



PDCs & Education Sessions

Tips, Tricks and Deadlines for Virtual Delivery



AIHA Staff Introductions



Erin Breece

Program Director,
Education



Colleen Manning

Program Director,
eLearning



Goals for this session

Review the timeline for
executing Virtual AIHce on June
1-3rd

Deeper dive on what this
process will look like

Answer any questions that you
have about anything related to
the event



Dates to Remember

April 22nd – Speaker webinar by Jonathan Klane “Putting a Focus on Interactivity”

May 4th – PPT presentations (including videos, handouts, etc) for all education sessions due (live or pre-recorded)

May 5th – May 15th – For sessions being pre-recorded, this is the window to work with staff and finalize your mp4 file.

Week of May 25th – For sessions that will be live, there will be a run through scheduled this week.

June 1-3rd – Virtual AIHce Education Sessions

June 4-5th & 8-12th – Virtual PDCs



Pre-event: Finalizing your presentation

Timeframe: Now to May 4th

Phase 1: Finalizing your Presentation

- Review Resources available on AIHA Website
- Speaker webinar by Jonathan Klane "Putting a Focus on Interactivity"

Phase 2: Uploading it by May 4th to AIHA Presentation Management System

Phase 3: Working with AIHA Staff on pre-event logistics

- Pre-record Format: record content between May 5th – 15th
- Live webinar Format: attend live session run-through between May 25th - 30th

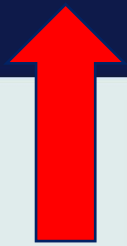




REGISTRATION



HELPFUL HINTS



<https://www.aihceexp.org/speak>



PDC PRESENTER
RESOURCES



VIRTUAL SESSION
PRESENTER RESOURCES



POSTER PRESENTER
RESOURCES

Registration



REGISTRATION

PDC instructors who wish to attend Virtual AIHce EXP on Monday through Wednesday are required to pay the applicable full, or one-day registration fee.

Education session (Monday-Wednesday) presenters who wish to attend AIHce EXP on Monday through Wednesday are required to pay the applicable full, or one-day registration fee.

**You do not have to register or pay to deliver your presentation.*



Helpful Hints for a Successful Presentation



HELPFUL HINTS

- Speaker Education Web Series
- Tips for delivering your session
 - The Art of Presenting Science webinar recording by Carl Sall
 - Bringing Your A-Game – Stellar Sessions at AIHce EXP by Jonathan Klane
- Additional outside resources that presenters have found valuable in the past.



Putting a Focus on Interactivity

April 22nd – Speaker webinar by Jonathan Klane “Putting a Focus on Interactivity”



“Jonathan Klane, M.S.Ed., CIH, CSP, CHMM, CET is the Director of Strategic Change in Safety Culture & Programs at UC Davis (informally their "bald-headed safety culture guy"). He is also a Risk Innovation Fellow in Professor Andrew Maynard's Risk Innovation Lab at ASU where Jon studies risk perceptions and how narrative impacts them as part of his PhD program in Human and Social Dimensions of Science & Technology (HSD) in ASU's School for the Future of Innovation in Society (SFIS). Jon's safety career spans over 30 years during which he taught both safety and management at two colleges as well as worked as a consultant providing industrial hygiene, training, and other services. He has written several book chapters and many articles and has presented at far too many national conferences. During what little free time he has (measured to the left of zero) he enjoys writing fiction and creative nonfiction stories (and Jon is an avid biker).”



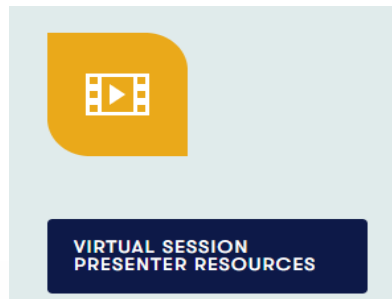
PDC Presenter Resources



- Dates to remember
- Instructions on uploading slides and other resources
- Download the 2020 Powerpoint Template
 - Our PowerPoint template is set to 16:9 ratio
 - For Virtual PDCs the use of the AIHce EXP 2020 PowerPoint Template is preferred but not required. If you choose to use your own template, please ensure that it is set to this format.



