

**Presenter**

Edit | Remove  
Biographical Information

### **Co-Presenter(s)**

Add Co-Presenter

### **Moderator**

Minimum Moderator Required: 1 Add Moderator

### **\*Description**

Provide a clear summary of the information to be presented. Make specific note of pertinent tools or resources that will be shared. \*If selected, the description you provide will be listed online and may be edited for marketing purposes. (Limit 1500 Characters)

### **\*Learning Outcomes**

State specifically what knowledge and skills attendees should be able to demonstrate following the presentation. Learning outcomes must clearly support the presentation description and stand on their own as measurable, realistic, and attainable goals. (Limit 1500 Characters)

Each outcome should:

- Stand on its own as a measurable, realistic, or attainable goal/ function
- Be one sentence in length
- Appear/be listed in descending order of emphasis
- Illustrate skills to be developed
- Identify expected behaviors, concepts, and knowledge participants will be able to demonstrate and apply at the end of the session
- Have relevance to OEHS
- Begin with different verbs/words

### **\*Practical Application**

How will this help industrial/occupational hygiene professionals do their job better?

### **\*Topic**

Please select one primary topic area (required) and up to two secondary topics (optional). This information will be used to place sessions into appropriate tracks, for scheduling purposes and marketing.

Complete topic list can be found here: <https://aiha-assets.sfo2.digitaloceanspaces.com/AIHA/aihce/2022/2022-Topics.pdf>

**\* Primary Topic** *(Choose 1)*

**Secondary Topics** *(Choose Up To 2)*

### **\*Additional Information**

### **\*Consideration for Sunset Session and/or Pop-Up Education**

Sunset Sessions are held in the evening in the headquarter hotel and are one (1) hour in length. They are intended to be more interactive, and discussion focused with less emphasis on slides and data.

Pop-Up Sessions are short (25 minutes), interactive sessions, designed to deliver bite-sized, timely, targeted learning. These sessions are held outside of session rooms, in an open area of the convention center.

\* - indicates a required item.

\*Please indicate whether you would like this session to be considered for these sessions.

- ☐ Yes, I would like to be considered for a Sunset Session. I understand if I am selected, I will not be additionally scheduled for a one-hour education session on the main program.
- ☐ Yes, if not accepted for a one-hour education session, I would like to be considered for a Pop-up Education slot.
- ☐ No, I do not want to be considered for either a Sunset Session, or Pop-up Education. I only want to be considered for a one-hour education session on the main program.

### **\*Education Session Proposal Agreement**

Please read the following and check the acknowledgement at the bottom.

- All proposals must be submitted electronically via this online form.
- Proposals left in draft form at the time of the submission deadline will NOT be considered.
- By submitting this proposal, you agree that if it is selected, you and any co-presenters listed will present this session at AIHce EXP 2023.
- If there is an emergency that prohibits you from speaking, you are responsible for finding a replacement speaker to present your exact material. You must notify AIHA staff directly of any cancellations or presenter changes in writing.
- All education session speakers are required to register for AIHce EXP and are responsible for the arrangements and fees associated with their own registration, transportation, hotel lodging, meals, and any incidentals.
- It is understood that all accepted sessions will undergo editing to conform with AIHA editorial and marketing guidelines.
- The primary presenter acknowledges that if any copyrighted materials are used as part of the session, the presenters are solely responsible for securing permission for use from the copyright owner(s).
- It is understood that sessions are only to contain educational content and are not to be used for promotion of any products or services.
- All sessions at AIHce EXP are audio recorded and certain sessions may also be selected for broadcast to the online audience as part of Virtual AIHce EXP. Please contact AIHA staff directly if you have questions related to recordings.
- Submitters will be notified of decisions via email by the end of November 2022.

\* - indicates a required item.

### **\*I have read and agree to these guidelines.**

☐ Yes

### **\*Interactive Session Experience**

Including activities and participant driven discussion in your session can make an enormous difference in attendee engagement, retention of knowledge, and overall satisfaction. Involving your audience will make attendees feel like they are part of the conversation. We ask that you consider working one or more of the suggestions below in your presentation.

Please keep in mind the room will be set to maximum capacity (ranging between 100 and 400 people) in theater style seating. AIHA will not provide equipment or material other than that outlined in the speaker toolkit. No exceptions will be made.

\* - indicates a required item.

\*Please mark the option(s) below that that you will include in your session. We will publish these on your session's webpage on the conference website as well as in your session's listing in the mobile app to help attendees better plan their schedule and navigate sessions on-site.

- ☐ Polling – Using a web or application-based poll in your PowerPoint allowing attendees to vote on a question.

