



PDCs, Education Sessions & Research Round-Ups

Presentation Preparation and Power Point/Handout Uploading

Presented by:

Erin Breece, Program Director, Education

Diana Kane, Program Manager, Education

Alessandra Pratt, MS, Student Local Sections Council

Lauren Corlett, eLearning Associate

February 17, 2022

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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 Format

- AIHA is planning AIHce EXP 2022 as an in-person event, with select sessions also being broadcast virtually
- 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 Speak 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 (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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Registration



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 2021
- 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.

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Helpful Hints for a Successful Presentation



HELPFUL HINTS

- Speaker Education Web Series
- Tips for delivering your session including archived 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 presenters have found valuable in the past

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PDC Presenter Resources



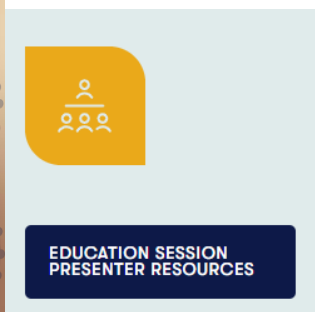
- Dates to remember
- Presentation resources
- Download the 2022 PowerPoint Template
 - Our PowerPoint template is set to 16:9 ratio (widescreen)
 - For PDCs the use of the AIHce EXP 2022 PowerPoint Template is preferred but not required. If you choose to use your own template, please ensure that it is set to this format.
 - To check the ratio of your slides in PowerPoint:
 1. Go to Design > Slide Size > Custom Slide Size.
 2. Choose a slide size with the aspect ratio you want and select OK

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Education Session Presenter Resources



- Dates to remember
- Resources
- Download the 2022 PowerPoint Template
 - AIHA recommends that you use the AIHce 2022 PowerPoint Template when creating your presentation.
 - Our PowerPoint template is set to 16:9 ratio (widescreen)
 - To check the ratio of your slides in PowerPoint:
 1. Go to Design > Slide Size > Custom Slide Size.
 2. Choose a slide size with the aspect ratio you want and select OK
 - If your company requires the use of their own template, we ask you to 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 heavy in theory need to have practical applications
- Clear and simple, effectively conveying ideas and providing new tools and skills
- Listed with the title and description 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
- Practiced, Practiced, Practiced!



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
- 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



Accessibility Presentation

- By the Student Local Sections Council
- Goals:
 - Increase your knowledge of accessibility.
 - Give you ways to increase accessibility in your AIHce presentation as well as any future presentations.

- Alessandra A Pratt, MS
- PhD Student - University of Iowa
- prattlexi@gmail.com

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Accessibility

- Designing your presentation so that it can be usable by everyone.
- Want to increase accessibility because it helps people with:
 - Disabilities,
 - Hearing Loss,
 - Vision Loss,
 - Non-English Speaker,
 - Everyone.
- Strongly related to Universal Design for Learning.

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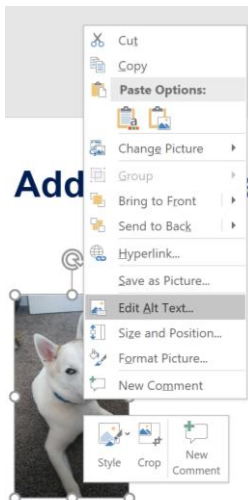
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How to make your presentation more accessible:

- Use captions in videos.
- Use multiple communication methods:
 - (e.g., have a slide show but also say what is on your slides)
- Make text big enough to read.
- 'Alt caption' all visuals on slides.
- Run an accessibility check.

Adding 'Alt Text'



Alt Text

How would you describe this object and its context to someone who is blind or low vision?

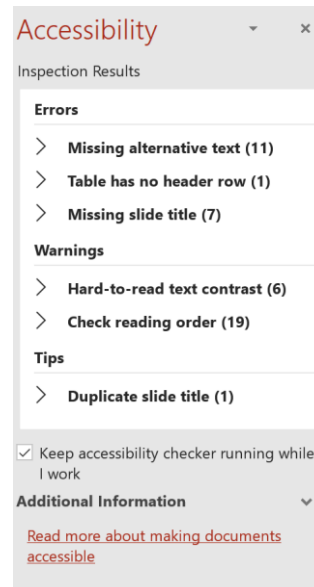
- The subject(s) in detail
- The setting
- The actions or interactions
- Other relevant information

(1-2 detailed sentences recommended)

A picture of Lexi's (the presenters) white, blue eyed, husky dog laying on the floor looking very cute right at the camera.

