



AIHce EXP Is Going Virtual...

Presented by:

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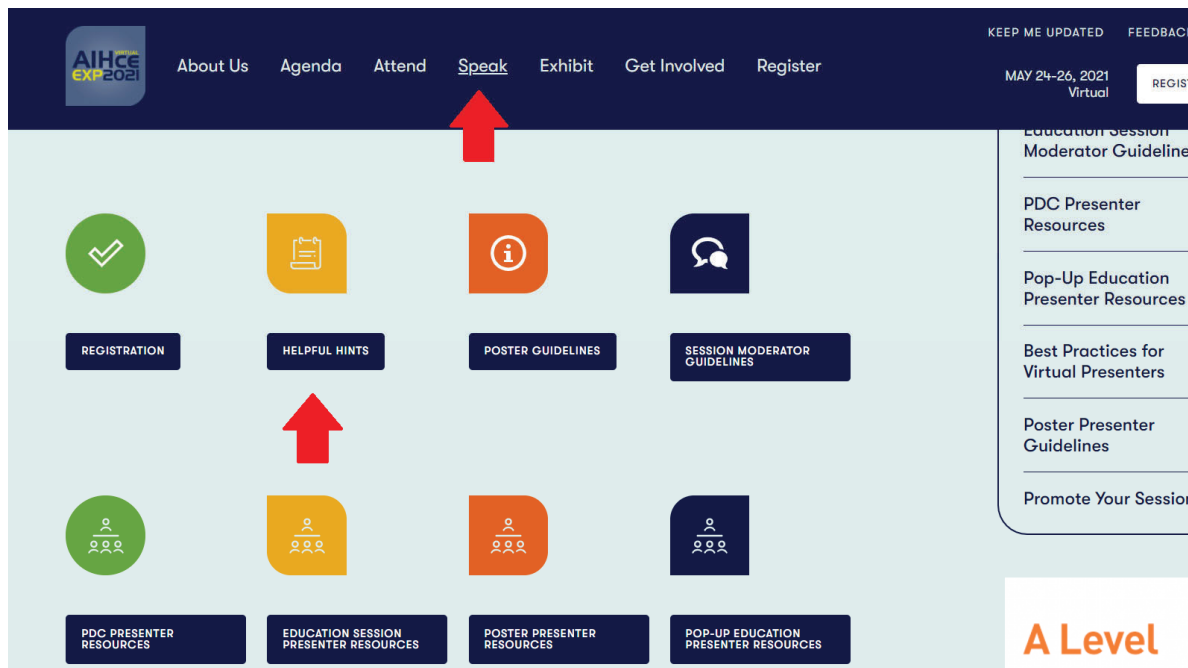


AIHce EXP Speaker Webinar Series

- 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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Dates to Remember for Main Conference Presenters

- **March 11** – Review all content on the Speaker Toolkit section of the AIHce EXP website.
- **March 15** – Final PPTs due if your session was previously listed as a virtual only session.
- **March 17** – Make any updates to your contact info in our online speaker system. *We will be using what is listed to display for prerecorded sessions.*
- **March 22 – May 7** – Prerecording Window *Scheduling sign-up coming March 18!*
- **March 21** – If attending the conference, register for AIHce EXP by this date for the Advance Rate.
- **April 1** – Final PPTs due if your session was previously listed as an in-person or hybrid session.
- **May 3** – Optional handout materials due. All handouts will be posted electronically and distributed by AIHA if received by this date.

