



HEALTHIER WORKPLACES | A HEALTHIER WORLD

AIHA Content Channel Policy Document

Approved November 2020, Revised January 2026

Purpose: This document outlines the policies, content channels, submission guidelines, and approval processes for members creating and proposing content for publication through AIHA.

Introduction & Mission: AIHA's mission includes providing cutting-edge educational and training resources that help members protect and improve occupational and environmental health and safety (OEHS). As we continually seek creators who can provide well-informed content to our audiences, we invite members to submit their ideas.

Collaborating with AIHA offers professionals and students excellent opportunities to publish creative intellectual works, nurture new skills, and advance their professional development. This is a chance to have your work noticed by peers, exchange ideas, earn CE credit hours, and establish yourself as an expert. Creators should cover new, relevant developments in the OEHS field or in-depth, technically sound subjects with broad appeal and practical application.

Before You Propose an Idea

When you are ready to propose your idea for new AIHA content, consider the following questions:

- What new information are you trying to convey?
- Why is it essential to AIHA and the OEHS profession?
- Is there an existing gap in AIHA content and education?
- Who is the intended audience?
- Why would this audience be interested?
- What type of content channel works best for this piece and its audience?
- Who might want to work on this idea with you?

Creator's Responsibility

You are responsible for the integrity of your content. All content submitted for publication must be free of plagiarism and include properly documented sources in APA format. You are responsible for providing proof of permission to use previously published or copyrighted material, including photos and graphics.



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Table of Contents

Content Channels	3
<i>Publications</i>	3
Framework	3
Book	3
Fact Sheet	4
Guidance Document	4
Position Statement	5
White Paper	5
eLearning and In-Person Education AIHA University Webinar	6
Conference Presentation	6
Professional Development Course	7
Standalone Virtual Professional Development Course	7
<i>Articles or Blogs</i>	8
Article in The Synergist	8
SynergistNOW BlogPost	9
<i>Videos</i>	9
<i>Other Products</i>	10
Document Translation	10
Tools	10
Submission and Approval Process Guidelines	11
<i>Submission Guidelines</i>	11
<i>Publications and Videos</i>	12
For NEW Content Proposals	12
For EXISTING Content Proposals	13
Time-Sensitive Projects	14
Peer Review Process	14
<i>AIHA University Webinars</i>	15
<i>Conference Presentations and Professional Development Courses</i>	16
For Conference Presentations	16
For PDCs	17
<i>Articles or Blogs</i>	19
The Synergist and SynergistNOW	19
Journal of Occupational and Environmental Hygiene	19
<i>Other Products</i>	19
Document Translations, Tools	19



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Content Channels

Content channels are the media through which you share and promote your content. The channels you use to deliver your ideas will vary based on your audience. When it comes to making your idea a reality, deciding which content channel to use can be challenging. This document will outline the various channels available for distributing your content.

When submitting your proposal for review, you may choose one primary channel along with additional channels through which your content will be delivered.

Publications

Framework

Description: Framework documents consist of complete sets of concepts, terms, and activities that make up a specific professional domain as defined by an academic or professional body. This format is useful for sharing knowledge in a particular area and how an individual is expected to master it to be considered or certified as a practitioner.

Target Audience: OEHS audience.

Right for Me? Choose this format if you are looking to create content that outlines the knowledge, skills, and abilities an individual should possess and demonstrate to work successfully in a particular field or industry.

Format Outline:

- Page count: 20 pages or less
- Lists the knowledge, skills, and abilities required to work in a particular field or industry
- Serves as the first step in the development of a registry, certificate, or training program
- Includes references in APA style to support content

Book

Description: A book distributes academic research or professional developmental information.

Target Audience: OEHS audience.

Right for Me? Choose this format if you are looking to create content in greater depth than what is possible through a fact sheet, guidance document, or white paper, including specific knowledge and methodologies.

Format Outline:

- Page count: depends on content and format (e.g., is it a guideline, field manual, college textbook, or other specific purpose?)



