



# AIHce Session Moderator Responsibilities & On-site Logistics

Presented by:

Erin Breece, Program Director, Education

Diana Kane, Program Manager, Education

May 4, 2022

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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
- All presenters and moderators are expected to attend their session in person

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## Registration

- All moderators are required [register for AIHce EXP](#) to deliver their session
- No on-site registration. Preregistration is required to enter the facility
- COVID Clear prior to entry



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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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# Session Moderators

## Roles & Responsibilities

- Session organization/ flow
- Announcements
- Speaker introductions
- Evaluations

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# Speaker Ready Room

If you have any questions on-site go to the **Speaker Ready Room** (Room 201 A) to speak with an AIHA staff member

## Speaker Ready Room Hours:

Friday, May 20: 5:15 p.m. - 7:00 p.m.

Saturday, May 21: 7:00 a.m. - 5:30 p.m.

Sunday, May 22: 7:00 a.m. - 5:30 p.m.

Monday, May 23: 8:00 a.m. - 4:00 p.m.

Tuesday, May 24: 7:00 a.m. - 5:15 p.m.

Wednesday, May 25: 8:00 a.m. - 3:00 p.m.

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## Speaker Ready Room

- Speakers are **required** to upload PDFs of their presentations into the Presentation Management System at least (1) hour prior to the start of their session
  - Edits can be made to the presentation up to one hour prior to the presentation
- Speaker Ready Room is staffed by audiovisual (AV) technicians and equipped with computers to upload presentations to the Presentation Management System
- It is recommended that speakers test files in the Speaker Ready Room prior to the session

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## Speaker Ready Room

- Moderators should confirm that presenters in their sessions have checked-in to the Speaker Ready Room and loaded their presentations
  - As a Moderator, you have access to the Presentation Management System as well and can check that the presenter has uploaded slides
  - You may upload slides if you wish to give a formal introduction, but this is not required
- Be sure to check for messages, program changes, and other updated information available in the Speaker Ready Room via AIHA staff

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## Speaker Ready Room

- Speakers and Moderators are highly encouraged to check into the Speaker Ready Room at least (1) hour prior to the start of their session
- Scheduling a quick meeting in the Speaker Ready Room on-site is highly encouraged (Room 201 A)
- Take a few moments to know the presenters and their content to develop a cohesive flow between presentations



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## Virtual Program

- Introduce yourself to the AIHA Staff member in the back of the room
  - They will have a microphone and will ask questions on behalf of the virtual audience
- Be sure to acknowledge the virtual audience when introducing the session
- Remind speakers to utilize microphones when speaking
- If possible, repeat questions from the audience into a microphone, so the virtual audience can hear



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## Standard Room Set Includes:

- Attendee seating (set theater style)
- Laptop (set in Presenter Mode for viewing/reading notes)
- LCD projector
- Screen (sized appropriately for the room)
- 2 wireless mics
- 1 podium mic
- 1 wireless slide advancer (for the computer provided by AV)
- **NOTE:** there will NOT be a head table in session rooms as in a traditional layout. Instead, there will be three (3) chairs for presenters. This set encourages presenters to be more interactive with each other and the audience.
- If the speaker has ordered other audiovisual needs (flipcharts, etc.) these will have been arranged in advance and will be ready in the room.
- **Do not move furniture in the room.**

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### Ed Session – Theater



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## \* Music City Center Rules & Regulations

We want your presentation to run seamlessly. At the same time, we must follow all rules and regulations of the Music City Center (MCC) for hosting a meeting in the facility. Please help us by noting:

- 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 Nashville Fire Marshal. Once approved, room sets must remain as set, or AIHA may incur violations and/or 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. Requests for AV other than what is 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.