- ☐ Campfire – Campfire sessions begin a lot like a traditional presentation, with a speaker (or multiple speakers) at the front of the room presenting an idea to a group of people. After 15 or 20 minutes, however, the focus shifts from the presenter to the audience. For the remainder of the session, the presenter becomes a facilitator, inviting comments, insights, and questions from those around the room. This allows attendees to drive their own learning and share experiences with others, which also assists with networking.
- ☐ Quiz - Use a couple of your slides as quick “quizzes” that the audience answers. For instance, you could have the audience “fill in the blanks” in one or more of your slides.
- ☐ Demo - Perform a demo and have an audience member participate in it.
- ☐ Small Group Discussion - Divide your audience into small groups to discuss the topic among themselves and share with the larger group afterwards.
- ☐ Q&A – The typical Q&A session can be a quick (and often abrupt) end to a session when the speaker asks if there are any questions and the audience doesn’t respond; however, if you place it in the middle of a presentation, it can be a fantastic way to wake up your audience and invite a little participation. Even if you don’t answer questions right away, the unexpected invitation to ask a question can act as a trigger to encourage audience members to speak up.
- ☐ Unconferences – Unconferences are participant-driven. The agenda is created by the participants at the beginning of the session. It revolves around the overarching theme announced by the moderator, and it adapts to your specific attendees’ interests. The facilitator crowd-sources the topics from the audience, consolidates them, and then your attendees form discussion groups. In a nutshell, the intention of the unconference is to tap into the wisdom of the crowd.

**\* AIHce 2022**

\* - indicates a required item.

\*Was this presentation submitted and accepted for presentation for AIHce EXP 2022?

☐ Yes ☐ No

\*If yes, was this content presented as part of the virtual AIHce EXP 2022?

☐ Yes ☐ No

**\*Content Level**

\* - indicates a required item.

**\*What level would you consider your presentation content geared towards?**

- ☐ **Introductory:** Introduces an elementary or basic subject area. Participant expected to have zero (0) to two (2) years of experience in industrial hygiene or OEHS, or a technical career path. Prerequisite: general knowledge.
- ☐ **Intermediate:** Specific topics within a subject. The participant would have two (2) to ten (10) years of experience in industrial hygiene or OEHS and a good understanding of the subject area, but not of the specific topic presented. Prerequisites required: another course, skill, or working knowledge of the general subject.
- ☐ **Advanced:** Specific topic within a subject in detail. May cover current issues, involve complex calculations, analysis and synthesis, or evaluations/assessments of real-life scenarios Participant must have ten (10) or more years of experience in industrial hygiene or OEHS. Prerequisites required: working knowledge of the specific topic before the course.

**\*Virtual AIHce EXP and AIHce OnDemand**

\* - indicates a required item.

\*AIHA strives to deliver quality education both in person (face-to-face) and online. If your session is selected to be a part of AIHce EXP 2023, you will be considered for inclusion in the Virtual AIHce EXP program. This program live broadcasts select professional development courses and education sessions **from the in-person event**, allowing an audience across the world to be part of the learning experience online.

☐ Yes, I would like to nominate my session for the Virtual AIHce EXP 2023 program, with the understanding that I must attend in-person.

- ☐ No, I do not wish my program to be considered.

Please note, we record audio and slides from education sessions, (but not professional development courses), for inclusion in our AIHce EXP OnDemand program. If selected, we will ask for your permission to include your session in this program.

**\*Presentation History**

\* - indicates a required item.

\*Have you presented this information before?

- ☐ Yes ☐ No

If yes,

**\*Please Check All That Apply**

- ☐ 2022 - Nashville, TN  
☐ 2021 - Virtual  
☐ 2020 - Virtual  
☐ 2019 - Minneapolis, MN  
☐ 2018 - Philadelphia, PA  
☐ 2017 - Seattle, WA  
☐ 2016 - Baltimore, MD  
☐ 2015 - Salt Lake City, UT  
☐ 2014 - San Antonio, TX  
☐ 2013 - Montreal, QC, Canada  
☐ 2012 - Indianapolis, IN  
☐ AIHces prior to 2012  
☐ Another conference: (please list conference name and year)

**\*Specialized Track Opportunities**

\* - indicates a required item.

***Academic Track***

\*The Academic Track at AIHce EXP is designed to provide targeted education offerings for IH/OEHS students and young professionals to help enhance their career goals.

Please indicate whether your session provides specialized content for students or young professionals:

- ☐ Yes, my session content is geared toward students and young professionals, and I would like to be considered for the Academic Track.  
☐ No, my session content is not targeted to students or young professionals.

***Laboratory Sampling and Testing Track***

\*The Laboratory Sampling and Testing Track at AIHce EXP is a selection of education courses and sessions developed for laboratory personnel and persons interested in improving their knowledge of laboratory sampling, testing and analysis.

Please indicate whether your session provides specialized content for laboratory professionals:

- ☐ Yes, my session content is geared toward lab professionals, and I would like to be considered for the Laboratory Sampling and Testing Track.  
☐ No, my session content is not targeted to lab professionals.