



PDCs, Education Sessions & Research Round-Ups

Presentation Preparation and PPT Uploading

Presented by:

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Rhonda Kauffman, CIH, CSP, CHSP, Chair, Continuing Education Committee

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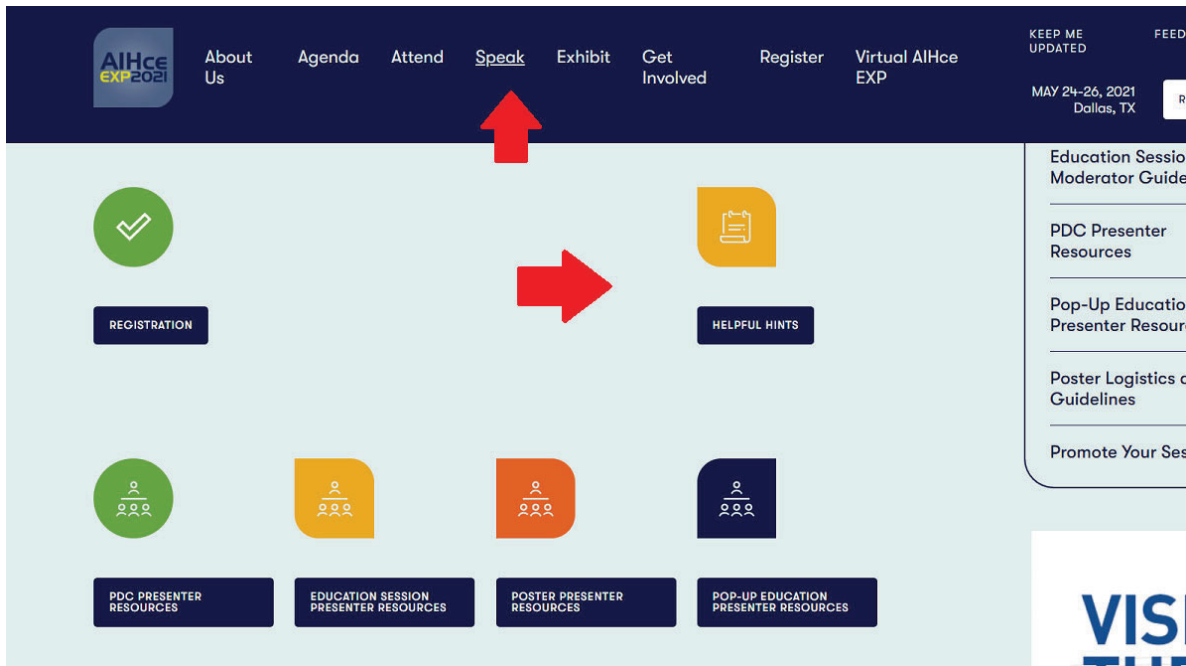
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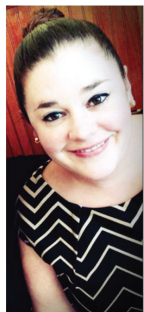
AIHce EXP Speaker Webinar Series

- Series of webinars corresponding with various deadlines leading up to the AIHce EXP 2021 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, click "Speak," then "Helpful Hints for a Successful Presentation."

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AIHA Staff Introduction



Erin Breece

Program Director, Education

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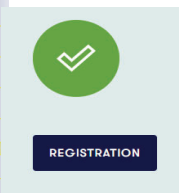
Dates to Remember

- **March 11, 2021** – Review all content on the Speaker Toolkit section of the AIHce EXP website.
- **March 15, 2021** – Final PPTs due for main conference, virtual only sessions.
- **March 21, 2021** – If attending the conference, register for AIHce EXP by this date for the Advanced Rate.
- **March 24, 2021** – PDC Cancellation (if low enrollment, you will be warned ahead of time)
- **April 1, 2021** – Final PPTs/ PDC handout materials due. All handouts will be formatted/reproduced electronically and distributed by AIHA if received by this date.
- **April 2, 2021** – Virtual Only PDC Pre-recording begins. *Scheduling sign-up coming soon!*
- **May 3, 2021** – Education Session & Research Round-Up (Case Study or Scientific Research presentations) handout materials due. All handouts will be posted electronically and distributed by AIHA if received by this date.