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- Can be released as an EPUB or as a physical, hardcover copy
- Includes references in APA style to support content

Fact Sheet

Description: Fact sheets present data in a format that emphasizes key points concisely, usually using bullet points, headings, or tables. Fact sheets often contain technical data, lists, statistics, educational material, or how-to advice. On occasion, they may summarize a longer document. Fact sheets can also be presented visually as infographics.

Target Audience: OEHS professionals or the general public.

Right for Me? Choose this format if you are writing on a particular topic to inform a specific audience with high-level knowledge of it.

Format Outline:

- Page count: 5 pages or less
- Should be visually appealing, comprised of tables, charts, graphs, and bullet lists of supporting facts
- Summary of the most critical information should be brief and concise
- Cite sources or attributions in APA style and include links to further information

Guidance Document

Description: Guidance documents suggest best practices and provide non-binding advice that follows a prescribed procedure or process. Guidance documents should be viewed only as recommendations unless specific regulatory requirements are cited.

Target Audience: OEHS or public audience.

Right for Me? Guidance documents reflect AIHA's and its members' current thinking on a particular subject. Choose this format if you want to document the way activities should be performed to facilitate consistent conformance.

Format Outline:

- Page count: 30 pages or less
- Provides broad advice for following a procedure or process
- Includes a brief statement of purpose to clarify the reason for the document's creation, which also refers to any directly related document (e.g., a policy or regulation the document supports)
- Includes **no mandatory statements**; these belong in a policy, procedure, or standard document
- Sometimes may be best structured as FAQs or bulleted lists
- May provide more extensive guidance or advice for best practices



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- Includes references in APA style to support content
- May include infographics

Position Statement

Description: Position statements are short statements that reflect the association's stand on a particular viewpoint or issue related to occupational and environmental health and safety.

Note: Position statements must be preceded by the development of a corresponding white paper. Once approved, the position statement may be added to the White Paper's executive summary.

Target Audience: OEHS or public audience.

Right for Me? Choose this format if you feel the association should take an official position on an issue related to a mission-critical topic.

Format Outline:

- Page count: 2 pages or less
- States the official position of AIHA
- Includes a rationale in support of the position

White Paper

Description: White papers are persuasive, in-depth reports or essays that include executive summaries, are supported by scientific research, and are written to educate the target audience on an issue or explain and promote a particular methodology. White papers are meant to help readers understand an issue, solve a problem, or make a decision.

Target Audience: OEHS or public audience

Right for Me? A white paper is a research report or guide that helps solve a problem. Choose this format if you intend to educate readers by presenting a new or different perspective.

Format Outline:

- Page count: 30 pages or less
- Includes an executive summary that outlines the white paper's main points, including any recommendations and crucial data that support them
- Should be visually appealing, with features like diagrams, charts, graphs, examples, case studies, infographics, and tables
- Includes reference list in APA style to support content



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eLearning and In-Person Education

AIHA University Webinar

Description: AIHA University webinars are live, virtual educational sessions that use audio and visual communication between a speaker and their audience.

Target Audience: OEHS or public audience

Right for Me? Choose this format if you want to share OEHS information, trends, technology, and best practices with a live audience outside of our AIHA Connect conference program.

Format Outline:

- Presenters may typically choose a 60, 90, or 120-minute time limit
- Format Options:
 - Interview: A moderator interviews an OEHS expert on a topic using prewritten questions
 - Panel: A moderator facilitates discussion on a topic by a panel of up to three experts who offer different perspectives
 - Presentation: One or more experts speak on a topic; typically, each speaker presents on a separate aspect within the topic
 - Q&A: Presenters must allow time for learner questions during or at the end of the presentation

Conference Presentation

Description: AIHA Connect presentations are opportunities to share data and information through educational sessions, case studies, scientific research presentations, pop-up presentations, or poster formats.

Target Audience: OEHS or public audience.

Right for Me? Choose this format if you want to share OEHS information, trends, technology, and best practices with a live or virtual audience at AIHA's annual AIHA Connect conference.

