AIHA Content Channel Policy Document

Approved November 2020, Revised October 2022

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 are constantly looking for new content creators that can provide well-informed, well-written information to our audiences, we invite members to submit their content ideas. Creating content with AIHA provides great opportunities for professionals and students to publish creative intellectual works; nurture the skills that new creators need for success; cultivating their professional development.

This is a chance to have your work noticed by your 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 oriented, scientifically proven subjects with broad appeal and focus on practical matters.

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 needs to be free from plagiarism and include properly documented sources. You are responsible for providing proof of permission to use previously published or copyrighted material, including photos and graphics.

DEI Commitment

AIHA is committed to promoting diversity, equity, and inclusion in the communication of published content that benefits worker health and safety within our internal practices, our editorial activities, and the research community.

Content Channels

Content channels are the media through which you share and promote the content you create. The channels you use to deliver your idea will vary based on your audience. When it comes down to making your idea a reality, it can be challenging to decide which type of content channel you want to use. This document will cover the various channels available to distribute your content. When submitting your proposal for review, you may choose one primary channel along with additional channels where your content will be delivered.

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Publications

AIHA University 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:
- 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—will your book be used as a guideline, field manual, college textbook, or some other specific purpose?
- Can be released as a downloadable PDF 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 or public audience.

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:
- Three pages or less
- Should be visually appealing, comprised of tables, charts, graphs, and bullet lists of supporting facts
- Summary of most important 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 represent the current thinking of AIHA and its members on a particular subject. Choose this format if you want to document the way activities should be performed to facilitate consistent conformance.

Format Outline:

- 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 such as a policy or regulation the documentsupports
- Includes no mandatory statements—these belong in a policy, procedure, or standard document
- Sometimes may be best structured as FAQs or bulletedlists
- May provide more extensive guidance or advice for best practices
- 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. Position statements must be preceded by the development of a corresponding white paper. A position statement may be included in the executive summary of a white paper.

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:

- Two pages or less
- States the official position of AIHA
- Includes a rationale in support of the position
- Requires the approval of the AIHA Board of Directors

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 bringing to light a new or different perspective.

Format Outline:

- Includes an executive summary that outlines the white paper's main points, including any recommendations and crucial data that supports 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

eLearning and In-Person Education

AIHA University Webinar

Description: AIHA University webinars are live, virtual educational, or instructive sessions that involve 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 AIHce conference program.

Format Outline:

- Presenters may typically choose a 60, 90, or 120-minute time limit
- Webinars come in interview, panel, and presentation formats:
    - In **interview webinars**, a moderator interviews an OEHS expert on a topic, using prewritten questions
    - In **panel webinars**, a moderator facilitates discussion on a topic by a panel of up to three experts who offer different perspectives
    - In **presentation webinars**, one or more experts speak on a topic; typically, each speaker presents on a separate subject within the topic
- Recommend time allotted to learner questions during or at the end of the presentation

Conference Presentation

Description: AIHce EXP presentations are opportunities to share data and information through an educational session, case study, scientific research presentation, pop-up presentation, 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 AIHce EXP conference.

Format Outline:

- **Case studies** and **scientific research presentations** are 30 minutes in length and have single presenters. 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 presentations** generate knowledge and understanding of a chemical, physical, or biological agent's basic mechanisms based on research conducted in a laboratory, on a sample of subjects, or in a sample of facilities or situations. Abstracts and presentations must include a research objective, detailed methods, results, and data-driven conclusions and may also include data review and analysis.
- **Case studies** take a problem-solving approach to real-world problems or actual situations that have been investigated or tested. Abstracts on instructional topics—such as those that describe a new methodology or equipment—should be submitted under this format. Abstracts and presentations based on professional practices must clearly present the situation or problem at issue, your proposed resolution, and the results and lessons learned.
- **Educational sessions** are 60 minutes in length, involve 1-3 presenters, and address topics within OEHS. They may be delivered as traditional lectures, interactive problem-

solving sessions, or other setups. We encourage sessions to involve attendee participation and for presenters to create engaging educational experiences.
- **Pop-up sessions** are 25 minutes in length, have 1-3 presenters, and are short, interactive sessions that deliver targeted education in small but timely doses. These sessions are held outside of session rooms in open areas of the convention center.
- **Professional posters** publicize your work to conference attendees through a poster that summarizes your research and generates discussion and feedback.

Professional Development Course

Description: Professional Development Courses (PDCs) are held immediately before and after AIHce EXP. PDCs are live events that include in-person and sometimes virtual attendees. Similar to a workshop, they can involve lectures, discussions, and 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:
- A PDC can be a half-day event lasting for 4 hours, a full-day event lasting for 8 hours, or a two-day event lasting for 16 hours
- There is no restriction on the number of presenters for a PDC

Articles or Blogs

Article in the Journal of Occupational and Environmental Hygiene

Description: The Journal of Occupational and Environmental Hygiene is a peer-reviewed publication available both print and online that aims to enhance the knowledge and practice of 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 environmentalhygiene.

