Learning Pavilion Session Presentation
Proposal Worksheet

Please note: _This document is to be used to prepare your submission data only. All submissions must be entered in the online submission portal:_ https://ww2.aievolution.com/aih2301/ **_no later than March 15, 2023._**

Learning Pavilion Session (60-minutes) – These are sessions addressing topics within OEHS and are delivered in any format from traditional lecture, interactive problem solving, and more. We encourage sessions that involve the participants and create an engaging education experience. Learning Pavilion Sessions can involve a single presenter or up to a **maximum of three** presenters.

*Title
The title should be clear and concise. *If selected, the title provided will be listed online and in printed materials. It may be edited for marketing purposes. Limit of 500 characters.*

*Presenters
Click below to add the presenter*, any co-presenters and the session moderator*.

Please note, there is a maximum of two (2) co-presenters, for a total of 3 presenters for the one- hour session. Biography is required for all presenters and moderator. If you do not have the biography information you can add a placeholder. If accepted each presenter and moderator will have the opportunity to update the biography and add a headshot.

 *Required

A Presenter must be defined for this proposal. Are you the Presenter?

Yes	No

Presenter
Presenter Name
Edit | Remove
Biographical Information

Add Biographical Information

Biographical Information
* - indicates a required item.
*Biographical Information:

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Remaining: 2000

Presenter

Edit | Remove
Biographical Information

Co-Presenter(s)
Add Co-Presenter

Moderator
No Moderators have been submitted.

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

*Learning Pavilion 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 in-person at AIHce EXP 2023.
- If there is an emergency situation 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 Learning Pavilion 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.
- Submitters will be notified of decisions via email by April 2023.

* - 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.

*Virtual AIHce 2021
* - indicates a required item.
*Was this presentation submitted and accepted for presentation for 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' 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.

*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 have the option, for an additional fee of $500, to purchase presentation space within the EXP+ program. This program will feature pre-recorded sessions that can be viewed during the event, allowing an audience across the world to be part of the learning experience online at their leisure.

◉ Yes, if accepted, I would like to submit a pre-recorded version of my Learning Pavilion Session to be included in the EXP+ and AIHce OnDemand programs at an additional fee.

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

Please note: we also 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)