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## Recordings

- Personal recording is prohibited
- Audio recordings of education session presentations will be available after the conference if permission has been granted by the presenters
- Presenters who do not grant permission to record their presentations will be edited out of the recordings
- The room must be kept quiet to ensure the quality of recording
- Questions asked by a member of the audience should be repeated by the moderator or presenter at the lectern using the microphone
  - This is important so that the entire audience (including virtual, if applicable) can hear the question

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## Presenter Absences

- If a presenter cancels, we will permit the other speakers in the session to present for additional time or to end the session early
- This means that for a one-hour session with three presenters at 20 minutes each, the two speakers would get 30 minutes each (an additional 10 minutes)
- The additional time can also be used for further group discussion or Q & A

## Announcements

- Locate lighting controls and emergency exits in case of an emergency
- Please announce to the audience the location of the exits in case of emergency
- Locate audiovisual (A/V) technicians; An A/V technician will be available to troubleshoot any problems
  - Note this person's location before the session starts
- Announce that standing in the back of the room or in the aisles is prohibited (as advised by the fire marshal) unless it is to accommodate individuals with disabilities

## Announcements

- At the start of a session, Moderators should do the following from the lectern:
  - Identify the session title
  - Introduce themselves
  - Briefly introduce each presenter
    - The bios needed to make these introductions are posted on the program webpage, <https://www.aihceexp.org/2022/agenda-2022>
    - Advise the audience of any last-minute presenter changes not already advertised
- When a presenter's time has run out, politely thank him or her and firmly move on to the next presentation
  - Visit the Speaker Ready Room if you wish to pick up colored paper to designate time left for speakers, i.e. *Green = 5 min, Yellow = 1 min, Red = Time's up!*
- It is important to make sure each presenter stays on schedule

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## Accessing Speaker Bios

- As a session moderator at AIHce EXP 2022 you will be responsible for introducing each speaker
- A few sentences on employment, research interests, and career trajectory will suffice
- You are not required to contact speakers beforehand to do this, but you can if you would like
- You were connected with your speaker via email prior to the conference
- Review your speaker(s) bios listed on our [website](#) and plan to arrive to the session room at least 15-20 minutes prior to the start time to meet with your session speakers
- You can also meet your session speakers in the Speaker Ready Room

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# Accessing Speaker Bios

AIH - Google Chrome

https://ww2.aievolution.com/aih2201/index.cfm?do=ev.viewEv&ev=1004

Register Now

Print

Close

## A1: Research Roundup: Risk Assessment 1

Mon, 5/23: 10:00 AM - 11:00 AM CDT  
Research Roundup

Music City Center  
Room: Meeting Room 207 A

[Content Level](#)

Intermediate

[Topics](#)

Available as part of AIHce OnDemand  
Hazard Recognition/Exposure Assessment  
Risk Assessment and Management  
Sampling and Analysis

### Presentations

#### Review of Solid and Liquid Loading Values on Skin — Applications for Risk Assessment, Part 1

Dermal exposure has been described as a complex process regarding the contact and interaction of substances with the skin surface over time. In

Click on the speaker name to  
access the bio



**Hope (Nadia) Moore, PhD, DABT, CIH, ERT**  
Moderator  
J.S. Held, LLC  
Redmond, WA  
United States of America

**Jennifer Sahmel, PhD, CIH, CSP, FAIHA**  
Author  
Insight Exposure and Risk Sciences  
Boulder, CO  
United States of America



**Heather Avens, PhD, MS, CIH**  
Author  
Insight Exposure & Risk Sciences  
Group  
Boulder, CO  
United States of America

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# Accessing Speaker Bios

Print

Close

## Jennifer Sahmel, PhD, CIH, CSP, FAIHA

**Insight Exposure and Risk Sciences**  
Boulder, CO  
United States of America

Dr. Jennifer Sahmel is a Managing Principal Scientist with Insight Exposure and Risk Sciences in Boulder, Colorado. She is a Certified Industrial Hygienist and a Certified Safety Professional with 25 years of experience in exposure assessment science and workplace health and safety. Prior to Insight, she worked at Cardno ChemRisk, LLC, the U.S. EPA's Office of Pollution Prevention and Toxics in Washington, DC, the National Park Service, Comprehensive Health Services at NASA's Goddard Space Flight Center, and FMC Corporation. Jennifer earned her MPH degree in Environmental Health and Industrial Hygiene from the University of California at Berkeley and her PhD in Environmental Health at the University of Minnesota. She is a Research Fellow with the University of Minnesota's Exposure Science and Sustainability Institute. She is also active in the American Industrial Hygiene Association and is a past member of their national board of directors.