Format Outline:
- JOEH publishes five types of articles: technical manuscripts, short reports, review articles, commentaries, and letters to the editor. Detailed descriptions of these article types are available from 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 topic relevant to OEHS that you would like to share. Authors of other AIHA publications, such as fact sheets, guidance documents, and white papers, may consider submitting a *Synergist* article on their topic to give it higher visibility.

Format Outline:
- Feature articles are typically 2,000-3,000 words, while columns are typically 600-1,400 words
- The editors of The Synergist will assign a specific word count to your article based on the space available in a given issue

SynergistNOW Blog Post

Description: *SynergistNOW* blog posts are typically short, informatory 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 the *SynergistNOW* if interest in your topic may extend beyond AIHA's membership to members of related organizations.

Format Outline:
- *SynergistNOW* posts are similar to Synergist columns and are typically between 600 and 1,000 words in length
- Occasionally, posts originally published on *SynergistNOW* may be subsequently republished in the *Synergist*

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 extremely effective ways to share important information on topics, processes, ideas, research, analysis, or other content and can take various forms.
Format Outline:

- **Animated videos** can involve animated infographics, cartoon characters, stock images, and other tools to visualize data. This format effectively provides complex information in a simplified manner to reach a wider public audience whose knowledge base may be low on OEHS topics. Animated video lengths can range from 15–60 seconds, which is ideal for social media channels, to upwards of 3 minutes, which is appropriate for evergreen content tailored to display on a webpage. Costs vary depending on the level of animation desired but are, on average, less than those of producing a live-action video.
- **Live-action videos** feature real people and locations and are best used to communicate important content via visual storytelling. Live-action videos create a sense of intimacy between the viewer and the subject due to the subject's familiarity and relatability. This content is accessible to most people, especially if captioned but requires the creator to understand their primary audience. Live-action videos range in length from 30–60 seconds, which is ideal for social media channels, to over 15 minutes, which is appropriate for evergreen content embedded on a specific webpage. Costs depend on the shoot variables and the editing and post-production process. These videos require a longer production lead time from start to finish.
- **Casual videos specific to social media usage** typically involve someone recording themselves sharing a piece of information via their phone's front-facing camera. Costs are minimal as most users can record and edit their own content for posting. This content is considered extremely volatile because it rarely has evergreen usage, is of variable quality, and is not easy to control once released on social media. Video lengths are, typically, between 10 seconds and 2 minutes. These videos are intended for personal social media channels where AIHA can be tagged.

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 interfacing 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 hazards in the workplace.

Format Outline

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

Submission and Approval Process Guidelines

Submission Guidelines

Ready to submit your idea? Ideas for publications, webinars, articles, blogs, tool kits, and document translations can be submitted to AIHA using the [Content Proposal Form](#). Proposals for in-person teaching opportunities (such as PDCs and AIHce sessions) are submitted during the annual Call for Proposals that usually opens in June and closes in September.

Once a proposal is submitted, an AIHA staff member will review your proposal and may contact you if they require clarification on any point. 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 a product that we already offer. You may also want to contact us about product viability prior to submitting a proposal, as we know 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](#)**

Publications and Videos

New content proposals must be reviewed and approved by the Content Portfolio Advisory Group (CPAG) and the AIHA Board of Directors.

The approval process includes determining how the proposal aligns with AIHA's CPAG Content Priorities. Please review the CPAG Content Priorities Summary Document (PDF) to see how your proposal can best align with one or more of the priorities.

For NEW Content Proposals:

Step 1: The proposal is reviewed by AIHA staff, volunteer group leadership, and the volunteer group board liaison(s) concurrently.

Step 2: Comments are compiled, and an email is sent to members of CPAG to notify them that a proposal is ready for review.

Step 3: CPAG members are given approximately five business days to review the initial proposal and provide preliminary feedback to the project leader. Once the project leader receives CPAG's feedback they have the opportunity to revise the current proposal to address, eliminate or mitigate CPAG's concerns. The project leader also has the option of modifying their proposal to incorporate CPAG's recommendations on how the proposed product can better incorporate the content priorities. Then, the modified proposal is resubmitted to CPAG for final review. CPAG has approximately five business days to score the final proposal. The possible scoring decisions are as follows:

   A. An overall average score of ≥3.5 means that the proposal has been approved without further discussion.
   B. An overall average score of <3.5 means that the proposal is declined. However, the project leader can submit a new proposal or revise the current proposal to address, eliminate, or mitigate CPAG's concerns

Step 4: Proposals for videos and publications EXCEPT Position Statements that CPAG has approved are sent to the AIHA Board for review and final decision-making. Depending on the complexity of the issue, the Board may decide via a vote 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 accord, the proposal is approved.

There are two possible outcomes during this review stage:
   A. The AIHA Board approves a project that CPAG has approved. If the proposal does not need funding, then the project leader and the originating volunteer group may start 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 a project that CPAG has approved. In this case, the project leader may submit a new proposal that addresses, eliminates, or mitigates the Board's concerns.

Step 5: Staff communicates the final decision to the project leader, proposal sponsors such as the volunteer group chair or board liaison, CPAG members, and any staff who provided input on the Board's decision.

Step 6: Once the manuscript has been drafted and peer-reviewed, the AIHA Board liaison(s) must review and approve the final document prior to being published.