Running an Accessibility Check in PowerPoint

- Review →
- Check Accessibility →
- Check Accessibility



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How to present accessibly:

- Speak clearly and slowly.
- Give people time to process (e.g., pause between topics).
- Be visible (e.g., don't face away from the audience).
- Use microphone when available.
- Describe all parts of slide (e.g., describe a table on your slide).

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Universal Design for Learning (UDL)

- UDL is an approach that recognizes that everyone is different.
- The approach of UDL is to minimize barriers and maximize learning.
- The goal of UDL is to provide multiple means of representation, actions/ expression, and engagement.
- [UDL Website](#)



Engagement

- People are different in the ways that they engage with content.
- To meet multiple means of engagement:
 - Recruit interest:
 - The “why”. Generate excitement for what you are teaching.
 - Sustain effort and persistence:
 - Tackle challenges with focus and determination.
 - Self-regulation.
 - Harness the power of emotions and motivation to learn.



Representation

- People are different in the ways that they comprehend information.
- To meet multiple means of representation:
 - Perception:
 - Provide content that doesn't solely rely on one sense (e.g., sight or hearing).
 - Language & symbols:
 - Create a shared understanding with the learner (e.g., clarify vocabulary)
 - Comprehension:
 - Construct meaning so that the knowledge can be transferred into the learner's life.

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AIHA's **NEW** Copyright Guidance

Lauren Corlett
eLearning Associate
AIHA

Note: I am not a lawyer. While our guidance has been checked by our legal team, please do not take anything said here as legal advice. However, the recommendations described here are required of you as part of your participation in AIHce EXP.

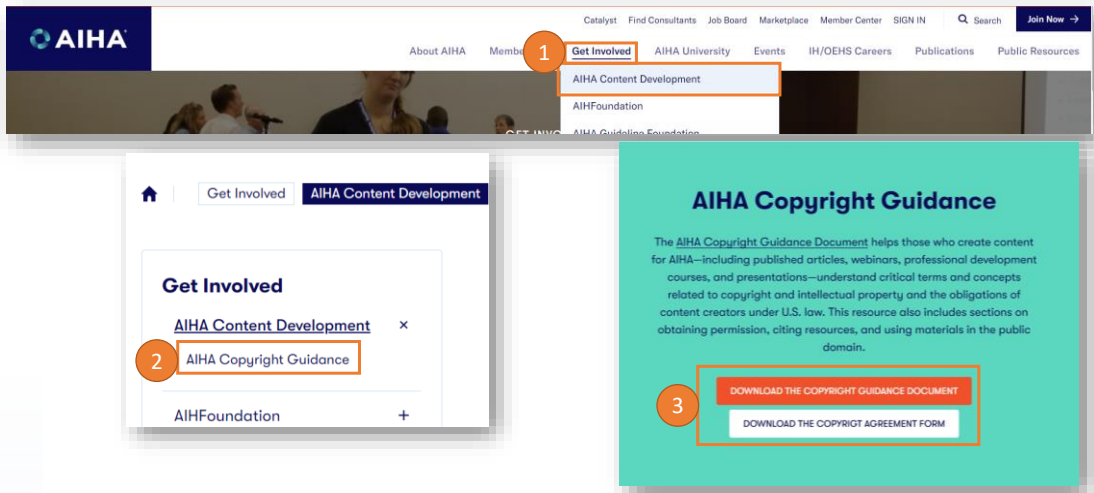
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Copyright Guidance and Agreement

<https://www.aiha.org/get-involved/aiha-content-channels/aiha-copyright-guidance>



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Copyright vs Fair Use

Copyright protects the ownership of a “creative work”.

The **copyright holder** has the **exclusive right** to use and distribute (i.e., present, show, or share) the content.

Assume anything you find on the internet is copyrighted!

Fair use is a legal defense that allows limited use of copyrighted material in **specific situations** (e.g. news, parody, and PUBLIC education).

Fair Use does NOT apply to any content you provide for AIHce EXP.

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Protected Creative Works Include...

