



# Student Presentations

Presentation Preparation and Power Point/Handout Uploading

**Presented by:**

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**Diana Kane, Program Manager, Education**

**April 7, 2022**



# 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



# 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.



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

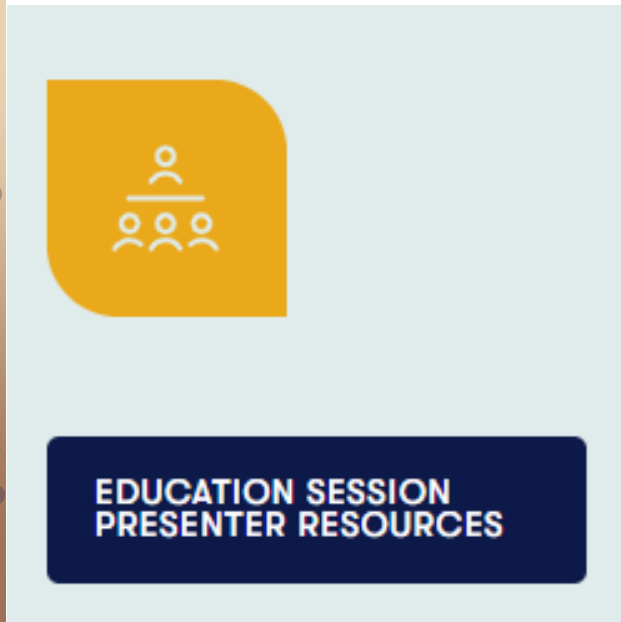
# Be Sure to Register for the Conference



REGISTRATION

- Student Presenters are required to pay the applicable full [registration fee](#) which is dramatically discounted for students.
- Register at [www.aihceexp.org/2022/register-2022](http://www.aihceexp.org/2022/register-2022)

# Education Session Presenter 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



# 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.

**All other audiovisual needs (including flipcharts, etc.) will be at the presenter's expense and must be arranged and paid for with our exclusive audiovisual provider. Order form will be posted online under Education Session Presenter Resources.**



Ed Session – Theater







# Online Speaker Ready Room

- Log in following the instructions in your acceptance email
  - 1. Complete Speaker Forms by April 8
    - Speaker Agreement
    - Speaker Delivery Form
  - 2. Complete your Bio and Upload a photo – prior to the conference



# Managing your speaker account

- Online Speaker Center
- (Link sent with acceptance email)
- <https://ww2.aievolution.com/aih2201/>

## 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!](#)


# Updating your password


# AIHceEXP2022

Advancing Worker Health & Safety

MAY 23–25 | NASHVILLE, TN

 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



# 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
- DEADLINE: April 8

## 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](mailto:dkane@aiha.org) with written notification as soon as possible but no later than March 2, 2022.

### \* Convention 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.

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 5 will not be accommodated.

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

### \* Speaker Signature

### \* Date

Submit



# Edit your Profile

## AIHCEEXP2022

Advancing Worker Health & Safety

MAY 23–25 | NASHVILLE, TN

[Dashboard](#)

[Diana Kane](#)

[Sign Off](#)

### Step 3 of 4: Edit Profile

The data was saved successfully.

\* - indicates a required item.

#### Profile Information

Password:

[Change?](#)

#### Contact Information

Prefix:

\* First Name:

Middle Name:

\* Last Name:

Suffix:

Credential(s):

\*\*Be sure to include any credentials you may have

\*\*Check that the email is one you check often

\*\*Can update anytime.

## AIHCEEXP2022

# Review your bio & add a photo

**AIHCEEXP2022**  
Advancing Worker Health & Safety

MAY 23–25 | NASHVILLE, TN

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*



## Speaker Center

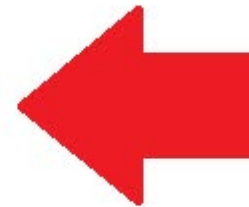
*To access speaker resources (once accepted), use the links below.*

➔ **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.



# Schedule

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

[Preview Schedule](#)

 - indicates a required item.