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## Online Speaker Ready Room

- Log in following the instructions in your acceptance email
- <https://ww2.aievolution.com/aih2201/>

Prior to the Conference:

1. Complete Speaker Forms:
  - Speaker Agreement
  - Speaker Delivery Form
2. Complete your Bio and Upload a photo

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Home

Welcome to AIHce EXP 2022!

Use this site to:

- Submit a proposal
- Review a proposal
- Access speaker resources (once accepted)
- Submit a function request

Please create a NEW account for your 2022 requests, as account details from previous conferences were not transferred. To do so, click "Create your profile" below.

Username:

dkane

Password:

\*\*\*\*\*

Sign In

Ready to get started? Create your profile. You will receive login credentials via email.

[Forgot your Password? Get it now!](#)


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# Updating your password


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Dashboard
Diana Kane Sign Off

## Step 1 of 4: Update Password

Enter in a new password.


You have successfully signed into the system.  
Use the 'Sign Off' option to log out before leaving the site.

Passwords must be between 6-15 characters long and contain at least 1 upper case letter, 1 lower case letter and 1 number.

New Password:

Confirm Password:

Save


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# Completing the Speaker Agreement

- All speakers and moderators must review AIHA guidelines and convention center rules, and consent to adhere by signing the agreement.
- Review the content, and digitally sign and date


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Dashboard
Diana Kane
Sign Off

### Step 2 of 4: AIHce EXP Speaker Agreement

The data was saved successfully.

To edit your bio at any time, please hover over the "Dashboard" button at the top left hand corner. Scroll down and click on the "Bio/Photo" to edit.  
Each presenter at AIHce EXP 2022 must complete the following speaker agreement.

\* - indicates a required item.

**\* Conference Attendance & Presentation Guidelines**

- I agree that, to present during the American Industrial Hygiene Conference and Expo (AIHce EXP), I must comply with all participation requirements included in the registration consent clauses, register for the in-person conference, and pay all applicable registration fees. I understand that AIHA does not offer policy exemptions or discounted registration for speakers.
- I agree to present as part of the AIHce EXP on my designated date and time. My presentation will be reflective of the original proposal that was peer reviewed and accepted by the Conference Program Committee or Continuing Education Committee.
- I agree to notify AIHA's program manager immediately if an unforeseen circumstance or emergency should prevent me from meeting my obligation as a presenter. I understand that I am responsible for finding a replacement speaker if I am unable to present.
- I acknowledge AIHA will host a series of webinars (live and recorded) available to all AIHce EXP presenters and agree to participate either live or via recording. (The various webcasts will walk you through the presentation process from start to finish, educate you on how to navigate the resources available to you, improve your presentation skills, and assist you in meeting all necessary deadlines).
- I authorize AIHce EXP to use my name, likeness, photograph, and biographical data in connection with AIHA's use of my presentation and promotion of the program, in whole or in part, in all formats now known or developed in the future. I understand and agree that this authorization is perpetual, irrevocable, and royalty-free. I understand that in any reuse, the presentation and presentation material(s) will have appropriate attribution to me.

During my presentation, I will not engage in any type of promotional marketing or selling of any product or service, and I will not disparage AIHA in any way.

☐ I agree to the terms outlined above. I will attend AIHce EXP 2022 and follow all guidelines provided by AIHA.

☐ I will not attend AIHce EXP 2022 in Nashville, TN. I will contact Diana Kane at dkane@aiha.org with written notification as soon as possible but no later than March 2, 2022.

**\* Convention Center Rules & Regulations**

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- Audiovisual equipment must be provided by AIHA's exclusive provider. Requests for AV other than what is 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 MCC. Please note: requests received after April 3 will not be accommodated.

