

# TECHNICAL REVIEW PROCESS FOR AIHce EXP 2020

Rhonda Kauffman, CIH, CSP, CHSP  
Vice Chair, Continuing Education Committee

Rob Rottersman, MS, CIH  
Chair, Conference Program Committee

## Important AIHce 2020 Dates

- **July 8** – Call for Proposals opened
- **July 1 – August 12** – Call for Technical Reviewers
- **September 18** – Proposal Submission **DEADLINE** (for PDCs, education sessions, case studies, scientific research, professional posters & SPARKtalks)
- **September 23 - October 4** – Volunteer groups online technical review period
- **October 7 – 18** – Continuing Education Committee review period
- **October 7 – 21** – Conference Program Committee Review Period
- **November 2019** – Acceptance notifications sent to presenters
- **December 2019** – Registration opens

## Call for AIHce EXP 2020 Technical Reviewers

- A technical reviewer serves as the subject matter expert and reviews submissions to ensure they are scientifically sound, innovative, and relevant to the profession
- Review is bi-level with two phases (technical reviewers and CPC/ CEC)
- The technical review process occurs prior to the CPC/ CEC reviews and assists the committees in selecting the final content to be presented as the 2020 education program

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## Technical Review Logistics

- Review is conducted entirely online and will be open **September 23 to October 4, 2019**
- The review process is blind, and no submitter information will be shared
- The time commitment, per proposal, is approximately 15-20 minutes, and will vary, depending on the number of submissions received in your topic area
- Most topics receive a handful of proposals (5-10 total), while more popular topics, like Risk Assessment, could have many more reviews to complete (50-100 total)
- Accurate count of proposals in each topic area cannot be provided until the submission deadline has passed

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## Technical Review Instructions

- We ask each volunteer group to submit the names of 4 reviewers and 2 alternates by **Monday, August 12**
- We need a minimum of 2 reviewers for PDCs and 2 for the education program (the same 2 volunteers can review both PDCs and education submissions), and an alternate for each in any given topic area
  - This is the **minimum** number needed, but more can volunteer to review if desired
  - You can volunteer to review PDCs or education sessions, or both (please specify at the time of volunteering)

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## Technical Review Instructions

- If volunteer names are not supplied by volunteer groups, we will ask committee leadership (Chair and Vice Chair) to assume review responsibility for each committee
- This is your committee's opportunity to help select the content offered at the 2020 conference

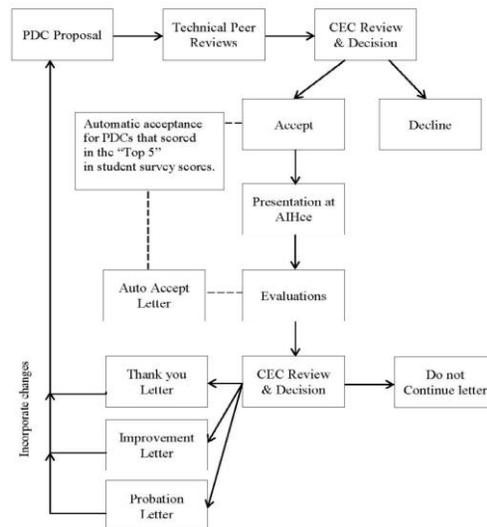
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# AIHCEEXP2020

Advancing Worker Health & Safety : JUNE 1 - 3 : ATLANTA, GA

- Professional Development Courses
  - Will be held on Saturday, Sunday, and Thursday
  - Half-day, one-day, and two-day formats
  - Selections made by Continuing Education Committee

## PDC Review & Selection Process Flow Chart



## PDC Volunteer Group Technical Review Process

- Prior to reaching the CEC, the submissions assigned to volunteer groups, according to their topic area, for technical content review.
- These reviews are factored into the CEC quantitative review process.
- For 2020, this review is scheduled for September 23 – October 4, 2019.
  - A call for reviewers (4 members from each VG + 2 alternates) is open now, thru August 12, 2019.

## How are PDCs scored?

- **Is the topic is relevant to OEHS?**
- **Is the topic: New/Emerging, Core/Foundational, Waning (Rating 1-5)**
- **The proposal has a sound technical basis**
- **Course description is clear and concise**
- **Learning Outcomes are appropriate for level**
- **Outline describes the content appropriate for selected course level (introductory, intermediate, advanced) and selected learning level(s) (novice, competent, experienced, expert)**
- **Recommendation:** (Suggest that the CEC ACCEPT or REJECT the proposal)
- **Comments:** (Open text box)

*The evaluation is conducted in a uniform manner using a format, which results in a quantified rating for each proposal.*

## How does the CEC review PDCs?

- Each proposal is evaluated by at least two members of the CEC to assure that it is relevant to the profession, titled properly and meets its stated objectives. Course outline and teaching methods are critiqued and presenter credentials/biographies are reviewed.
- The Committee then considers all proposals and their ratings in light of program topical balance, educational needs expressed by member surveys, and the AIHA's strategic goals.
  - For courses previously conducted, the major factor in the review are the student evaluations.