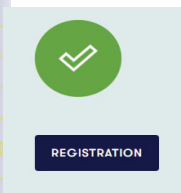
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Dates to Remember for PDC Presenters

- **March 11** – Review all content on the Speaker Toolkit section of the AIHce EXP website.
- **March 17** – Make any updates to your contact info in our online speaker system. *We will be using what is listed to display for prerecorded courses.*
- **March 21** – If attending the conference, register for AIHce EXP by this date for the Advanced Rate.
- **March 24** – PDC Cancellation (if low enrollment, you will be warned ahead of time)
- **April 1** – Final PPTs/ PDC handout materials due. All handouts will be formatted/reproduced electronically and distributed by AIHA if received by this date.
- **April 6** – Virtual Only PDC Pre-recording begins. *Scheduling sign-up coming March 18!*

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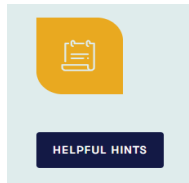
Registration



- **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 their presentation, but their access will be limited to only their session.*

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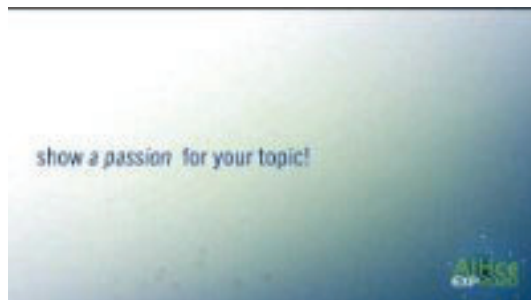
Helpful Hints for a Successful Presentation



- 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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Putting a Focus on Interactivity

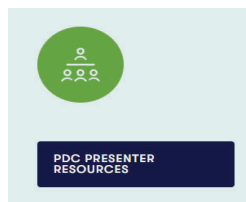


- How to build engagement and active participation for a virtual audience by Jonathan Klane

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PDC Presenter Resources

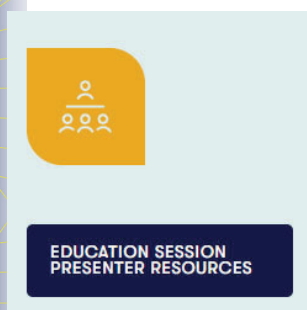


- Dates to remember
- Presentation resources
- Download the 2021 PowerPoint Template
 - Our PowerPoint template is set to 16:9 ratio
 - For PDCs the use of the AIHce EXP 2021 PowerPoint Template is preferred but not required. If you choose to use your own template, please ensure that it is set to this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



- Poster Specifications & Suggestions
- Design considerations - What makes a good poster?
- How to include an oral presentation as part of your poster

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Poster Presenters

- *Dedicated webinar coming soon*
- Within the platform, we will have a poster hall (similar to the exhibit hall) where attendees can go to view all posters.
 - Within the hall, you will essentially have your own booth.
 - Directly to your “booth,” you will upload a PDF of your poster.
 - You will be able to prerecord (on your own) an oral presentation and put a link to the presentation (i.e., a YouTube Link) onto your poster booth.
 - On your poster booth, we will have an option for attendees to “live chat with presenter” where they can connect with you live during the designated author attend time.
 - You will have the option to display your contact details, so folks can connect with you for more details if they miss your author attend time.

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Presentation Times



- Dates and times for presentations will remain as previously scheduled and reflected online.
- **Central Time Zone**

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Reminders on Slide Preparation



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Audio & Video

- **Use of audio, or video**
- 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.
- Confirm that all needed files are in the SAME FOLDER as the presentation slides



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Polling

- **Use of polling**
- 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.)
 - You will be able to build the poll out in our virtual event platform (training to come)



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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 Materials

- Sessions previously listed as virtual only must upload final PPTs by **March 15**. *Pre-recording will be scheduled shortly after.*
- Sessions previously listed as hybrid or in-person only must upload final PPTs by **April 1**. *Pre-recording will be scheduled shortly after.*
- 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."
 - Link on web with 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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PDCs Uploading Materials

- It is imperative to have all slides/electronic materials provided to AIHA by the required date (**April 1**)
- 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 virtual platform to your course attendees, at least 2 weeks before conference
- If you choose **NOT** to provide your handouts electronically, you are responsible for creating handouts and sending to attendees electronically.