☐ I agree to the terms outlined above. I will follow all guidelines provided by AIHA.

**\* Speaker Signature**

**\* Date**

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Dashboard
Diana Kane
Sign Off

### Edit your Profile

The data was saved successfully.

\* - indicates a required item

**Profile Information**

Password:  
Change?

**Contact Information**

Prefix:

\* First Name:

Middle Name:

\* Last Name:

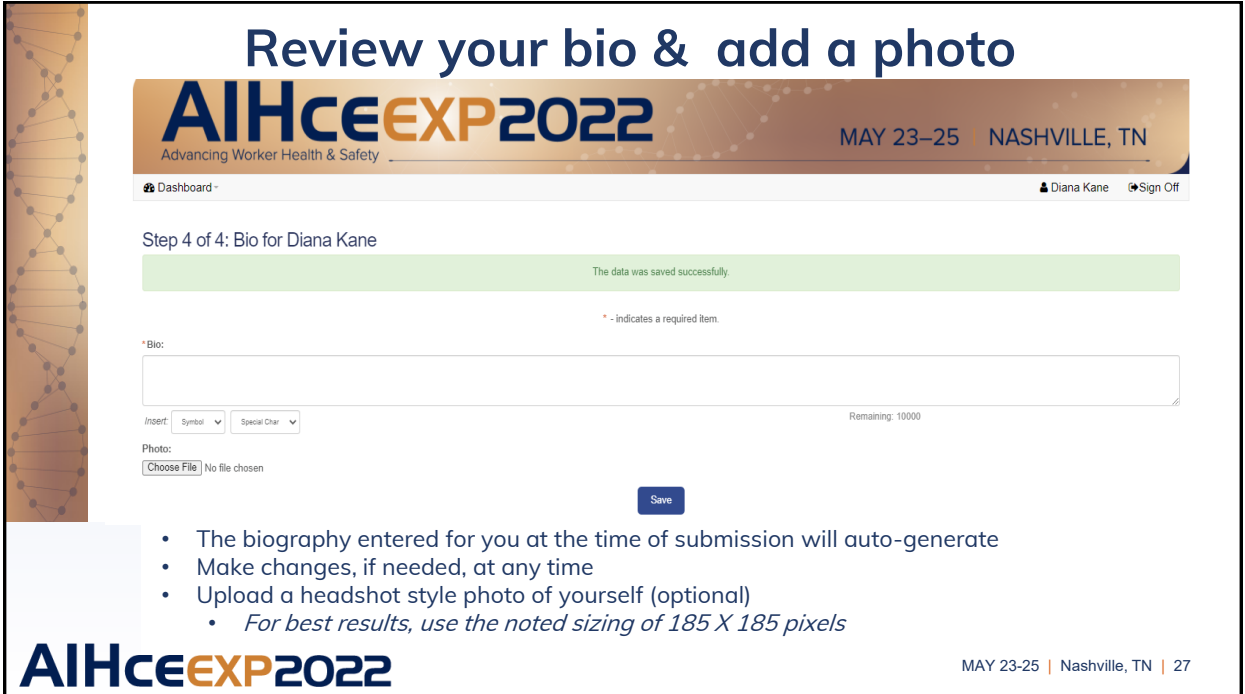
Suffix:

Credentials:

**\*\*Be sure to include any credentials you may have**  
**\*\*Check that the email is one you check often**  
**\*\*Can update anytime.**

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**Review your bio & add a photo**

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Dashboard - Diana Kane Sign Off

Step 4 of 4: Bio for Diana Kane

The data was saved successfully.

\* - indicates a required item.