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

Step 2: After the white paper has been developed, the position statement proposal is sent to the Board for final review and approval.

Step 3: Once the position statement has been developed, CPAG reviews the document and recommends the final draft to the Board.

Step 4: The final document must be reviewed and approved by the Board prior to publication.

For EXISTING Content Proposals:

All publications are reviewed on a five-year basis by CPAG and the responsible volunteer group to ensure content is relevant and up to date. CPAG issues a recommendation on whether the content should be retained as is, amended, or archived. Ultimately, the staff communicates CPAG's final decision to the author, 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.

For publications that need to be updated prior to their next review cycle, proposals must be submitted to CPAG for review and approval via the Content Proposal Form. Proposals for existing content are not reviewed by the Board. 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:
Step 1: All proposals to update EXISTING position statements are sent to the Board for final review and 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 publication.

Peer Review Process:

Peer reviewer plays a critical role in the development of AIHA publications. Peer reviewers are subject matter experts on the topic covered by the document, but they do not contribute to the document's development except by providing feedback to authors for improving the quality and validity of the research presented in the manuscript.

Peer reviewers are determined by the volunteers that develop the content. The project leader lists the names of the peer reviewers and selects the peer review level when completing the content proposal form. Once a publication has been approved for development, the manuscript must go through the formal peer-review process prior to publication. Depending on the nature of the content that the author submits, the level of necessary peer review will vary. There are three <u>peer review levels</u>:

Level 1: Content requires peer review by independent members (non-authors) of the originating volunteer group. 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 volunteer groups. This content may be described as:
- Moderately broad in technical or scientific scope
- Relating to the expertise and interest of several AIHA committees
- Encompassing science policy issues amenable to broadly different interpretations and thus subject to potential controversy within the scientific community and AIHA

Level 3: Content requires peer review by multiple technical volunteer groups 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, please review the following documents:
- <u>Ethical Guidelines for Peer Reviewers</u> (Required for Peer Reviewers to Sign)
- <u>Peer Review Process Flowchart</u>
- <u>Peer Review Checklist</u> (Required for Peer Reviewers to Sign and Complete)

We ensure that no authors will be discriminated against based on the content they provide to improve worker health. We also understand some topics may be more sensitive than others. The fact remains that if a topic is relevant to worker health and safety, we should craft informational content relevant to it that focuses on science rather than any political, economic, or social goal.

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 reaches 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 leave having 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 considered based on its capacity for attendance and the amount of time available to market the program adequately.

Step 5: The staff decides what action to take regarding the webinar. This decision may have the following outcomes:

- Staff decides to schedule the webinar
- Staff refers the webinar to another internal group, such as *The Synergist* or the Product Stewardship Society
- Staff decides to put the webinar topic on hold to be developed in a future year
- Staff declines the webinar

Conference Presentations and Professional Development Courses

Proposals for conference presentations and Professional Development Courses (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.aihceexp.org**.

Step 2: Each conference presentation proposal receives a two-level review. First, at least two technical reviewers, selected from volunteers within the AIHA membership to serve as subject matter experts, 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:

- Will this presentation be of interest to the AIHce audience?
- Is the content of this session current and relevant to OHS professionals?
- Is this proposal clear, well-organized, and well-written?
- Should this presentation be accepted for the AIHce EXP program?

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 that the CPC wishes for the conference program to cover more completely, the 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 these session's merit 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, that the AIHce EXP program could accommodate, and convention center spaces are limited.

Proposals may not be accepted due to poor writing, inaccurate technical information, or a lack of data. For a conference presentation proposal to be eligible, it should incorporate some data findings that attendees would find relevant and useful 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 topic area, the CPC will select the proposals with the highest technical review scores or that touch on 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 AIHce EXP.

For PDCs:
Step 1: Submit PDC content via the online submissions system. For specific data collected, visit **www.aihceexp.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 prior to a second review by the Continuing Education Committee (CEC) and helps the committee select the final content that will be included in the next year's conference program.

Questions asked and answered by the reviewer during the PDC technical review process include:
- Is the topic relevant to OEHS?
- Is the topic classed as a new/emerging, core/foundational, or waning in terms of prominence on the OEHS radar?
- Does the proposal have a sound technical basis?
- Is the course description clear and concise?
- Are the learning outcomes appropriate for this career level?
- Does the outline describe content appropriate for the selected introductory, intermediate, or advanced course level?
- Should the CEC accept or reject the proposal?

Following the technical review, each proposal is evaluated by at least two members of the CEC to ensure that it is relevant to the profession, titled properly, and meets its stated objectives. Course outline and teaching methods are critiqued, and presenter 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 complete a balance of skill levels comprised of 40 percent introductory, 50 percent intermediate, and 10 percent advanced courses. Of these, 75 percent are selected: full-day courses, 15 percent that last for one-half day, and 10 percent, which last for two days. One PDC is chosen that addresses each CPAG content priority, and at least one-quarter of 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 AIHce EXP. 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 topic 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 AIHce EXP.

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 Associate Editor Jenn Patterson.

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 him or herself 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 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 communicates 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 verdict on the proposal.