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All Presentation 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
- If you have multiple files, you **MUST UPLOAD AS A ZIP FILE.**

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PPT & Handout File Upload




Upload Facility Contact Support AIHce EXP 2021

AIHceEXP2021 Presentation Uploads

Please enter your Last Name:

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




Upload Facility Contact Support AIHce EXP 2021

Presentations

Abelmann, Anders

Presentation Uploaded	Handout Uploaded	Type	Session	Date	Room	Time	Speaker Role
<input type="button" value="Upload"/>	<input type="button" value="All Presenters"/>	Professional Development Course	PDC 902: Estimating Health-Based Limits for Data Poor Chemicals - VIRTUAL ONLY	05/27/2021	Virtual1	0900	Moderator

 1 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.

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.**



File use and accessibility

- Files uploaded to the “Presentation” area will be uploaded to the online platform for use on the day of your prerecording/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 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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Prerecording Process

- Presenters will be pre-recorded with our production partner.
- As part of this pre-recording process, you can choose to be on-camera while you deliver your presentation.
- You should plan to join your session at its live broadcast time during AIHce EXP to participate in the chat and/or live Q&A if your session structure requires it.
- If you do elect to have live Q&A at the end of your session, please plan on no less than 50-55 minutes of education content with 5-10 minutes of live Q&A.

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Prerecording Process

- You will be contacted on March 18 by AIHA's recording vendor to sign-up in Calendly for a time that works for you and any co-presenters. ALL presenters must be available at the SAME TIME to record.
- Your personal email will be sent from aihce@brandspoken.com. Multiple presenters in a session must select one person to be the group representative. That representative is responsible for reserving the SINGLE recording time that all presenters are available from the available time slots.
- You MUST sign up for a slot to prerecord **no later than April 5**
- Recordings will be conducted from March 22 through May 7.
- Presenters must have their final presentation materials uploaded to the Presentation Management System NO LESS THAN 48 HOURS BEFORE SCHEDULED RECORDING.

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Prerecording Process

- Recordings will be scheduled for 75-90 minutes for all 60-minute sessions. The first few minutes will be spent on testing audio, video, lighting, and a general overview of the presentation. You may also practice a few slides to get comfortable. A technician will begin recording following the test.
- Each session's AV producer will run and control the slides for the presenters. During the walk-through before recording, your producer will talk with the group about ways to indicate that you are ready for him/her to advance the slide deck (pause cues, auditory cues, visual cues, etc.)
- When a speaker completes the presentation, he/she will pause for 5 seconds which is the cue for the producer to stop recording. At that time, the speaker(s) and producer will have a brief conversation, where the producer will confirm the file was recorded successfully.

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Editing of Recording Files

What we edit for:

- Major glitches in audio, video, or internet connectivity (i.e., we suddenly lose your camera or microphone feed, or we lose you entirely due to an internet issue)

What we will not edit for:

- Mispronunciations of terms/statements
- Stumbles over words, use of filler words, or other “bloopers”
- Ambient sounds/video (doorbells, dog barking, children/partners in background)
- Miscued slides (if you click too far ahead or backward during your presentation)

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Social Live™ Recording

Step 1:

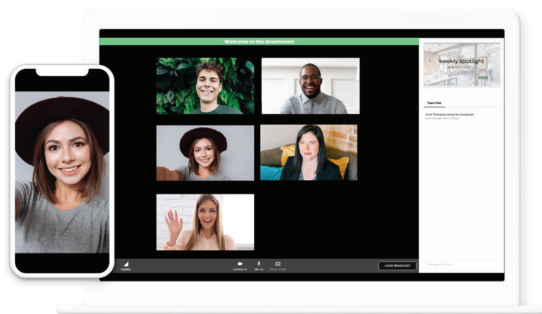
- You will receive an email directing you to Social Live. The email will include a password

Step 2:

- Use your email and password to sign into Social Live. Select your event on the screen and enter the green room. Your producer will meet you in the green room.

