



AIHce EXP 2022 Speaker Preparation

Promoting your session and attendance

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AIHce EXP Speaker Webinar Series

- Series of webinars corresponding with various deadlines leading up to AIHce EXP 2022
- Assist speakers in navigating resources, websites, expectations, and deadlines
- Improve 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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AIHce EXP 2022

About Us Agenda Attend Get Involved Speak Exhibit Register Virtual AIHce

KEEP ME UPDATED MAY 23-25, 2022 Nashville, TN REGISTER NOW! →

FEEDBACK SEARCH

REGISTRATION HELPFUL HINTS PROMOTE YOUR SESSION MODERATOR GUIDELINES

PDC PRESENTER RESOURCES EDUCATION SESSION PRESENTER RESOURCES POSTER PRESENTER RESOURCES

Speaker Registration and Reservations

PDC Presenter Resources

Education Session Moderator Guidelines

Education Session Presenter Resources

Poster Presenter Guidelines

Helpful Hints for a Successful Presentation

Promote Your Session

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AIHce EXP 2022 Format

- AIHA is planning AIHce EXP 2022 as an in-person event, with select sessions also being broadcast virtually
- At this time, all presenters are expected to attend and deliver their sessions in person

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Vaccination Policy for AIHce EXP 2022

AIHA COVID-19 Vaccine Policy for Live Meetings and Events

The COVID-19 virus is a global pandemic and AIHA strongly encourages everyone able to receive the complete vaccine cycle to do so.

For those who will be attending any in-person event or meeting sponsored by AIHA or one of its affiliates, we view the vaccine against this virus as a necessity to protect AIHA members, vendors, and staff. **We, therefore, require proof of the complete vaccine cycle or the results of a negative polymerase chain reaction (PCR) COVID-19 test within three (3) days (72 hours) of each event for admittance.**

Refusal to adhere to this policy will result in denial of entry to or immediate removal from the event or meeting.

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Presenter Dates to Remember

- March 11– Review all content on the Speaker section of the [AIHce EXP website](#)
- March 20 –[Register](#) for AIHce EXP 2022 by this date for the Advance Rate. All speakers are expected to present **in person in Nashville**.
- March 23– 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 1 –Handout materials due for ALL sessions (all PDC handouts will be formatted/reproduced electronically and distributed by AIHA if received by this date)
- May 6 – PDC Handouts distributed electronically to students
- May 21, 22, & May 26 – PDC presentation dates
- May 23, 24, & 25 – Education Session presentation dates

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Your session was accepted... great!

- Now let others know about it by spreading the word through social media!
- You can use your normal social media posting as an opportunity to promote your attendance, session, presentation, or exhibition at AIHce EXP.
- The more you post, the more attention you' will bring to your sessions/booth space, and to AIHce EXP in general.

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Resources to help you promote your session can be found here:

The screenshot shows the AIHce EXP 2022 website. The top navigation bar includes links for 'About Us', 'Agenda', 'Attend', 'Get Involved', 'Speak', 'Exhibit', 'Register', and 'Virtual AIHce'. It also features a 'KEEP ME UPDATED' button, a 'FEEDBACK' link, a 'SEARCH' icon, and a 'REGISTER NOW!' button with a right arrow. The main content area has a heading 'Click/tap the icon to access the resources and information you need.' with a large red arrow pointing down to a grid of four icons: a green checkmark for 'REGISTRATION', a yellow notepad for 'HELPFUL HINTS', an orange information icon for 'PROMOTE YOUR SESSION', and a blue speech bubble for 'MODERATOR GUIDELINES'. On the right side, there is a sidebar titled 'AIHce EXP 2022' with a list of resources: 'Speaker Ready Room', 'Speaker Registration and Reservations', 'PDC Presenter Resources', 'Education Session Moderator Guidelines', 'Education Session Presenter Resources', and 'Poster Presenter Guidelines'.

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Social Media Tips

- AIHA uses Twitter, Facebook, LinkedIn, and YouTube to talk about AIHce EXP, and so should you!
- Use **#AIHceEXP** and include the name of your session/presentation. Don't forget to link back to the conference website, **AIHceEXP.org**. You'll also want to tag AIHA in your post.
 - **Twitter Example:** I'm a speaker at **#AIHceEXP** ! Take a look at my PDC on Welding @AIHA. (Tag others who might be interested and use your "I'm presenting" badge image.)
 - **Facebook Example:** At **#AIHceEXP** and interested in our work in coffee processing? Come to "Exposures in Coffee Processing Facilities" session from 2-3 p.m. @AIHA (tag us and insert the "I'm Speaking" image)

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Social Media Tips

- If AIHA includes you in a tweet or response from their social page, we want you to retweet, favorite, and/or like it so that your colleagues can see it!
- We suggest posting once a week or every two weeks about speaking at AIHce EXP for consistency. Mix up the wording so your posts don't become repetitive.
 - Suggested post ideas: share an interesting fact or point from your presentation. Tease what you'll be talking about. Pose a question. Create a poll.
 - Be serious, humorous, whimsical, or informative. Mix it up!
- Do you speak a second language, such as Spanish or French?
 - Consider posting on your social media (especially Twitter or LinkedIn) in that language, using the proper hashtags and links, and conversing with others in the same professional space.