Format Outline:

- **Case Studies & Scientific Research:** 30 minutes in length, featuring a single presenter. Your presentation will be paired with another speaker's 30-minute presentation on a similar topic for a single 60-minute "Research Roundup" session.
 - *Scientific Research:* Focuses on basic mechanisms of chemical, physical, or biological agents based on lab or field research. Abstracts must include a research objective, detailed methods, results, and data-driven conclusions.
 - *Case Studies:* Takes a problem-solving approach to real-world situations. Abstracts on instructional topics (e.g., new methodology) belong here. You must clearly present the problem, resolution, results, and lessons learned.



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- **Educational Sessions:** 60 minutes in length, involving 1–3 presenters. These address OEHS topics via lectures, interactive problem-solving, or other formats. We encourage attendee participation and engaging experiences
- **Pop-up Sessions:** 25 minutes long, featuring 1–3 presenters. These are short, interactive sessions held in open areas of the convention center to deliver targeted education in timely doses
- **Professional & Student Posters:** Visual summaries of research designed to generate discussion and feedback from conference attendees

Professional Development Course

Description: Professional Development Courses (PDCs) are held immediately before and after AIHA Connect. PDCs are live events that include in-person and sometimes virtual attendees. Similar to a workshop, they can involve lectures, discussions, problem-solving, or hands-on exercises.

Target Audience: OEHS audience.

Right for Me? Choose this format if you would like to deliver an in-depth, intensive, formal learning experience designed to broaden knowledge and enhance technical competence.

Format Outline:

- Duration Options:
 - Half-day (4 hours)
 - Full-day (8 hours)
 - Two-day (16 hours)
- Presenters: There is no restriction on the number of presenters.

Standalone Virtual Professional Development Course

Description: Virtual PDCs are held throughout the year, allowing for professional development outside of AIHA Connect. These are live events with virtual presenters and virtual attendees. Similar to a workshop, they can involve lectures, discussions, problem-solving, or hands-on exercises.

Target Audience: OEHS audience.

Right for Me? Choose this format if you would like to deliver an in-depth, intensive, formal learning experience designed to broaden knowledge and enhance technical competence without travel requirements.

Format Outline:

- Duration Options:
 - Half-day (4 hours)
 - Full-day (8 hours)



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- Two-day (16 hours)
- **Presenters:** There is no restriction on the number of presenters.

Articles or Blogs

Article in the Journal of Occupational and Environmental Hygiene (JOEH)

Description: The Journal of Occupational and Environmental Hygiene is a peer-reviewed publication available in print and online that aims to enhance knowledge and practice in occupational and environmental hygiene and safety.

Target Audience: OEHS audience.

Right for Me? Consider submitting to JOEH if you are interested in writing an article that discusses ideas, methods, processes, and research in the core and emerging areas of occupational and environmental hygiene.

Format Outline:

- Article Types: JOEH publishes five types of articles: technical manuscripts, short reports, review articles, commentaries, and letters to the editor.
- More Info: Detailed descriptions of these article types are available on the JOEH website.

Article in The Synergist

Description: *The Synergist* is a monthly magazine that provides readers with detailed news and information about the occupational and environmental health and safety fields and the industrial hygiene profession.

Target Audience: OEHS audience.

Right for Me? Consider submitting to the *Synergist* if you have practical information that will be helpful to working industrial hygienists and OEHS professionals, or if you have an opinion or viewpoint on a current OEHS topic you would like to share. Authors of other AIHA publications (such as fact sheets, guidance documents, and white papers) should consider submitting a *Synergist* article on their topic to increase its visibility.

Format Outline:

- Word Count:
 - Feature articles: Typically 2,000–3,000 words.
 - Columns: Typically 600–1,400 words.
- Assignment: The editors of *The Synergist* will assign a specific word count to your article based on the space available in a given issue.



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SynergistNOW Blog Post

Description: *SynergistNOW* blog posts are typically short, informative pieces of writing on a timely topic of potential interest to audiences beyond AIHA's core group of OEHS and IH professionals. Blog posts may or may not incorporate the author's viewpoint or opinion.

Target Audience: OEHS or public audience.