Virtual Education Session Presenter Resources



- Dates to remember
- Instructions on uploading slides and other resources
- Download the 2020 PowerPoint Template
 - AIHA recommends that you use the AIHce 2020 PowerPoint Template when creating your presentation.
 - Our PowerPoint template is set to 16:9 ratio
 - If your company requires the use of their own template, we ask that you use the AIHA template for your cover slide, and only display the company logo one time in the presentation.



What makes a successful
presentation?



Successful & Well-Received Presentations Are:

Targeted, with a focused message

Relevant, with IH-themed examples and application

Attendees should be able to leave with practical skills to apply in their jobs

Even sessions that are heavy in “theory” need to have practical applications

Clear and simple, effectively conveying ideas and providing new tools and skills

The title and description should appear 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



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; note that slides should be simple and uncomplicated

- Help ensure readability by avoiding slides with too much text, complicated tables, hard-to-read figures, etc...Think white space

- Proof-read, spell-checked, and corrected for errors



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



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



Audio, Video & Polling

Use of audio, video, or polling

If the presentation contains video or audio, insert a slide where you want the audio or video slide to appear with the name of the file. Upload the files separately to the Presentation Management System.

In the case of polling, insert a slide with the question, the possible responses, and how you want the question answered; i.e, choose one, choose all that apply, etc. AIHA staff will incorporate the polling into your presentation.

Confirm that all needed files are in the SAME FOLDER as the presentation slides



Animations and Transitions

Transitions do not show in the Attendee Viewer. If you plan to use transitions, please break up each transition into a separate slide.

Animations do not show up in the Attendee Viewer.



Pre-event: Uploading your Presentation

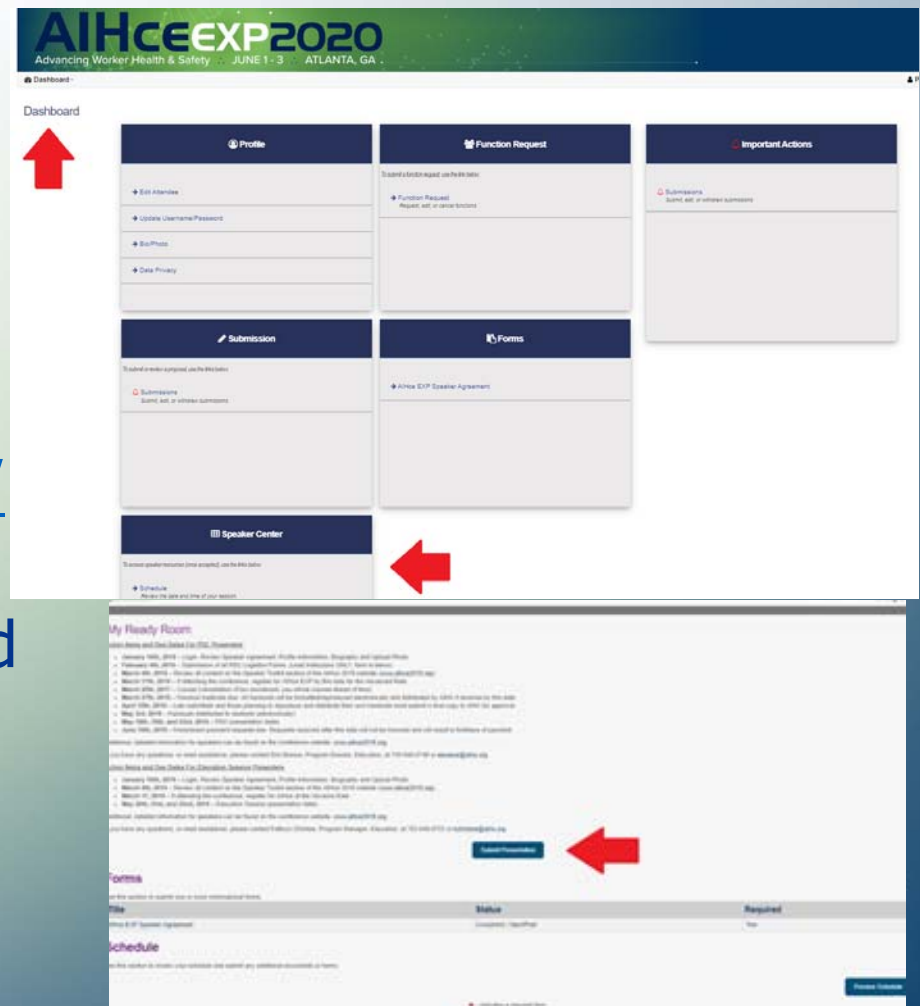
May 4th – PPT presentations (including videos, handouts, etc) for all education sessions due (live or pre-recorded)