We are currently in the process of selecting a vendor to pre-record virtual only presentations. Once selected, we will be reaching out to schedule pre-recordings.

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Registration

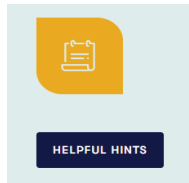


- **PDC instructors** who wish to attend AIHce EXP on Monday through Wednesday are required to pay the applicable full, or one-day registration fee.
 - *PDC Instructors should register for the PDC they are instructing, using the promo code sent in December 2020*
- **Education session** (Monday-Wednesday) presenters who wish to attend AIHce EXP on Monday through Wednesday are required to pay the applicable full, or one-day registration fee.
 - *Presenters, do not have to register or pay to deliver your presentation.*

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Helpful Hints for a Successful Presentation



- Speaker Education Web Series
- Tips for delivering your session including achieved webinars
 - The Art of Presenting Science webinar recording by Carl Sall
 - Bringing Your A-Game – Stellar Sessions at AIHce EXP by Jonathan Klane
 - Putting a Focus on Interactivity - How to build engagement and active participation for a virtual audience by Jonathan Klane
- Additional outside resources that presenters have found valuable in the past.

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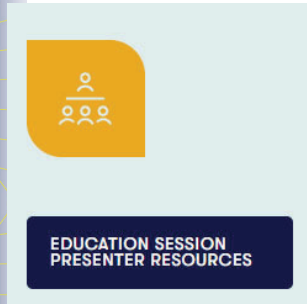
PDC Presenter Resources



- Dates to remember
- Presentation resources
- Download the 2021 PowerPoint Template
 - Our PowerPoint template is set to 16:9 ratio
 - For PDCs the use of the AIHce EXP 2021 PowerPoint Template is preferred but not required. If you choose to use your own template, please ensure that it is set to this format.

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Education Session Presenter Resources



- Dates to remember
- Resources
- Download the 2021 PowerPoint Template
 - AIHA recommends that you use the AIHce 2021 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.

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What makes a successful presentation?

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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

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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**

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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

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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

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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

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Audio, Video & Polling

- **Use of audio, video, or polling**
- 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.
- 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.
 - If your session is virtual only or hybrid, you will be able to build the poll out in our virtual event platform (training to come)
 - If your session is in-person only, AIHA has numerous outside polling sites that we can refer you to. Please contact us for additional details.
- Confirm that all needed files are in the SAME FOLDER as the presentation slides

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Pre-event: Uploading your Presentation

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

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Education Session & Research Round-up Uploading Handout Materials

- Virtual only sessions must upload final PPTs by **Monday March 15th**. Pre-recording will be scheduled shortly after.
- If presenting on-site, PPTs must be upload at least one hour before your scheduled session start time.
- Education Session and Research Round-up presenters have the option to upload PDF copies of your presentation(s) and any related materials to AIHA's Presentation Management System in a "handouts folder".
 - We will provide instructions on how to convert PPTs into PDFs.
 - These handouts can be the same as your presentation file, or they can be altered and/or include any other supplemental materials you may wish to give attendees access to.
 - Handout Materials Deadline: **May 3**

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Education and Research Round-up files should:

- Include any slides you wish to include from your presentation, arranged in the order in which they will be presented
- Adhere to the commercialism guidelines
- Contain:
 - Presenters' names, contact information, and biographies
- Reference documents can also be included
- Presenters must obtain permission for any copyrighted materials

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PDC E-Handouts & Other Learning Aids

- It is imperative to have all slides/electronic materials provided to AIHA by the required date (**April 1st**)
- AIHA will create a handout using your PPTs and any other materials, *i.e. Excel Workbooks*, if received by this date
 - 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.