Right for Me? Consider submitting a blog post to *SynergistNOW* if your topic may interest members of related organizations beyond AIHA's membership.

Format Outline:

- Length: *SynergistNOW* posts are similar to *Synergist* columns and are typically between 600 and 1,000 words.
- Republication: Occasionally, posts published initially on *SynergistNOW* may be subsequently republished in *The Synergist* magazine

Videos

Description: AIHA accepts videos that provide OEHS information through a visual medium, either live-action or animation.

Target Audience: OEHS audience.

Right for Me? Choose this format if you want your topic, idea, or other content to have high exposure on various social media channels. Explainer videos are highly effective for sharing important information on issues, processes, concepts, research, analysis, and other content, and can take many forms.

Format Outline:

- **Animated Videos:** These use infographics, characters, stock images, and visual tools to bring data to life. This format simplifies complex OEHS information, making it accessible to public audiences with limited technical knowledge.
 - Length: 15-60 seconds (social media) to 3+ minutes (evergreen web content).
 - Cost & Effort: Moderate cost; typically requires the longest production lead time due to the animation process.
- **Live-Action Videos:** These feature real people and locations, using visual storytelling to create a sense of intimacy and familiarity between the viewer and the subject. This format is best for communicating human-centric stories or demonstrating physical tasks.
 - Length: 30-60 seconds (social media) to 15+ minutes (evergreen web content).
 - Cost & Effort: High cost; requires significant lead time to coordinate people, locations, and equipment.
- **Casual / Self-Recorded Videos:** Typically involves an individual recording themselves sharing information via a smartphone (e.g., "selfie-style"). This format prioritizes authenticity and speed over high production value. It is best used for personal social media channels where AIHA is tagged.



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- Length: 10 seconds to 2 minutes.
- Cost & Effort: Minimal cost; very short lead time, but quality is variable and content usually has a short lifespan (not evergreen).

Other Products

Document Translation

Description: AIHA members with strong foreign language skills are invited to translate existing publications into other languages.

Target Audience: OEHS audience.

Right for Me? Choose this format if you are looking to use your foreign language skills to promote effective communication in the international community of OEHS professionals.

Format Outline:

- Existing publications are to be translated, in order of priority, into Spanish, Portuguese, and Mandarin

Tools

Description: Technologically astute AIHA members are invited to create user interface applications that reflect a scientific method and provide practicing OEHS professionals with quick and easy access to information that helps them evaluate and control hazards in the workplace.

Target Audience: OEHS audience.

Right for Me? Choose this format if you are looking to develop electronic tools to assist OEHS professionals in collecting, evaluating, and controlling workplace hazards.

Format Outline:

- Electronic tool formats include, but are not limited to, decision logic spreadsheets and mobile apps



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Submission and Approval Process Guidelines

Content development and approval processes are guided by the Content Portfolio Advisory Group (CPAG), which operates under its charter to provide input and advice to the AIHA Board.

To establish content priorities, AIHA staff conduct environmental scans every five years to identify emerging trends, member needs, and industry gaps. CPAG reviews these findings and works with the Board to set strategic content priorities that reflect the most critical needs in the OEHS profession. All content proposals are evaluated against these priorities to ensure AIHA's resources are directed toward the most impactful initiatives.

Submitters are strongly encouraged to review the CPAG [Content Priorities Summary Document](#) when developing proposals to understand how their work aligns with these priorities.

Submission Guidelines

Ready to submit your idea? Ideas can be submitted to AIHA using the Content Proposal Form.

Exception for Events: Proposals for in-person teaching opportunities (such as PDCs and AIHA Connect sessions) are submitted during the annual Call for Proposals, which usually opens in June and closes in September.

Once a proposal is submitted, an AIHA staff member will review it and may contact you if clarification is needed. Additional steps may be necessary depending on the type of product you are looking to develop.

For publications and webinars, please check AIHA University before submitting a proposal to avoid duplicating products we already offer. You may also want to contact us about product viability before submitting a proposal, as we understand our market and can help you refine your idea.