## Sun, 5/23

**Event Title:** PDC 201: Train-the-Trainer: Improving IH Exposure Judgments

**Type:** Professional Development Course

**Time:** 8:00 AM - 5:00 PM

**Location:** Kay Bailey Hutchison Convention Center Dallas, C141

**Role:** Lead Instructor

**PDC Logistics Form** 

Incomplete

**Session Delivery, Broadcasting, & Materials Form** 

Incomplete





# What makes a successful presentation?



# 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





# 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

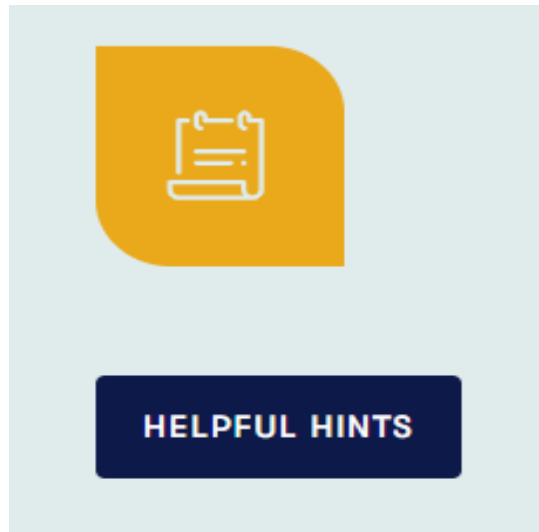
- Use **color** for emphasis, but use it sparingly
- Keep colors simple and remember some participants may be color-blind
- Light colors (white and **yellow**) should be used for text on dark backgrounds
- Dark color texts (black or blue) should be used on light backgrounds



# 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

# Helpful Hints for a Successful Presentation



- 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

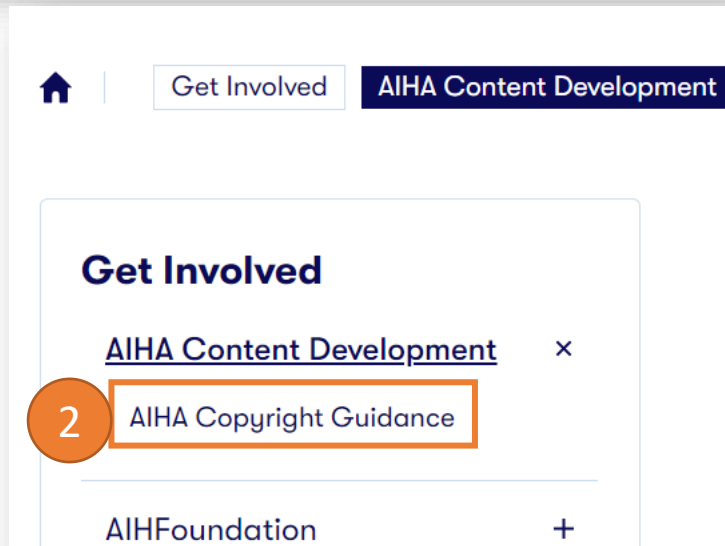
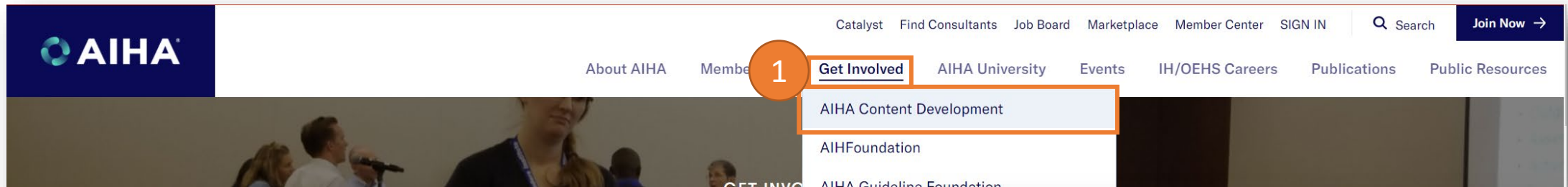


# AIHA's **NEW** Copyright Guidance



# Copyright Guidance and Agreement

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





# More Detailed Copyright Guidance

- Take time to review our webinar on copyright guidance that was given on February 17.
- You can find the [recording](#) and the [slides](#) from the **Presentation Preparation webinar** on the Speaker Toolkit page under **Helpful Hints**



# Presentation Management System



# 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



# 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.
  - Poll Everywhere
  - Easy Polls
  - Google
  - Survey Monkey
  - Direct Poll





