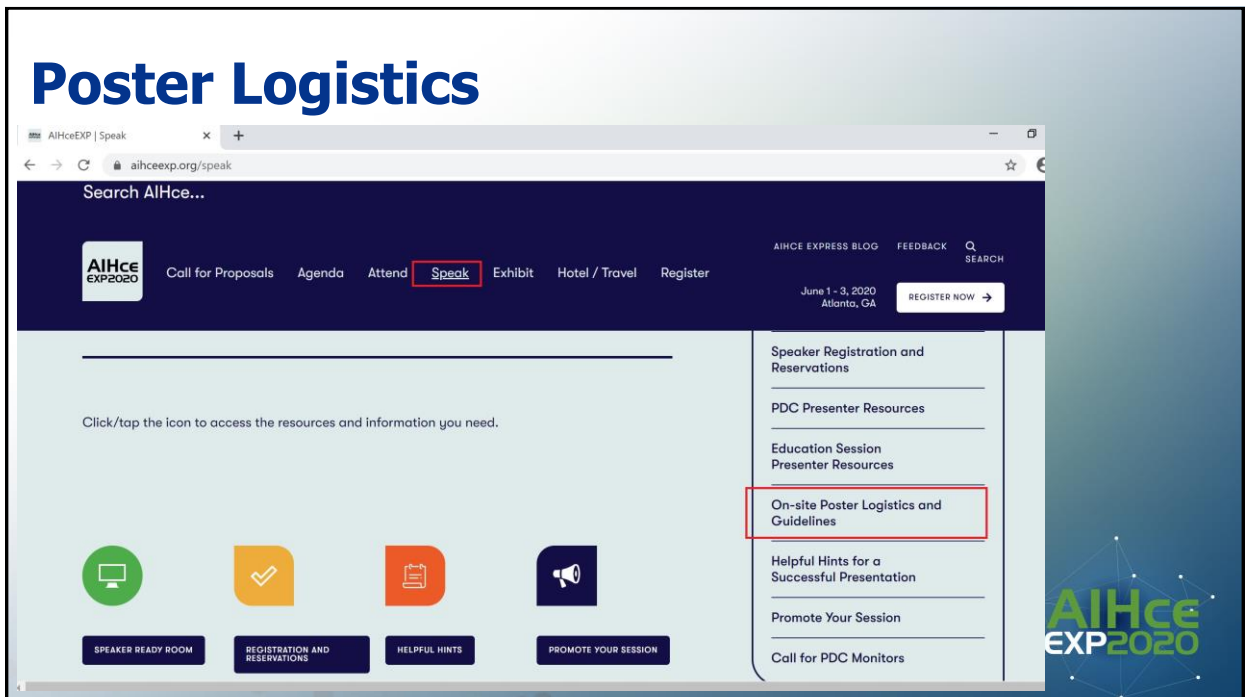


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## Poster Logistics and Guidelines

## Set-up & Tear-down

You will not need a pass to set-up your poster; however, you will need your name badge, so stop at the registration desk first.

Set-up hours for posters will be Sunday, May 31 from 12:00 p.m.-5:30 p.m. and Monday, June 1, 7:00 a.m.-10:00 a.m. Eastern. **Exact location within center will be distributed via email prior to on-site arrival.**

You will receive the # of the bulletin board where you will hang your poster. **DO NOT** hang your poster on any board other than the number you are assigned to.

Tear down hours will be Wednesday, June 3, 3:15 p.m.-5:00 p.m. Eastern. **Note: if you do not dismantle your poster by 5:00 p.m. Wednesday, your poster will be discarded.**

All supplemental materials, including any (optional) handouts that support poster research or presenter business cards, must be distributed ON your poster board. **Tables will not be provided for posters.**



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The image displays 12 distinct academic paper templates, organized into three rows and four columns. Each template represents a different visual style for a research paper, including variations in color schemes, font choices, and the placement of sections like the title, abstract, and figures.

- Row 1:**
  - Template 1: Green header, white body, black footer. Title: "Author Title".
  - Template 2: Green header, white body, black footer. Title: "Author Title".
  - Template 3: Green header, white body, black footer. Title: "Author Title".
  - Template 4: Green header, white body, black footer. Title: "Author Title".
- Row 2:**
  - Template 5: Green header, white body, black footer. Title: "Author Title".
  - Template 6: Green header, white body, black footer. Title: "Author Title".
  - Template 7: Green header, white body, black footer. Title: "Author Title".
  - Template 8: Green header, white body, black footer. Title: "Author Title".
- Row 3:**
  - Template 9: Green header, white body, black footer. Title: "Author Title".
  - Template 10: Green header, white body, black footer. Title: "Author Title".
  - Template 11: Green header, white body, black footer. Title: "Author Title".
  - Template 12: Green header, white body, black footer. Title: "Author Title".

Key features of the templates include:

- Title and Author Information:** Most templates have a header section for the title and author details.
- Abstract/Description:** A section for a brief summary of the paper's content.
- Figures:** Several templates include placeholder figures, such as bar charts, pie charts, and QR codes.
- Color Schemes:** The templates use a variety of color combinations, including green, blue, and orange, to create different visual identities.

## Poster Format

The hard copy posters will be displayed on **VERTICAL** bulletin boards. The interior, usable space of the board measures 45" (wide) x 91" (tall). The recommended dimensions of your poster are 43" x 78".

**Have more to share? Try incorporating a QR code into your poster!**

The main job of a poster is to provide audiences 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.



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# 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 Atlanta Fire Marshal. Room sets, once approved, must remain as indicated on approved floor plans or AIHA will incur 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, Freeman Audiovisual. 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 GWCC.

**Please note:** requests received after **April 13** will not be accommodated.



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## 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. Speakers may 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** (available in March/April).

### SRR Hours:

- Friday, May 29: 3:00 p.m. – 4:00 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.



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## Join us again in February

- **Promoting your session/attendance**
- 2/5/2020 @ 3:00 p.m. (ET)



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## Questions?



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