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!NEW! EXP+ series

- Join AIHA on the new EXP Plus video series.
 - People like “in the moment” talks about things; why not help us do an episode about you and your presentation?
 - Interview takes less than 30 minutes; actual video is approx. 5-7 min long
 - Easy way to promote your session and topic to a potential engaged audience
 - If you’d like to participate, contact Ben Rome – brome@aiha.org



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Help Us Help You

- Notify Ben Rome via email (brome@aiha.org), Twitter, or LinkedIn of your Twitter handle so you can be added to a special EXP social list
 - Leading up to and through conference, we will be promoting a special “Speaker List” for people to follow
 - Quick and easy way to boost your followers, your signal, and your session
- Let Erin, Diana, or Ben know if you’d like to do a short interview for the AIHce EXP Digest to promote your session, either as a written entry or a video (main conference or PDC)

brome@aiha.org

@bhrone (Twitter)

[linkedin.com/in/benhrome](https://www.linkedin.com/in/benhrome)

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Promoting Your Presentation Outside of Social Media

Outside of social media, there are numerous other opportunities to promote your presentation at AIHce EXP:

- Request that your company newsletter include a small blurb about the event and your session
- Using the conference banner, email your colleagues and contacts to notify them of your session at AIHce EXP 2022
- Incorporate the AIHce EXP promotional PowerPoint slides into your next presentation
- If you write an article or blog post on a relevant site, mention your speaking engagement at AIHce EXP and include your session info (and link) in your short bio for the end of the article
- Write a LinkedIn article about your session (or info you'll be presenting) and publish it through your profile, using appropriate hashtags and tagging AIHA

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Visually Promote Your Participation



We've made it incredibly easy to promote your participation by using a downloadable, pre-made icon as your picture on social media, or in your email signature.

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Utilize Catalyst

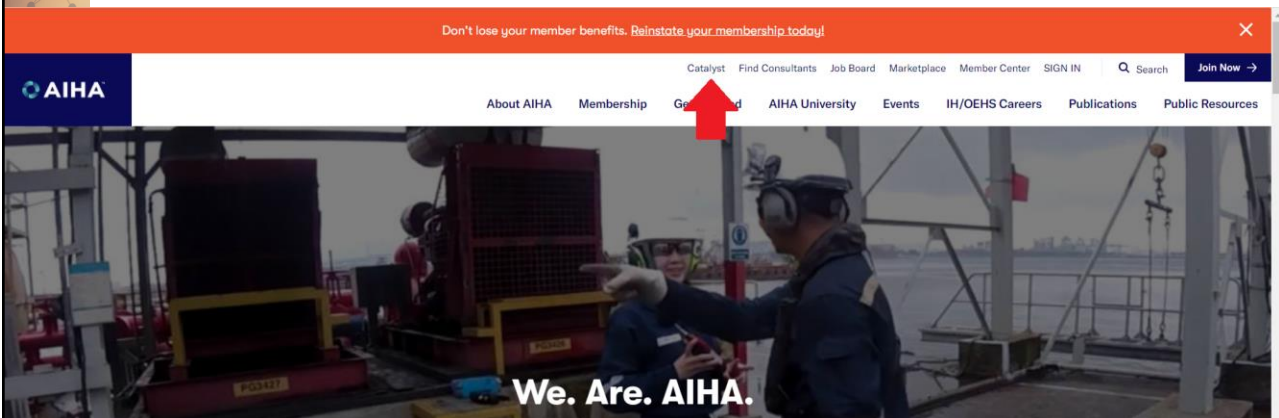


- Catalyst is AIHA's online community
- Why use Catalyst?
 - Create a Profile and Introduce Yourself
 - Engage directly with AIHce attendees and speakers
 - Promote your session via conversation
 - Get feedback on session ideas
 - Gauge interest in topics
 - Tips for presenting
 - Speaker Community
 - Attendee Community