Select a content channel category below to view details on the approval process:

- [Publications and Videos](#)
- [AIHA University Webinars](#)
- [Conference Presentations and Professional Development Courses](#)
- [Articles or Blogs](#)
- [Other Products](#)



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Publications and Videos

For NEW Content Proposals

Step 1: Concurrent Review and CPAG Scoring: The proposal is reviewed concurrently by CPAG members, AIHA staff, the VG Chair, and the Board Liaison. CPAG evaluates proposals based on their alignment with AIHA's mission, content priorities, feasibility, measurable outcomes, and strategic plan priorities. AIHA staff assess proposals by strategically considering resource allocation and current market demands.

The feedback is scored collectively. The scoring outcomes are as follows:

An overall average score of ≥ 3.5 is a recommendation for the Board to approve the proposal.

An overall average score of < 3.5 indicates the proposal is not recommended for Board approval.

Step 2: Board Review and Final Decision (For Publications and Videos EXCEPT Position Statements): Proposals, along with their scores and recommendations, are sent to the AIHA Board for review and final decision-making. The Board considers the collective group's evaluation and recommendation as advisory input. Depending on the complexity of the issue, the Board may decide by electronic ballot (generally within five business days and requiring unanimous agreement) or defer discussion until its next scheduled meeting. If a Board member recuses themselves, this does not count against the unanimous agreement provision. That is, if the remaining members are all in agreement, the proposal is approved.

There are two possible outcomes during this review stage:

- A. The AIHA Board approves the project. If the proposal does not require funding, the project leader and the originating volunteer group may begin work. If the proposal is approved and requires funding, then the volunteer group officer will submit a funding request by July 1.
- B. The AIHA Board disapproves of the project. In this case, the project leader may submit a new proposal that addresses, eliminates, or mitigates the Board's concerns.

Step 3: Communication of Final Decision: Staff communicate the final decision to all stakeholders who provided input on the Board's decision.

For Position Statements (NEW):

Step 1: All proposals for NEW position statements must first be preceded by the development and approval of a corresponding white paper (which goes through the standard CPAG/Board approval process for new publications).

Step 2: Once the white paper is approved, the position statement proposal undergoes an initial high-level review by CPAG. CPAG assesses whether the approved white paper or other necessary background content adequately supports the proposal. CPAG provides advisory feedback at this stage.

Step 3: Following CPAG's initial review, the position statement proposal is sent to the AIHA Board for review and approval to proceed with development.



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Step 4: After the Board approves the proposal, the project team develops the position statement document.

Step 5: Once the position statement document has been drafted, CPAG reviews the draft to ensure it aligns with the approved proposal and supporting materials. CPAG provides feedback and recommends the final draft to the Board for approval.

Step 6: The final position statement document must be reviewed and approved by the AIHA Board prior to publication.

For EXISTING Content Proposals

CPAG's Advisory Role for Existing Content: For existing content undergoing scheduled five-year reviews or ad hoc updates, CPAG's role is advisory rather than decision-making. CPAG provides feedback on alignment with content priorities, but final decisions on whether to archive, update, or maintain content remain with the VG leadership and content authors.

Scheduled Five-Year Reviews: All publications are reviewed every five years by CPAG and the volunteer group responsible for ensuring content is relevant and up to date. CPAG provides advisory feedback on whether the content should be retained as is, amended, or archived, considering how well it aligns with current content priorities. The VG leadership and content authors make the final decision based on CPAG's input and their technical expertise. Staff communicate the final decision to the author and proposal sponsors, such as the volunteer group chair and board liaison. Updated content will be available via access to the AIHA webpage, while archived content will not be visible. Volunteer group leadership may send a [request](#) to staff for access to archived data.

Ad Hoc Updates to Existing Content: For publications that need to be updated before their next scheduled review cycle, proposals must be submitted to CPAG for advisory review via the [Content Proposal Form](#). CPAG provides feedback through a "content priority lens" on how documents can better align with current priorities. This advisory feedback is shared with content authors and VG leadership, who make the final decision. AIHA staff may consult with the project leader regarding issues with content (i.e., vague statements, unclear references, potentially controversial material, and poor writing).