Helpful video:

- How to Join a Social Live Broadcast: <https://youtu.be/8Oui3mr2IkQ>



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Virtual Event Platform

We have selected an enhanced Virtual Event Platform for 2021 and are working on the buildout. *Full training via webinar will be held in April.*

Features include:

- Live Polling
- Chat
- Breakout Rooms (PDCs who are presenting live)
 - Attendees joining by video/audio (using breakout rooms)
- Ability for presenters to join via live video chat for pre-recorded sessions

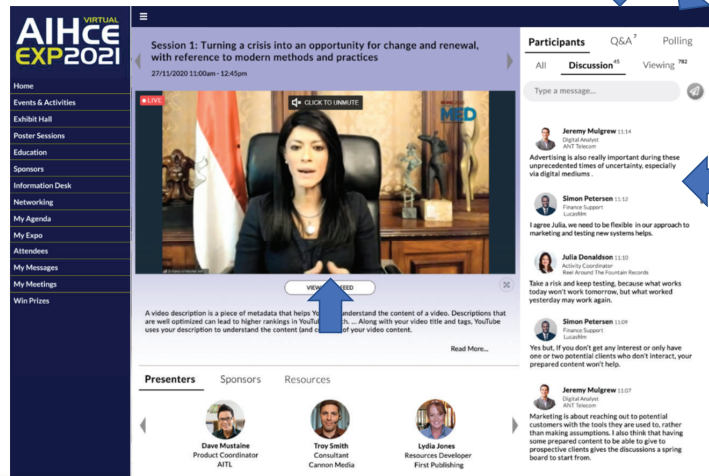
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Virtual Event Platform



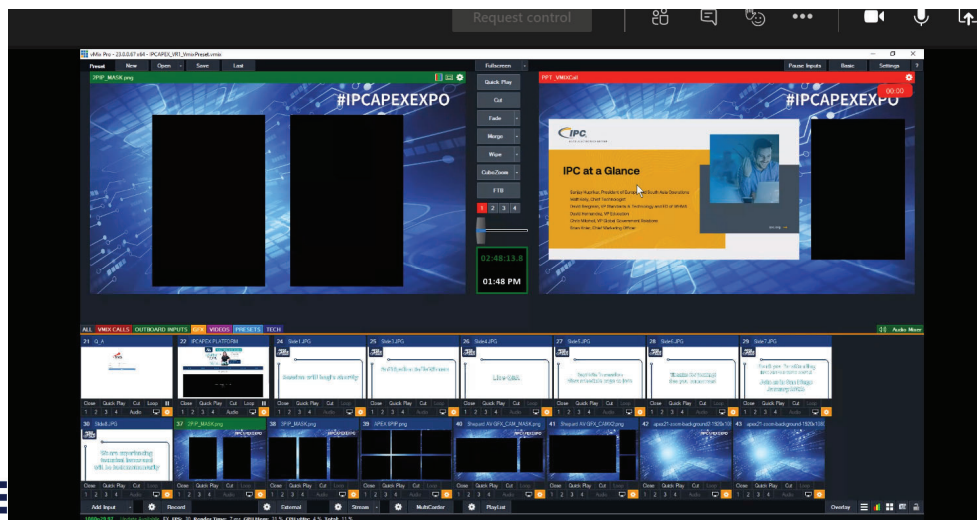
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Virtual Event Platform – Attendee and Presenter Views



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PDC Presenters who will be presenting “Live”



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Best Practices for Virtual Presenters

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Before you record...

- Practice! We want you to be comfortable with what you are going to say. Try not to read slides verbatim. (If you are going to be visible for your presentation, note that your eye movement can take away from your messaging and make your presentation feel less natural to the audience.)