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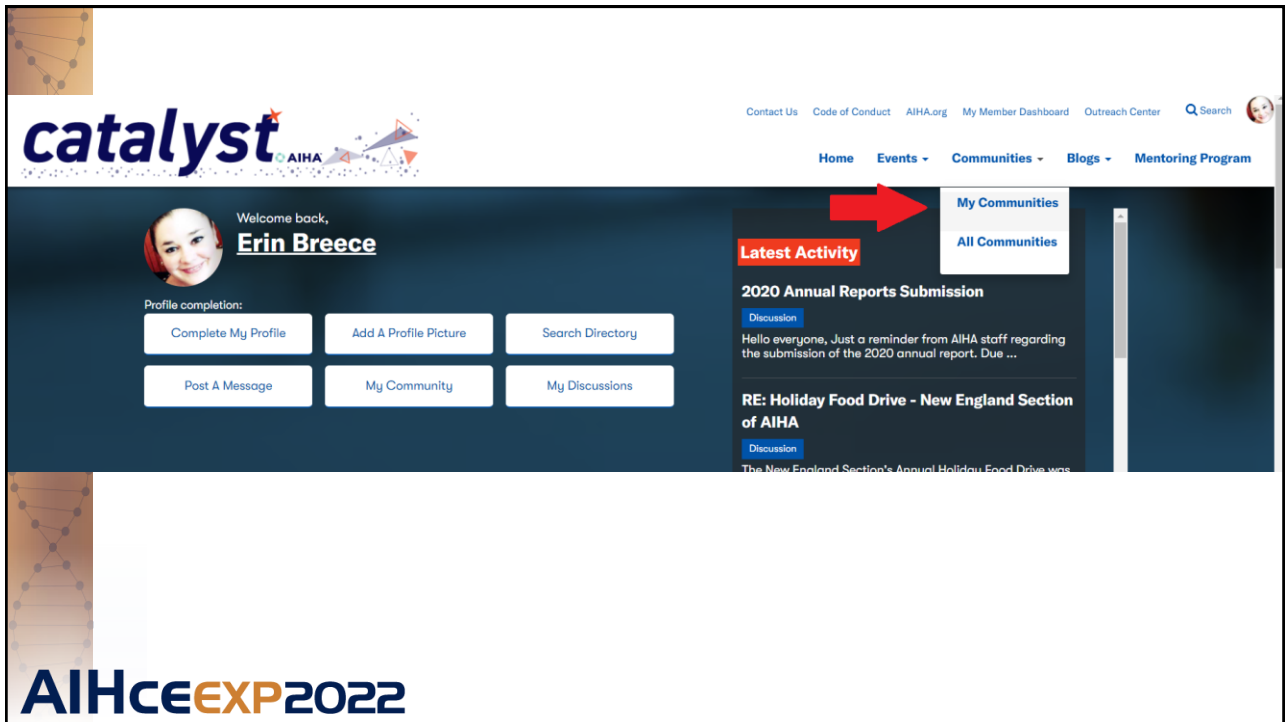
Accessing Catalyst



- www.aiha.org and select "Catalyst" at the top of the screen
- <https://community.aiha.org/home>

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Accessing Your Community

- Scroll to AIHce 2022 Presenters
- Click on the community name

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Webinar Schedule

**dates are tentative and subject to change; All
**webinars begin at 2 p.m. ET*

Day	Topic
11/15/2021 Monday	How to Manage Your Online Speaker Account , action items, and due dates,
1/6/2022 Thursday	What to Expect on-site : Room sets, Logistics, forms for PDC presenters, and Convention Center rules and regulations
2/17/2022 Thursday	Presentation Preparation : uploading, PPT, review of resources online, timeline, deliverables (including copyright info)
2/23/2022 Wednesday	Promote Your Session and Attendance : spreading the word through social media
3/23/2022 Wednesday	Presenting with Confidence! Use These Research-Backed Techniques Guest Speaker - Jonathan Klane, M.S.Ed., CIH, CSP, CHMM, CIT
4/6/2022 Wednesday	Posters Preparation for Professional & Student : format, printing options, author attend time, on-site logistics, and consideration for Student Poster Best in Show Awards
4/7/2022 Thursday	Student Presentation Details : PPT template and central uploading demo, review of resources online, on-site logistics
5/4/2022 Wednesday	Moderators/Monitor Responsibilities : timekeeping, speaker intros, Q&A

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Questions?

Professional Development Courses (PDCs), Pop-up Sessions

Erin Breece, ebreece@aiha.org, 703-846-0749

Education Sessions, Research Round-ups, Posters

Diana Kane, dkane@aiha.org, 703-846-0753

Social Media

Ben Rome, brome@aiha.org, 703-846-0795



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