You are **REQUIRED** to upload electronic copies of your presentation(s) and any related materials to [AIHA's Presentation Management System](#)



PPT file upload


- Visit the online Speaker Center
<https://www.aievolution.com/aih2001/>
- Login, click on “Schedule” and then the “Presentation Upload” button



Once logged in, you can

- Drag and drop your own files
- Do not make changes to your files after you have uploaded without notifying AIHA.





My Sessions

Template Files

Guidelines

Event Details

Orchestrate

Help Logout

Surface Sampling – Issues, Methods, and Strategy for Metals, Metalloids, Organics, and Biologicals

4 subsessions (0% have files)

Thursday, May 23, 2019, 8:00 AM - 5:00 PM

1618

Subsessions

Surface Sampling – Issues, Methods, and Strategy for Metals, Metalloids, Organics, and Biologicals Michael Brisson	0 files
Surface Sampling – Issues, Methods, and Strategy for Metals, Metalloids, Organics, and Biologicals Lisa Rogers	0 files
Surface Sampling – Issues, Methods, and Strategy for Metals, Metalloids, Organics, and Biologicals Josie Walton	0 files
Surface Sampling – Issues, Methods, and Strategy for Metals, Metalloids, Organics, and Biologicals Kenneth White	0 files

Surface Sampling – Issues, Methods, and Strategy for Metals, Metalloids, Organics, and Biologicals

1618-1092-5761 | 0 files

Session begins on May 23, 2019 at 8:00 AM

1618

Michael Brisson

Presenting from 8:00 AM - 5:00 PM

UPLOAD FILES

or drag & drop to add presentation material

Virtual AIHce Program

The program is made up of two kinds of sessions

- Pre-recorded sessions that will be broadcast live with presenters in the chat to answer questions
- Live webinar style sessions where the presenters present their content live, and staff act as the host





Pre-recorded Sessions

Pre-event: Working with AIHA Staff

May 5th – May 15th – For sessions being pre-recorded, this is the window to work with staff and finalize your mp4 file.

Process:

- AIHA Staff will send your presenter team a poll on April 22nd to collect your availability to record with us in that timeframe.
 - Be available for a 2-hour time block (likely won't need the full 2 hours)
 - Have access to a reliable phone and internet connection
- Once slides have been received, you will be assigned an AIHA staffer to work with you on the production process. Be sure to follow instructions regarding placeholder slides for polls/videos
- The tools we will use to pre-record your session are similar to what we use for live webinars (just imagine staff our staff production folks as your audience). The end result is an mp4 video file.
- AIHA staff will introduce you as the presenters and close out the session thanking participants for joining
- Once finalized the recording will be uploaded in the online classroom, and will be live broadcast at the scheduled time of your session.



Pre-recording – Control Panel

The screenshot displays the CenturyLink Conference Controls interface for a pre-recorded session. The window title is "CenturyLink Conference Controls".

Participants Panel (Left):

- Web: 1 Hands Raised: 0
- Chairperson (Presenter)

Audio Panel (Left):

- Call Me button
- or
- Call-In: 2122313884 US Toll
- Access Code: 3784205
- [Edit Phonebook](#)

Participant Feedback (Left):

- Q&A, Questions, Answered

Control Panel (Top):

- Stop Meeting
- Start Recording
- Share
- Add Co-Presenters
- Enable Webcams
- Invite Others
- Settings
- Help

Main Content Area:

A large green and blue graphic with the text "Welcome to Virtual AIHce EXP 2020!" and the AIHce EXP2020 logo.

