AIHce EXP 2023 Preparing for On-Site

Room sets, logistics forms for PDC presenters, and convention center rules and regulations

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AIHce EXP Speaker Webinar Series

Series of webinars leading up to AIHce EXP 2023

- To assist you in navigating resources, websites, expectations, and deadlines

- To assist you in improving presentation skills

- To enable you to have the successful presentation at AIHce

More information, including webinar recordings:

visit **www.aihceexp.org**, click "Speak," then "Helpful Hints for a Successful Presentation"

Webinar Schedule

visit www.aihceexp.org, click "Speak," then "Helpful Hints for a Successful Presentation"

Webinar Day	Time ET	Topic
Tuesday 11/15/2022	2:00 PM	Managing Your Online AIHce Speaker Account - action items and due dates,
Wednesday 1/4/2023	**2:00 PM**	**Preparing for on-site at AIHce - room sets, logistics, forms for PDC presenters, and Convention Center rules and regulations**
Wednesday 2/22/2023	2:00 PM	Presenting at AIHce - uploading PPT, review of resources online, timeline, deliverables, copyright information
Wednesday 3/1/2023	2:00 PM	Promoting Your AIHce Session - spreading the word through social media
Wednesday 3/15/2023	2:00 PM	Pop-up Presenters - What to expect on-site, presentation preparation and handouts
Wednesday 4/5/2023	2:00 PM	Presenting Your Student Presentation at AIHce - PPT template and central uploading demo, review of resources online, on-site logistics
Wednesday 4/12/2023	2:00 PM	Presenting Your Professional or Student Poster at AIHce - format, printing options, author attend time, on-site logistics, and consideration for Student Poster Best in Show Awards
Wednesday 5/3/2023	2:00 PM	Understanding the Responsibilities of Moderators/Monitors at AIHce: timekeeping, speaker introductions, Q&A

Have You Signed Your Speaker Forms?

Each Presenter, Co-Presenter, Moderator, Monitor, Poster Presenter must complete

- Speaker Agreement

- Session Delivery Form *(one for each session in which you are involved)*

If you have not digitally signed BOTH forms, please do so Today!

Refer to the previous webinar recording or to the reminder email sent to you in November for details on how to access these forms

AIHce 2023 Format

- AIHce EXP 2023 will be an in-person event at Phoenix, AZ

- Select sessions will be broadcast virtually to a virtual audience

- All presenters are expected to attend and deliver their sessions in person at the conference

Presenter Dates to Remember

February 9, 2023 – Submission of all PDC logistics forms via the **online Speaker Ready Room** (*lead instructors only*)

March 13, 2023 – Review all content on the Speaker Toolkit section of the **AIHce EXP website**

March 19, 2023 –**Register** for AIHce EXP by this date for the Advance Rate

March 22, 2023 – PDC cancellation due to low registration *(If your course is in danger of being canceled, you will be notified at least 2 weeks prior.)*

March 31, 2023 – PDC handout materials due *(all handouts will be formatted/reproduced electronically and distributed by AIHA if received by this date)*

May 5, 2023 – Handouts distributed electronically to PDC students

May 8, 2023 – Optional for Education Sessions - Upload optional handout materials for attendees

May 20, 21, & May 25, 2023 – PDC presentation dates

May 22, 23, & 24, 2023 – Education Session presentation dates

Logistics for PDCs

- Room and AV Requests are due **February 9, 2023**.

- Logistics forms are available to lead instructors only; access by logging into your online account at: **https://ww2.aievolution.com/aih2301/**
  - **Next, click "Schedule" on your dashboard and scroll down to the PDC listing.**

- Link also available under **Speak**, then **PDC Presenter Resources** on the AIHce EXP website.