For Position Statements (Existing):

Step 1: All proposals to update EXISTING position statements are sent to the Board for approval.

Step 2: Once the position statement has been updated, CPAG reviews the document and recommends the final draft to the Board.

Step 3: The final document must be reviewed and approved by the Board prior to



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publication.

Time-Sensitive Projects

In the event of a public health crisis or natural disaster, projects addressing the situation may be fast-tracked and exempt from the standard CPAG content proposal process, pending approval from AIHA staff and the Board.

Peer Review Process

Peer reviewers play a critical role in the development of AIHA publications. Reviewers are selected as subject matter experts on the document's topic, but their role is strictly independent and focused on providing feedback to improve the quality and validity of the content.

The Project Leader is responsible for nominating reviewers and proposing the appropriate peer review level during the content proposal phase. The final selection of reviewers and review level is determined by AIHA, based on the recommendations received. Once a content proposal is approved, the resulting publication must complete the established peer-review process prior to official publication. Upon completion of the peer review, the Project Leader or author must document how all reviewer comments were addressed or why they were not adopted. There are three peer review levels:

Level 1: Content requires peer review by independent members (non-authors) of the originating AIHA committee. This content may be described as:

- Narrow in technical or scientific scope
- Covered entirely under the expertise of the originating AIHA committee
- Little or no controversy surrounding the subject matter

Level 2: Content requires peer review by independent reviewers (non-authors) from several technical AIHA committees. This content may be described as:

- Moderately broad in technical or scientific scope
- Relating to the expertise and interest of several AIHA committees
- Subject to potential controversy within the scientific community or AIHA, particularly related to science policy issues

Level 3: Content requires peer review by multiple technical AIHA committees and selected independent outside experts. This content may be described as:

- Broad in technical or scientific scope and affecting many disciplines
- Directly concerning important non-AIHA stakeholders
- Having the potential to generate intense controversy within and outside of AIHA
- Having the potential to engage media attention or impact public policy

For more information on the peer review process, including ethical guidelines and review checklists, visit: <https://www.aiha.org/get-involved/aiha-content-channels/aiha-publications-content-channel/new-content-proposals>.



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AIHA University Webinars

Step 1: Staff review internal data to determine topical priorities for AIHA University Webinars and the total amount of webinar programming to be offered each year. Factors we look at include:

- Gaps in information covered by existing AIHA content, based on analyses of AIHA member or *Synergist* subscriber needs assessments and surveys
- *Synergist* topics and common search terms
- Upcoming publications and technical frameworks
- Committee business plans
- Sales data for existing products
- Overall budget remaining in the calendar year for webinar execution

Step 2: Staff reach out to subject matter experts in priority topical areas to gauge their interest in collaborating with staff and each other to create a webinar.

Step 3: A Webinar Description Form is provided to potential presenters. This form contains basic information about the webinar that includes:

- Description
- Learning objectives, which characterize the specific skills that participants will have acquired
- Learning levels, from beginners in a topic area to those with more experience
- Specific topics covered
- Intended audience
- Format
- Preferred date, time, and duration

Step 4: Once the form has been received, the webinar topic is evaluated against identified topical priorities. The webinar's feasibility is assessed based on its capacity for attendance and the time available to market the program adequately.

Step 5: Staff decide what action to take regarding the webinar. This decision may have the following outcomes:

- Staff decide to schedule the webinar
- Staff refer the webinar to another internal group, such as *The Synergist*
- Staff decide to put the webinar topic on hold to be developed in a future year
- Staff decline the webinar



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Conference Presentations and Professional Development Courses

Proposals for conference presentations and PDCs must be submitted during the annual Call for Proposals. The call usually opens in June and closes in September.

For Conference Presentations

Step 1: Submit presentation content via the online submissions system. For specific data collected, visit www.aihaconnect.org.