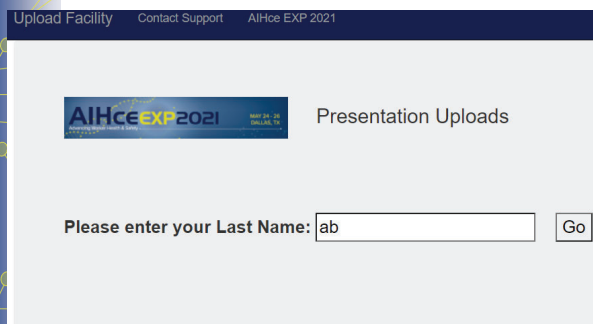
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PDC files should:

- 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

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PPT & Handout File Upload



The screenshot shows a web interface for 'Presentation Uploads'. At the top, there is a navigation bar with links for 'Upload Facility', 'Contact Support', and 'AIHCE EXP 2021'. Below this, the main heading 'Presentation Uploads' is displayed next to the 'AIHCEEXP2021' logo. A form prompts the user to 'Please enter your Last Name:' with a text input field containing 'ab' and a 'Go' button.

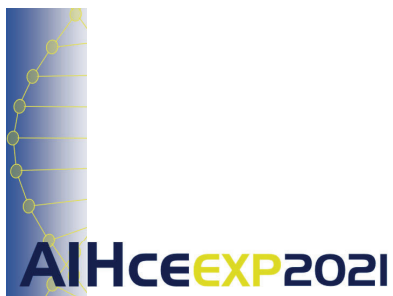
- Visit the online Presentation Management System: <http://www.aihce.savpresentations.com/>
- Login, search your last name, enter password (emailed to you)

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Presentations

Abelmann, Anders

Presentation Uploaded		Handout Uploaded	Type	Session	Date	Room	Time	Speaker Role
Upload	All Presenters		Professional Development Course	PDC 902: Estimating Health-Based Limits for Data Poor Chemicals - VIRTUAL ONLY	05/27/2021	Virtual1	0800	Moderator
<div><div>1</div><div><div></div><div></div></div></div>				Page size: 50				
				1 items in 1 pages				



5/27/2021: Virtual1: Professional Development Course: PDC 902: Estimating Health-Based Limits for Data Poor Chemicals - VI...

Session:

5/27/2021: Virtual1: Professional Development Course: PDC 902: Estimating Health-Based Limits for Data Poor Chemicals - VIRTUAL ONLY

Presentation Time:

0800

Title:

PDC 902: Estimating Health-Based Limits for Data Poor Chemicals - VIRTUAL ONLY

Speaker:

A Abelmann, R Zisook, W Cyrs, A Maier

Authors/Affiliations:

Cardno ChemRisk, Chicago, IL, Cardno ChemRisk, San Francisco, CA, Tesla, Fremont, CA, Cardno ChemRisk, Cincinnati, OH

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 both your presentation file(s) (required) and handout (optional)
 - **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 file(s) are there.
- If you are a moderator, or PDC instructor, you will be able to see if others in your session have uploaded files (click “all presenters”).
- **After deadline, do not make changes to your files after you have uploaded without notifying AIHA.**

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File use and accessibility

- 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/virtual platform and are visible to all attendees
 - Optional
 - PDFs recommended
 - AIHA will create handouts for PDCs only using files uploaded in the Presentation area

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Evaluation Rating Scale

- **Rating Scale**

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

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Education Session & Research Round-up 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**

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PDC Evaluations

- 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 materials (handouts, workbooks, etc.) Course achieved the advertised learning outcomes
- Information covered was appropriate to the advertised course level
- Open-ended comments

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Speaker Evaluations (All)

- **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

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Evaluations

- Feedback will be compiled and assessed by Conference Program Committee (Education Session and Research Round-ups) or the Continuing Education Committee (PDCs) and may influence future speaking opportunities

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Questions?

Professional Development Courses (PDCs), Education Sessions, Case Studies, Scientific Research, and Posters

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