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Set Up

DO:

- **BE ON CAMERA**
- Elevate the laptop on a box or stack of books so that the laptop camera is **at eye level** – make eye contact with the camera
- Use an **external microphone** (headset, headphones, podcast mic, etc.)
- Wear **solid colors**
- Use sunlight from a window or a ring light to **evenly light up your face**
- **Frame yourself well** (see Perfect Framing slide)



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Set Up

DO NOT:

- Set up the camera **lower than eye level** (don't look down at the camera and your viewers)
- **Use the computer microphone** (poor audio = poor session)
- Wear white, see-through, or **busy patterns or stripes** (wear solid colors with no logos or characters)
- Place any windows or mirrors behind you - **no light from behind, the side, or directly overhead**



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Audio

- We highly recommend that you use a headset or an externally connected microphone. Computer audio will pull background noise, so if you must, make sure you are in a quiet space such as a conference room or an office with a door.
- Please mute your phone and laptop notifications, such as incoming email or social media. These sounds can carry into the recording and can be distracting to your audience and yourself.
- Choose where in your home/office you will do the recording. You'll want a quiet spot at a time of day that has minimal audio/visual distractions.



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Voice

- Speak in your normal voice, but a tad slower so that words can be annunciated and stretched for clarity. This is nothing more than a mental reminder to speak slowly and deliberately. You may feel you're overdoing it. (Most times, you think you are... but you're not. This helps with audio distinction.)
- Smile. Remember to smile as you speak, which helps your face relax, lowers the tenor of your voice to a more emphatic and personal tone, and conveys care. Put a post-it on your laptop near the camera to remind you if needed. (This tip is a good one even for those not on camera, as smiling helps soften and relax your voice.)



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If you choose to be on camera, please consider...

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Location and Background

- Clean backgrounds without clutter are best
- Including splashes of color, such as books, a photograph, or flowers, can make the space come alive.



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Location and Background

- If your location does not have a satisfactory background, you can always use a digital backdrop



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Wardrobe

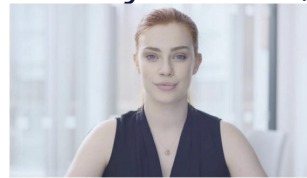
- Wear solid colors with no logos or characters.
- Pick colors that don't blend into your background.
- Don't pick busy patterns or colors that distract. You want to stand out from your surroundings, but not so much as to take away from your message.



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Lighting

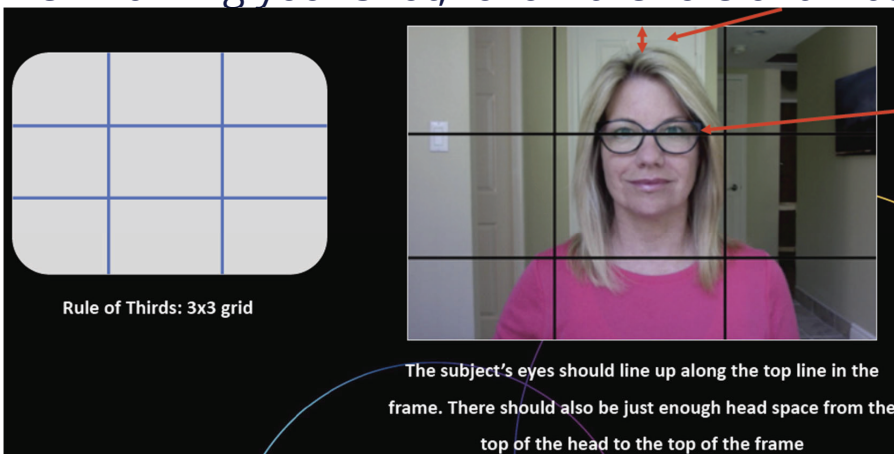
- How does your face look in your camera view?
- Try moving or locating a lamp in front of you, out of the camera view, so that the light lights up your face.
- Avoid locations where you have a window or mirror behind you. This can result in your face ending up in a silhouette. We want the focus on your face, not the background.



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Composition

- When framing your shot, follow the rule of thirds.



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Eye Contact

- Maintain eye contact as much as you can. When you read verbatim from a script, your eyes move as you read, and the viewer sees this.
- Begin your message. You can have it up on your laptop screen (not another monitor) but try not to look at it too often.
- Look directly at the camera dot on your laptop. This is your audience. Speak as if you are personally connecting to them. (This tip is a good reminder even for those who will not be visible on camera.)



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Questions?

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

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