## How are PDCs selected?

- Wide range of topics representing field of IH
- 40% introductory, 50% intermediate, and 10% advanced
- 75% full day, 15% half day, 10% two day
- One PDC addressing each of the CPAG content priorities
- At least 25% new courses each year.
- Top 5 courses from the previous year (based on ratings and attendance) automatically accepted
- Final selections are limited by the number of rooms available to us at the convention center.

## Why would the committee not accept a PDC proposal?

Many more proposals are submitted than can be accommodated at the AIHce EXP. There are several reasons for not selecting a particular course.

### Examples include:

- relevance to the members
- accuracy of technical information presented
- previous student evaluations
- overabundance of course offerings in one area
- content similar to another course
- need for course rotation
- simply lack of interest by the members at large



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# AIHce EXP 2020

Advancing Worker Health & Safety · JUNE 1 - 3 · ATLANTA, GA

- AIHce Education Sessions
  - Will be held Monday, Tuesday, and Wednesday
    - Scientific Research (20 min)
    - Case Studies (20 min)
    - Technical Sessions (1 hour)
    - SparkTalks
    - Professional Posters
    - Student Posters
    - Student Presentations (Academic Track)



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## How are proposals reviewed?

- Technical committees review
  - September 23 – October 4, 2019
    - A call for reviewers (4 members, +2 alternates from each VG) is **open now thru August 12**
- Conference Program Committee review
  - October 7-October 21
- Scores from separate groups are tabulated
- Comparison of scores forms basis for discussion by CPC
- Final selections made by November

## How are proposals scored?

*(1–Strongly Disagree to 5–Strongly Agree)*

- This presentation will be of interest to the AIHce audience
- The content of this session is current and relevant to OEHS professionals
- This proposal is clear, well-organized, and well-written
- This presentation should be accepted for AIHce

## Selection Process

- Ratings from previous conferences used to inform the selection process
- Data from AIHA surveys will help identify popular topics
- Tracks will be identified based on accepted proposals/ spread of topics

## Session Arranging

- Three individual case study or scientific research presentations (20 minutes each) comprise a single one hour session
- Conference Program Committee will arrange combined sessions based on content
  - AIHA staff will ask Volunteer Groups for names of Moderators for any combined sessions in their topic area

## Multiple Part Sessions

- Option to submit two proposals with the same title, identified as Part 1 or Part 2
- Each Part can have a maximum of 3 speakers (maximum session total of 6 speakers)
- The two Parts should have different content and presenters
  - Conference Program Committee may decide to accept only one of them

## Proposal Selection Process

- Proposals not selected are considered for posters, webinars, *Synergist* articles, etc.
- Intent is to have an open process with wider participation in order to select the best content for AIHce EXP

## AIHA Education Needs Assessment Findings

- Align education with demand
- Levels of education should be considered
- Create tracks to help with planning AIHce experience
- Experiment with new engagement approaches
- Identify how education helps IHs in terms of work and career

## Content Priorities 2020-2025

- Big Data & Sensor Technology
- Communicating IH Concepts
- Changing Workforce
- Exposure Banding
- Total Worker Exposure

## Committee Award Lectures

- Any AIHA committee that wants a committee award lecture on the program must have all content finalized and submitted by the deadline of September 18, 2019, 11:59pm Eastern, no exceptions
  - The CPC will review these submissions based on the same criteria as all of the other session types and there is no guarantee of acceptance
- All content needs to be in final form, nothing “to be determined”
- These sessions will be accepted based on merit of content and should not be focused on the award itself
- For any committee award that is accepted on to the education program, the committee award name cannot be listed in the title
  - List the title in the session description instead

## Proof of Participation

- Per ABIH, this activity would fall under the pro-bono activity, (.5 points for each 40 hours)
- AIHA will issue you a letter of participation in late October and list the # of reviews you completed for proof for ABIH

Thank you for your support!



For weekday education: Kathryn Christoe, [kchristoe@aiha.org](mailto:kchristoe@aiha.org)

For PDCs: Erin Breece, [ebreece@aiha.org](mailto:ebreece@aiha.org)