Step 2: Each conference presentation proposal receives a two-level review. The first review is conducted by technical reviewers, who are subject matter experts selected from AIHA members and the submitter's peer group. These volunteers review submissions to ensure they are scientifically sound, innovative, and relevant to the profession. There is no cap on the number of reviewers that may be assigned to a proposal. This technical review process occurs prior to a second review by the Conference Program Committee (CPC) and assists the CPC in selecting the final content to be presented in the next conference's education program.

Questions asked and answered by the reviewers during the conference presentation technical review process include:

- Are the selected core competencies selected designated appropriately? (Yes/No)
- This presentation will be of interest to the AIHA Connect audience (Rating 1-5)
- The content of this session is current and relevant to OEHS professionals (Rating 1-5)
- This proposal is clear, well-organized, and well-written. It is important that the session is easy to read and understandable to attendees (Rating 1-3)
- Is the abstract content level designated appropriately (introductory, intermediate, advanced)? (Yes/No)
- Is the abstract audience level designated appropriately (technician, practitioner, professional)? (Yes/No)
- The session does not contain a sales pitch and does not promote a specific vendor or service. (Yes/No)
- This presentation should be accepted for AIHA Connect (Yes/No)
- Open-ended Comments

In addition to scores and feedback from technical reviewers, the CPC also uses attendee ratings from previous conferences to inform their selection. Finally, data from AIHA surveys help identify content priorities and needs for the current year's conference. The review process is blind, and speaker information is not shared.

Step 3: The CPC holds a virtual meeting and makes final program selections.

Every proposal is reviewed to ensure that the final program covers a well-balanced set of conference presentation topics. Conference tracks are identified based on the accepted proposals. If there are gaps in topic areas the CPC would like the conference program to cover more fully, the



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CPC may reach out to specific AIHA members or committees to develop curated presentations. After major current events, such as the COVID-19 pandemic in 2020, sessions may be added to the program without undergoing the official review process. The CPC will determine the merit of these sessions on a case-by-case basis.

Step 4: AIHA staff schedule sessions and send out acceptance and declination notifications. The CPC must be selective about the content offered at each conference, as many more proposals could be submitted in any given year than the AIHA Connect program could accommodate, and convention center space is limited.

Proposals may be rejected for poor writing, inaccurate technical information, or insufficient data. For a conference presentation proposal to be eligible, it should incorporate some data findings that attendees would find relevant and valuable in their daily work as OEHS professionals. Proposals may also be declined due to the review process having found a lack of audience appeal and relevance to the OEHS profession. Some topics may also be better suited to a webinar or magazine article than a session at conference.

Finally, if too many proposals are submitted in any given competency area, the CPC will select the proposals with the highest technical review scores or those that offer a different perspective on the same issue to ensure that the conference program represents a good balance of information and viewpoints. The CPC also reviews content to ensure that it aligns with AIHA's strategic goals and the educational needs expressed by members through surveys.

Step 5: Accepted conference presentations are held in person or virtually at AIHA Connect.

For PDCs

Step 1: Submit PDC content via the online submissions system. For specific data collected, visit www.aihaconnect.org.

Step 2: Each PDC submission receives a two-level review. First, technical reviewers, selected to act as subject matter experts, review submissions to ensure they are scientifically sound, innovative, and relevant to the profession. This technical review process occurs before a second review by the Continuing Education Committee (CEC) and helps the committee select the final content to be included in next year's conference program.

Questions asked and answered by the reviewer during the PDC technical review process include:

- Competency: Are the selected core competencies selected designated appropriately?
- Topic Interest: Is the topic: New/Emerging, Core/Foundational, Waning
- Technical Basis: Does the proposal have a sound technical basis? (Rating 1-5)
- Is the course description clear and concise? (Rating 1-5)
- Are the learning outcomes appropriate for the course level? (Rating 1-5) (introductory, intermediate, advanced)
- Does the outline describe the content appropriate for selected course level? (Rating 1-5) (introductory, intermediate, advanced)
- Learning Outcomes & Course Outline describes the content appropriate for selected target



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- audience. (Yes/No) The proposal is listed as either: technician, practitioner, professional
- Specialized Track Opportunities: Do the submitter's responses for inclusion or exclusion of the specialized track selections appear to be correct based on the description of the course?
 - Business Case/IH Value Statement: Does the statement provided match the proposed course description?
 - Recommendation: (Suggest that the CEC ACCEPT or REJECT the proposal)
 - Comments: (Open text box)

Following the technical review, each proposal is evaluated by at least two members of the CEC to ensure it is relevant to the profession, appropriately titled, and meets its stated objectives.