# Student Presentations

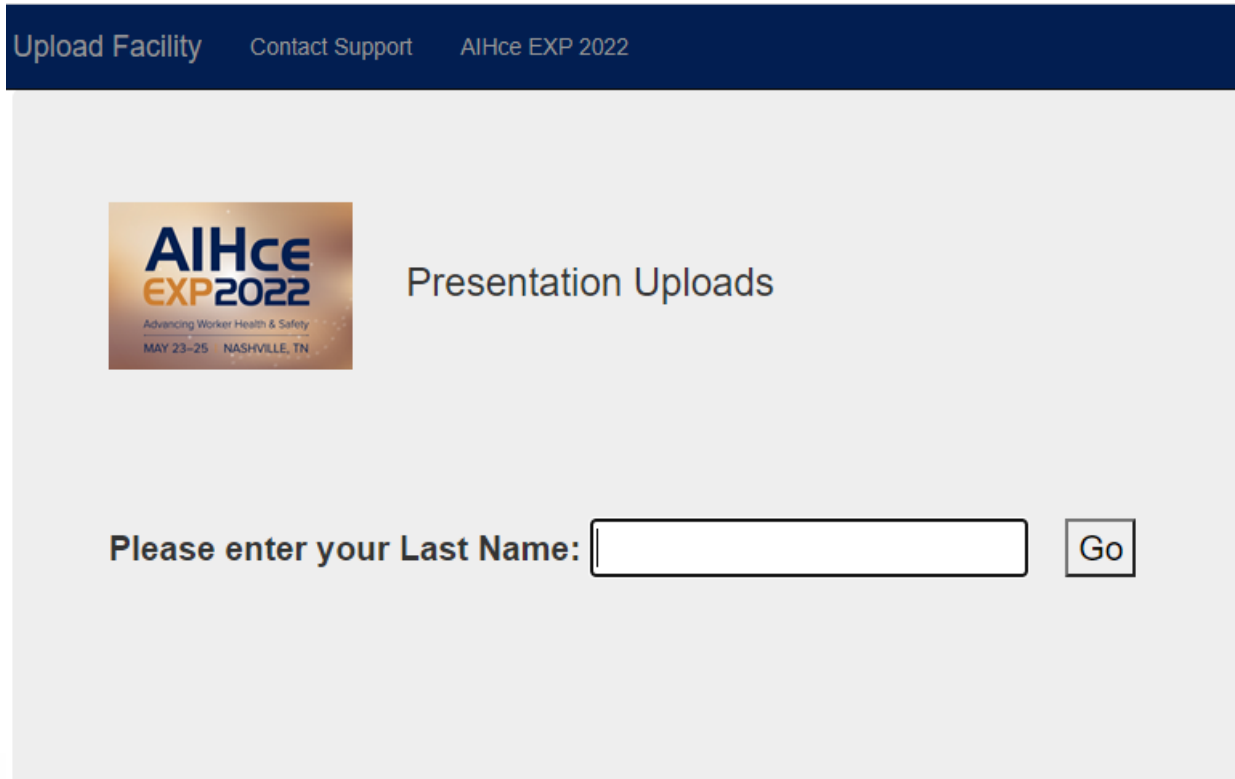
## Uploading Handout Materials

- PPTs must be upload at least one hour before your scheduled session time. Go to the Speaker Ready Room to do this
- Student presentations have the option to upload PDF copies of presentations 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: May 2**

# Student 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

# PPT & Handout File Upload



The screenshot shows the 'Presentation Uploads' section of the AIHCE EXP 2022 website. At the top, there is a dark blue navigation bar with links for 'Upload Facility', 'Contact Support', and 'AIHce EXP 2022'. Below this, the main content area has a light gray background. On the left, there is a logo for 'AIHCE EXP 2022' with the tagline 'Advancing Worker Health & Safety' and the dates 'MAY 23-25' and location 'NASHVILLE, TN'. To the right of the logo, the text 'Presentation Uploads' is displayed. Below this, there is a form with the label 'Please enter your Last Name:' followed by a text input field and a 'Go' button.

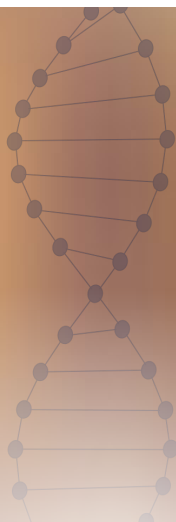
Visit the online  
Presentation  
Management System:  
<http://www.aihce.savpresentations.com/>

- Log in, search your last name, enter password (sent to you in a separate email)

# Presentations

Abelmann, Anders

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



**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 (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.**

# 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



# How will my session be evaluated?

## Evaluation Rating Scale

### Rating Scale

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





# Student Presentation 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**



# 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**

## 2022 AIHce EXP Speakers & Presenters

Settings

Community Home

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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. Mutdosch](#), 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](#)

# Questions?

**Diana Kane, Program Manager, Education**  
**dkane@aiha.org**  
**703-846-0753**