- Written word (news articles, books, blogs, social media posts...)
- Images and photos (including cartoons, political or otherwise)
- Videos (news segments, commercials, movie clips...)
- Artwork created in the last 100 years **and newer photos taken of older artwork*
- Graphics and iconography (including logos)
- Any graphical representation of data
- *And many, many others*

If you have to pay to access content (e.g. streaming movies, news site subscriptions, textbooks) **it is protected by copyright.**



So, what can you do?

1. Use content that **you own the copyright** to.
⚠ **You may not own the copyright** if you created content for another organization to publish (e.g. a textbook) or for your employer.
2. Use **public domain or creative commons** content.
3. **Provide links** as additional resources, but do **NOT** display the content in any format.

Please **cite any content** you use, including your own.

Public Domain & Creative Commons



- Content by the **federal government of the United States** is Public Domain
The UK and EU have similar laws, but they only apply to certain types of content
- [Commons.Wikimedia.org](https://commons.wikimedia.org/): the images are **creative commons**, so check the **“licensing” section** for any restrictions or required citation/attribution.
- Unsplash: stock images, photos, and icons <https://unsplash.com/>
- Internet Archive: books, movies, software, music, websites, and more <https://archive.org/>
- Project Gutenberg: a library of over 60,000 free eBooks <https://gutenberg.org/>
- Microsoft PowerPoint Icons:   

“But I really need to use copyrighted content!”

Good news, you can!
...As long as you obtain permission*.

*in writing



Obtaining Permission

1. Identify the “Original Creator”

- The “**Original Creator**” is the person or group that first produced or created the content, or the company that **owns the rights**.
 - Tina Fey wrote an SNL segment, but NBC produces SNL, so NBC is the “original creator”.
- Any **permissions** to use or share content **must come from the original creator**, not a third-party source.
 - Avoid URLs with “Blogspot” or “WordPress”.

If you can’t get permission from the original creator or copyright holder, you CAN NOT use the materials.



Obtaining Permission

2. Request Permission to Use and Distribute

1. Look for “licensing”, “copyright”, “terms of use/service”, or “legal”. Or use whatever “**contact us**” feature is available.
2. Your request must include:
 1. Which work you want to use
 2. How the work will be used and how many times it will appear
 3. How many people it will be distributed to (always **overestimate** this number).
 4. A request to “**Use and Distribute**” the work “**in perpetuity**”
3. If they approve, ask how they would like the work to be **cited**.



Obtaining Permission

3. Submit Your **Written Proof** to AIHA

- Your “**written proof**” could be an email exchange, a formal contract, or a letter **from the original creator**.
 - Verbal permission is NOT enough
- **Submit written proof of all permissions** obtained to AIHA, along with your presentation materials.



Obtaining Permission

1. Identify the Original Creator
2. Request Permission to Use and Distribute In Perpetuity
3. Submit Your Written Proof to AIHA

Cite Your Sources!

A good citation allows the learner to find the source for themselves. Citations should include **as much of the following as is possible**:

- The **title** and/or name of the content
- The name of the author and/or the **original creator**
- The **date** the item was published **and** the date you accessed it
- A **link** to the source of the materials (or original creator)

Citation information must be **clear and legible** and appear **every time** the creative work is shown

Example #1

- I found this on Google
- The source is 4.bp.blogspot.com
- My citation includes:
 - The word "source" to indicate I did not create it
 - A link to the webpage I found it listed as the source



Source: https://4.bp.blogspot.com/-3TiWYwhphis/UGKKg-zgrvi/AAAAAAAAADtU/N8SBdJI5WKM/s1600/il_fullxfull_295858980.jpg

Example #2

- I found this on Backtoworksafely.org
- The poster was produced by AIHA
- It is provided for free to the public

Always
cite your
sources!



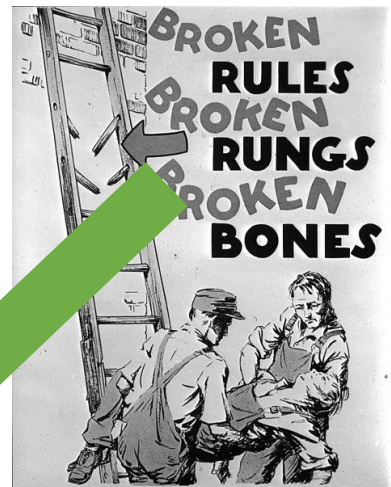
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Example #3

- I found this on Wikimedia Commons
 - The licensing section indicated it did not have any copyright restrictions
- My citation includes:
 - The title of the work
 - The original creator of the work
 - The year it was published
 - And a link to the source
 - The source is a Flickr page for the official provincial archives of Alberta



Alberta Department of Public Health
Work Safety Poster from the Provincial
Archives of Alberta (published 1924)
https://www.flickr.com/photos/alberta_archives/26534407826/

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Still have questions? Just ask!