The course outline and teaching methods are critiqued, and the presenter's credentials and biographies are reviewed. The committee then considers all proposals and their ratings to ensure that the program reflects a well-balanced set of topics, the educational needs expressed in member surveys, and AIHA's strategic goals. AIHA offers a flowchart (PDF) illustrating the process for reviewing and accepting PDCs.

Step 3: The CEC holds a virtual meeting and makes final program selections.

PDCs are selected to represent the diversity of topics within the OEHS field. Every year, courses are chosen to achieve a balance of skill levels (20% introductory, 50% intermediate, 30% advanced) and audience levels (20% technician, 50% practitioner, and 30% professional). Regarding duration, 60% are full-day courses, 35% are half-day courses, and 5% are two-day courses.

One PDC is selected for each CPAG content priority, and at least 40% of the courses hosted each year are new. For courses conducted at previous conferences, student evaluations are the major factor in the review process: the top five courses from the previous year, based on ratings and attendance, are automatically accepted. The number of final selections is limited by the number of rooms available at the convention center.

Step 4: AIHA staff schedule sessions and send out acceptance and declination notifications. Many more proposals are submitted than can be accommodated at AIHA Connect. There are several reasons why a particular course may not be selected for the program, including its lack of relevance to AIHA members, concerns about the accuracy of the technical information presented, inadequate evaluations by previous students, an overabundance of courses offered in one competency area, concerns that content is overly similar to another course's, the need for course rotation, and a lack of interest by the members at large.

Step 5: Accepted PDCs are held in-person or virtually before and after AIHA Connect.

Note: *Standalone Virtual Professional Development Courses are typically by invitation only, based on evaluations of PDCs held in conjunction with AIHA Connect.*



HEALTHIER WORKPLACES | A HEALTHIER WORLD

Articles or Blogs

The Synergist and SynergistNOW

Before writing their blog post or article, authors should send a two-to-three sentence description of their proposed topic to [The Synergist staff](#). In this email, specify whether your proposal is intended for the magazine or the blog. An editor will respond to verify whether the topic is a good fit. If the topic is approved, the editor will suggest a word count and a deadline. More information is available in the Synergist [authors' guidelines](#).

Journal of Occupational and Environmental Hygiene

Complete [instructions for authors](#) are available on the website of Taylor & Francis, the JOEH's publisher. Please direct any questions to joeh@remrisk.com.

Other Products

Document Translations, Tools

These product proposals must first be reviewed and approved by the AIHA Board of Directors prior to their development.

Step 1: The proposal is reviewed by AIHA staff, the leaders of the relevant volunteer group, and the volunteer group Board liaison(s).

Step 2: Comments are compiled and are sent to the AIHA Board for review and final decision-making. Depending on the complexity of the issue, the Board may decide via e-ballot, generally within a five-business-day timeframe and requiring unanimous agreement, or defer discussion until its next scheduled meeting. If a Board member recuses themselves from the vote, this does not count against the unanimous consent provision -that is, if the remaining members are all in accord, the proposal is approved.

There are two possible outcomes of this review stage:

- A. The AIHA Board approves the project. If there is no need for funding, the volunteer group project leader may start work. If the proposal is approved and requires funding, then the volunteer group project leader will submit funding requests at the time of their annual business plan submission or work with staff to secure funds.
- B. The AIHA Board disapproves of the project. In this case, the project leader can submit a new proposal that addresses, eliminates, or mitigates the Board's concerns.

Step 3: Staff communicate the decision to the project leader, proposal sponsors such as the volunteer group chair and vice-chair, and any staff who played a role in the proposal's verdict.