PDC Presenter Resources

access by logging into your online account at: https://ww2.aievolution.com/aih2301/

PDC Presenter Resources

access by logging into your online account at: https://ww2.aievolution.com/aih2301/

Standard PDC Room Set Includes:
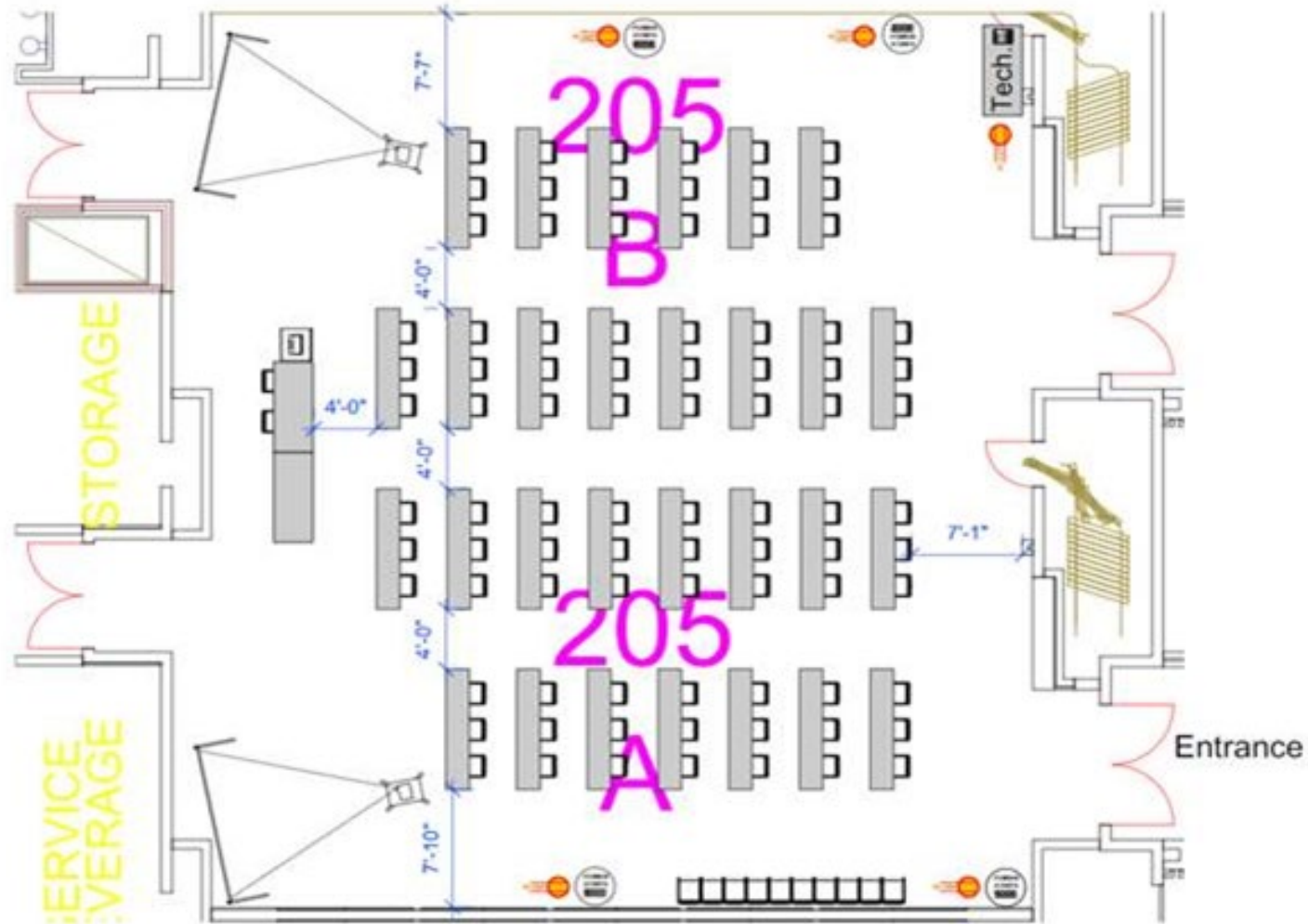
- Student seating (set in classroom style or small groups)

- LCD Projector

- Screen (sized appropriately for room dimensions and session capacity)

- Slide advancer with laser pointer

- Up to two wireless lavaliere microphones

- Charging station(s) for students (power will NOT be provided at each seat)

- 2 Head tables (1 for instructor seating and 1 for display space)

- *Note*: AIHce will **NOT** provide laptops for PDCs. Please bring your own laptop to present; connections will be provided.