\* Bio:

Insert: Symbol Special Char Remaining: 10000

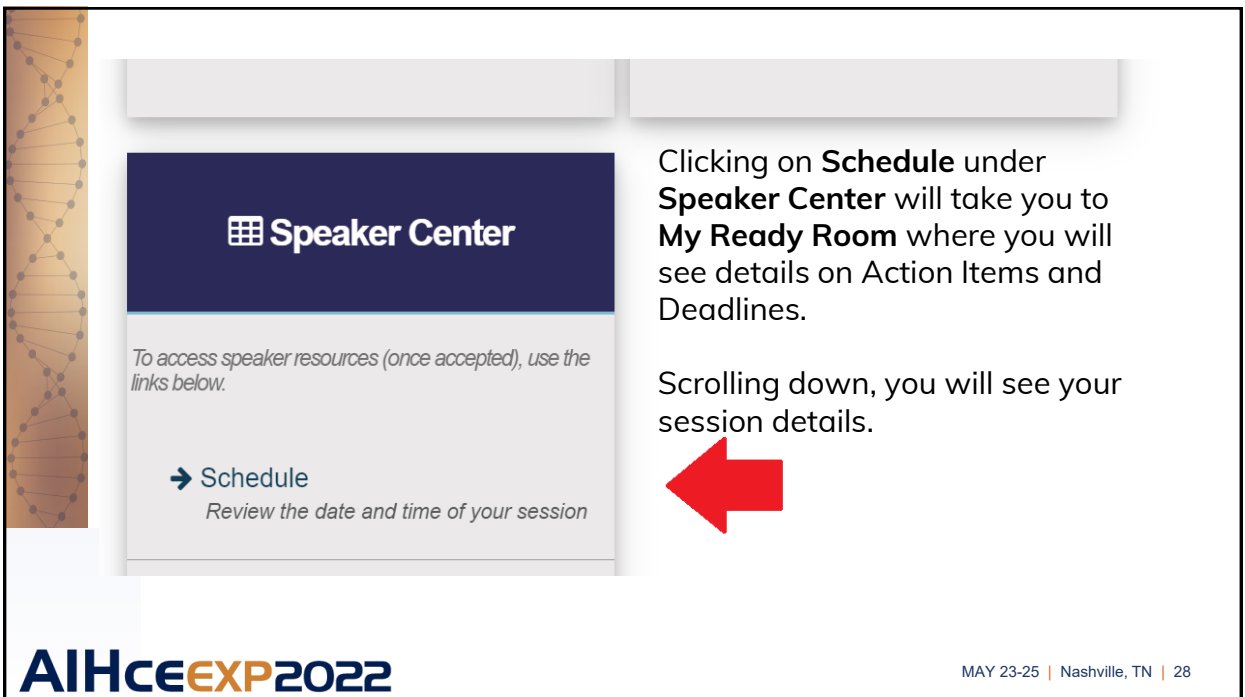
Photo: Choose File No file chosen

Save

- The biography entered for you at the time of submission will auto-generate
- Make changes, if needed, at any time
- Upload a headshot style photo of yourself (optional)
  - For best results, use the noted sizing of 185 X 185 pixels

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**Speaker Center**

To access speaker resources (once accepted), use the links below.

→ **Schedule**  
Review the date and time of your session

Clicking on **Schedule** under **Speaker Center** will take you to **My Ready Room** where you will see details on Action Items and Deadlines.

Scrolling down, you will see your session details.

←

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## Schedule

Use this section to review your schedule and submit any additional documents or forms.

[Preview Schedule](#)

- indicates a required item.

### Sun, 5/23

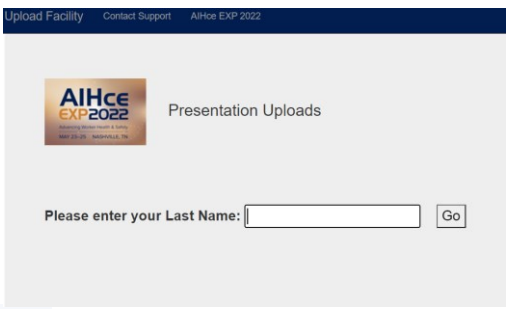
<b>Event Title:</b> PDC 201: Train-the-Trainer: Improving IH Exposure Judgments <b>Type:</b> Professional Development Course <b>Time:</b> 8:00 AM - 5:00 PM <b>Location:</b> Kay Bailey Hutchison Convention Center Dallas, C141 <b>Role:</b> Lead Instructor	
<b>PDC Logistics Form</b>	Incomplete
<b>Session Delivery, Broadcasting, &amp; Materials Form</b>	Incomplete