Presentation Panel (Bottom):

- Add Slides
- Add Polls
- Add Video
- Remove

The presentation slides are numbered 1 through 4:

- Welcome to Virtual AIHce EXP 2020!
- PDCs & Education Sessions
- Dates to Remember
- AIHce EXP 2020

Pre-recorded Sessions - Polling

- In your final ppt, you will insert a slide with the polling question, the possible responses, and how you want the question answered; i.e, choose one, choose all that apply, etc. AIHA staff will incorporate the polling into your presentation.
- AIHA Staff will program these to appear at the right time during your presentation.
- Poll questions appear in a pop-up
 - Yes/no
 - Multiple choice
 - True/False
 - Choose all that apply

Poll

test question: what is the day today?

☐ Monday

☐ Tuesday

☐ Wednesday

☐ Thursday

☐ Friday

Submit

Poll Results

test question: what is the day today?

Monday

Tuesday

Wednesday

Thursday

Friday

Close

Poll question – Multiple choice

How feasible are work-rest schedules (e.g., working for 30 min and resting for 30 min) with your line of work or experience?

Select one:

- A. Highly feasible
- B. Moderately feasible
- C. Within reason
- D. Not feasible
- E. Don't know



Pre-recorded Sessions – Video

Videos will be inserted into the presentation prior to rebroadcast
Send AIHA .mp4 file when submitting slides



During the Event: Working with AIHA Staff

June 1-3rd – Virtual AIHce Education Sessions



June 4-5 & 8-12th – Virtual PDCs

Process:

- About 5-10 minutes prior to your session time, join your session in the online classroom. You will need access to a reliable internet connection. You will be provided an AIHA Staff contact in case you run into any difficulties.
- Post a welcome message to attendees and let them know that you are there to answer any questions that they have while they watch your presentation.
 - If you aren't able to join the session rebroadcast, consider including your contact information on your slides so that attendees can contact you directly with any questions.
- At the end of the session, thank attendees for joining you in the chat



Pre-recorded Session – Attendee Viewer



Video

You are connected to the conference.

Disconnect

Announcements Public Chat

Thank!

Fatima Khan 1:46 PM
Are there challenges on using the Legipid?

Michael Berg 1:50 PM
It takes a little bit of lab experience to perform the test. The correlation with culture was not great as far as enumeration is concerned but it aligned well to detect positive samples qualitatively.

Fatima Khan 1:55 PM
Thank!

Fatima Khan 2:02 PM
Thanks for joining us!

Fatima Khan 2:02 PM
Submit credit on the top

Phillip Smith 2:02 PM
Thanks Fatima.

Emanuele Cauda 2:03 PM
welcome.

Emanuele Cauda 2:03 PM
Thanks Fatima

Note: This chat is not monitored by Support.

Send

Need Help?

Slides Submit Credit Help

Welcome to
Virtual AIHce EXP
2020!

**AIHce
EXP2020**

Post Event: Session Evaluations

Regardless of session type, each session will end the same way:

AIHA Staff will remind attendees verbally and by posting in the attendee chat to submit for credit in the online classroom.

This credit submission process includes completing the session evaluation.



Evaluations

Presentation Content: *interactive, informative, and relevant to my work*

Description: *session presented matched advertised description*

Organization: *well-planned session, speakers followed advertised schedule*

Learning Levels: *session presented matched advertised learning levels*

Commercialism: *session was not a sales pitch and did not promote a specific vendor, product, or service*

Open-ended comments



Evaluations

Rating Scale

- 5- Extremely Satisfied
- 4- Satisfied
- 3- Neutral
- 2- Dissatisfied
- 1- Extremely Dissatisfied



Evaluations

Speakers: *demonstrated knowledge of the subject matter, engaged attendees in productive discussions, and increased my understanding of course material*

Technical knowledge

Speaking ability

Willingness & ability to answer questions

Rating Scale

5 – Excellent

4 – Very Good

3 – Average

2 – Less than Average

1 – Poor

Open-ended comments



Evaluations

Feedback will be compiled and assessed by conference program committee and may influence future speaking opportunities





Questions?

Erin Breece
ebreece@aiha.org

Colleen Manning
cmanning@aiha.org