All other audiovisual needs (including flipcharts, etc.) will be at the presenter's expense and must be arranged and paid for with AIHce EXP's exclusive audiovisual provider. Order form is posted online under PDC Presenter Resources.
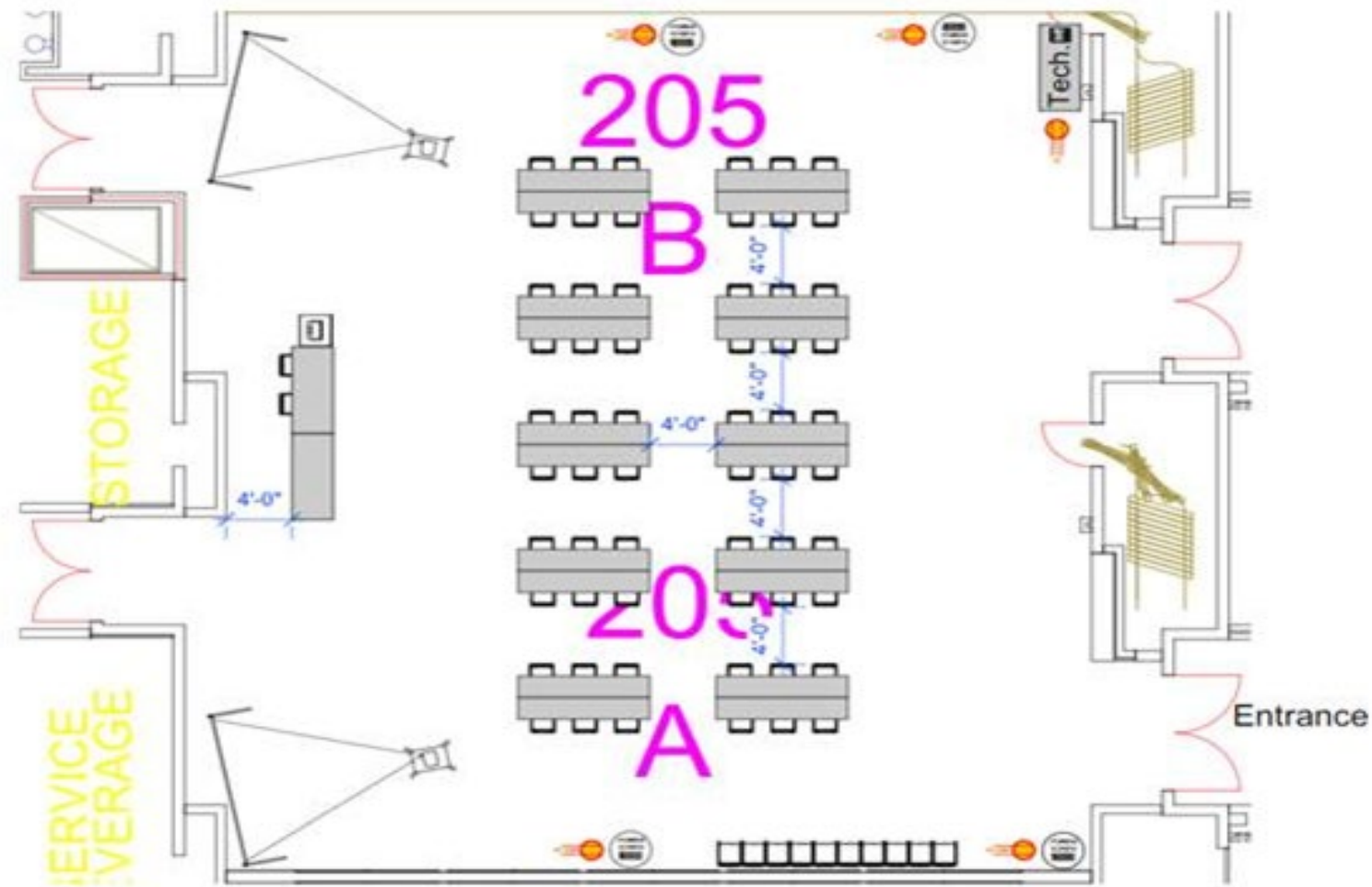
PDC - Classroom:

Education Session Presenter Resources

access by logging into your online account at: https://ww2.aievolution.com/aih2301/

Standard Education Room Set Includes:

- Attendee seating (set in 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
- Audience mics for Q&A
- 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 is posted online under Education Session Presenter Resources.