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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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Audio & 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



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.
- We encourage you to utilize a free, web-based poll that attendees can access using their smartphones and/or laptops. We have listed several options below for you to review. **If your session is part of the virtual program, you will be able to use the virtual platform for polling.*
 - Poll Everywhere
 - Easy Polls
 - Google
 - Survey Monkey
 - Direct Poll



Education Session & Research Round-up Uploading Handout Materials

- PPTs must be upload **at least one hour** before your scheduled session 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.
 - AIHA does not print materials for attendees
 - **Handout Materials Deadline: April 1**

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Education & 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 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 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.
- AIHA does not print materials for attendees



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

PPT & Handout File Upload

Upload Facility Contact Support AIHce EXP 2022

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Advancing Women's Health & Safety
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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 **by tomorrow Friday, Feb 18**)

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Presentations

Abelmann, Anders

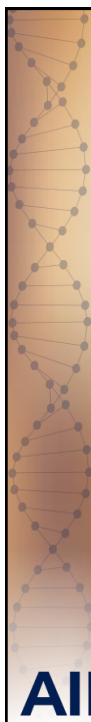
Presentation Uploaded	Handout Uploaded	Type	Session	Date	Room	Time	Speaker Role
<input type="button" value="Upload"/>	<input type="button" value="All Presenters"/>	Professional Development Course	PDC 902: Estimating Health-Based Limits for Data Poor Chemicals - VIRTUAL ONLY	05/27/2021	Virtual1	0800	Moderator

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.

Upload Handout file here.

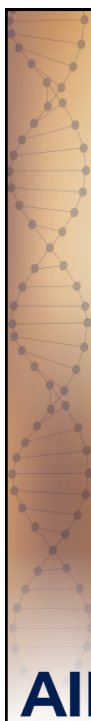
Last handout Upload:
Handout File Name:

[Click here to select/upload a new Handout file](#)

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Once logged in you can...

- Upload both your presentation file(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.
- For multiple PDC instructors with separate PPTs - each instructor can upload their PPT individually; just be sure each instructor is uploading to their own box
- 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 and are visible to all attendees
 - Optional
 - PDFs recommended
 - AIHA will create handouts for PDCs only using files uploaded in the Presentation area



How will my session be evaluated?



Evaluation Rating Scale

- **Rating Scale**

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



Education Session & Research Round-up Evaluations

- **Presentation Content:** interactive, informative, and relevant
- **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**



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



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**

Evaluations

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

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Webinar Schedule

**dates are tentative and subject to change;*


***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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Communities / Community Home
Settings

2022 AIHce EXP Speakers & Presenters


Community Home
Discussion 22
Library 14
Blogs 0
Events 13
Members 346

Add poll

Latest Discussion Posts Add



Frequently Asked Questions
By: Diana Kane , yesterday
 Here are some frequently asked questions along with their answers. As you prepare to present your session at AIHce 2022, what other questions do you have? ----- Diana Kane AIHA Falls Church VA ----- ...



AIHA Student and Early Career Professional AIHce EXP ...
By: Laurie M. Mutsaers, CAE , one month ago
 AIHA invites student and early career professional members to apply for a sponsorship to attend AIHce EXP 2022 , May 23-25-either virtually or in-person in Nashville, Tennessee. AIHce EXP 2022 is designed to support your continuing higher education ...

Announcements Add

AIHce 2022 Power Point Template
By: Diana Kane , 8 days ago ✎ 📄

As you prepare your presentation for AIHce 2022, be sure download the Conference Power Point Template. The link to its location on the Speaker page is here. It is also located in this Community's Library.


[Find the PPT here](#)

AIHce Speaker Resources ✎ 📄

By: Diana Kane , 29 days ago

Looking for guidance as you prepare for AIHce2022? Check out the online resources and information.

[AIHce 2022 Speak](#)



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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





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