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## Accessing the Presentation Management System & File Upload



- 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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Upload Facility   Contact Support   AIHce EXP 2021

## Presentations

Abelmann, Anders

Presentation Uploaded	Handout Uploaded	Type	Session	Date	Room	Time	Speaker Role
<a href="#">Upload</a>	<a href="#">All Presenters</a>	Professional Development Course	PDC 902: Estimating Health-Based Limits for Data Poor Chemicals - VIRTUAL ONLY	05/27/2021	Virtual1	0800	Moderator

1   Page size: 50   1 items in 1 pages

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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](#)

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## Once logged in you can...

- Upload both your presentation file (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.
- After deadline, do not make changes to your files after you have uploaded without notifying AIHA.

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## Evaluations

- At the end of the session, encourage attendees to complete the session evaluation
- Evaluations will be located on AIHce webpage under Agenda as well as on the virtual platform/mobile app
- Evaluations provide valuable information on the suitability of topics and effectiveness of speakers and are used by staff and volunteer groups for future conference planning

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## 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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## How will sessions be evaluated?

### Evaluation Rating Scale

#### Rating Scale

- 5- Very Satisfied
- 4- Very Good
- 3- Neutral
- 2- Dissatisfied
- 1- Very Dissatisfied

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## Speaker Evaluations (All)

- **Speakers:** *demonstrated knowledge of the subject matter, engaged attendees in productive discussions, and increased 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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## General Guidelines

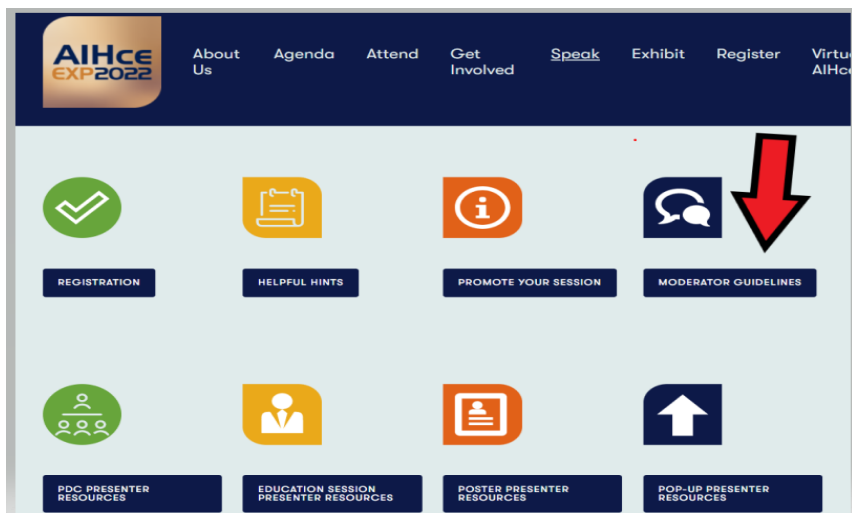
- Expect questions to be asked and answered
- AIHA encourages scientific debate, open communication, healthy discussion, and respect for a diversity of opinions
- All session personnel, presenters, and attendees should conduct themselves in a professional manner
- In the unlikely event of a disagreement, disruption, or emergency, go immediately to the Speaker Ready Room (201 A) and request staff assistance
- If at any time you feel the session is not being presented in a vendor neutral fashion, contains a sales pitch, or have other feedback on the session or speakers, go to the Speaker Ready Room to speak with AIHA staff

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## Speaker Toolkit -- <https://www.aihceexp.org/2022/speak-2022>



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## Questions?



Contact Diana Kane  
Program Manager, Education  
[dkane@aiha.org](mailto:dkane@aiha.org)  
703-846-0753

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