Ed Session – Theater

Conference PowerPoint Template

Speaker Ready Room

Speakers and Moderators for all education sessions (Monday through Wednesday) are highly encouraged to visit the Speaker Ready Room **at least one hour prior** to the start time of their session.

The room is equipped with computers and AV technicians who can assist with editing and uploading presentations. Speakers may use the Speaker Ready Room to tweak presentations, practice, review speaker biographies, and ensure the latest version of their PowerPoint Presentation is loaded to the Presentation Management System (available in March/April).

Hours *(Mountain Time)*

- Friday, May 19: 5:15 p.m.–7:00 p.m.
- Saturday, May 20: 7:00 a.m.–5:30 p.m.
- Sunday, May 21: 7:00 a.m.–5:30 p.m.
- Monday, May 22: 8:00 a.m.–4:00 p.m.
- Tuesday, May 23: 7:00 a.m.–5:15 p.m.
- Wednesday, May 24: 7:00 a.m.–3:00 p.m.
- Thursday, May 25: 7:00 a.m.–5:00 p.m.

Poster Presenter Resources

access by logging into your online account at: https://ww2.aievolution.com/aih2301/

Poster Set-Up and Tear Down

- You will need your name badge to set-up your poster, so stop at the **Registration Desk** first.

- Set-up hours for posters will be:
  - Sunday, May 21 from 12:00 p.m.- 5:30 p.m. MT
  - Monday, May 22, 7:00 a.m.-10:00 a.m. MT.

  Exact location within Center will be distributed via email prior to on-site arrival.

- You will receive the # of the bulletin board where you will hang your poster. Be careful that you do not hang your poster on any board other than the number to which you are assigned.

- Poster tear down hours will be:
  - Wednesday, May 24, 3:15 p.m.-5:00 p.m. MT.

  Note: if you do not dismantle your poster by 5:00 p.m. MT Wednesday, your poster will be discarded.

- All supplemental materials, including any handouts that support poster research or presenter business cards, must be distributed **on** your poster board. Tables will not be provided for posters.

- We encourage you to consider having your poster printed on recycled paper using environmentally friendly ink.

- Additionally, we encourage you to record a brief (5 min or less) video presentation of your poster to upload to the AIHce Virtual Platform so virtual participants can learn about your topic.

Poster Format

The hard copy posters will be displayed on VERTICAL bulletin boards. The interior, usable space of the board measures 45" (wide) x 91" (tall) The recommended dimensions of your poster are 43" x 78".

Have more to share? Try incorporating a QR code into your poster!

The main job of a poster is to provide audiences information on your research, but it can be a tricky balancing act to provide attendees with all the details while creating something visually pleasing.

Using a QR code on your poster will allow viewers a place to go to view more details, without taking up space with numbers and words. QR codes can also be used to share your contact information, social media accounts, a YouTube video you've posted about your study, additional images, or links back to a website.

Convention Center Rules & Regulations

- 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 Phoenix 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 that 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 PCC.

Note: requests received after April 3 will not be accommodated.

Next Speaker Webinar

Mark your calendars for your next Speaker Webinar:

Presenting at AIHce

uploading PPT, review of resources online, timeline, deliverables, copyright information

Wednesday, February 22, 2023, at 2 p.m. ET

Join at **www.aihceexp.org**, click on **Speak**,
then *Helpful Hints for a Successful Presentation*

AIHceEXP2023

Questions?

Education Sessions, Case Studies, Scientific Research, and Posters
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Professional Development Courses (PDCs) and Pop-Up Education
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Overall Conference/Safety Protocols
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