



AIHA
Protecting Worker Health
Chicago Section
American Industrial Hygiene Association

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February 22, 2020

Dear Professor,

The AIHA Chicago Local Section is currently planning to host our annual AIHA Student Night event on **Tuesday, February 25, 2020**. The event location will be the same as years past:

Crowne Plaza Chicago SW - Burr Ridge
300 S. Frontage Road
Burr Ridge, IL 60527

Our goal this year is to have a greater focus on the student poster contest and student interaction with the membership. Undergraduate students will be asked to create a poster presentation of their work. The students will be asked to stand by their posters and describe their research to attendees through an open floor format.

Graduate students are asked to compile a brief PowerPoint presentation (or equivalent) and individually present their work to the student night attendees. Presentations should be approximately seven minutes long with three minutes allotted for question and answers (7 – 10 slides). Graduate students will not be required to develop a physical poster for the event. The presentations can be emailed prior to the event to jobsafetyassociates@jobsafetyassociates.com.

The itinerary for the evening is as follows:

3:00 – 4:00	Board of Directors Meeting
4:30 – 5:00	Registration & Undergraduate Poster Setup
5:00 – 5:45	Undergraduate Poster Presentations and e-Voting
5:45 – 7:00	Dinner Announcements followed by Graduate Student Podium Presentations
7:00 – 8:00	Dessert & Job-Sector Roundtables
8:00 – 9:00	Wrap-up

Additional details regarding the voting process and prizes are outlined below:

- Prizes
 - Graduate: \$300 for first place and \$200 for second place
 - Undergraduate: \$250 for first place and \$150 for second place
- Voting
 - Voting will be managed using the hotel wifi. Live voting results will be announced to the attendees in real time based on the e-voting results. Security measures to prevent repeat voting and ballot-stuffing will be in place.



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Following dinner, we will conclude with “Job-Sector Roundtables” during dessert. All practitioners will be asked to move to a table which best represents their professional work affiliation (e.g. government, academia, research, consulting, manufacturing, etc.). Facilitators at each table will engage students in conversations about their professional experiences and establish a dialogue. Students are free to move between Job-Sector tables as they wish.

Once again, this year, we are happy to announce that **student attendance is FREE** due to a generous program – sponsors to be announced during the event.

AIHce 2020 Funding Information (Atlanta, GA)

As a friendly reminder, participation in student night is required in order for the student section to be provided student funding for AIHce 2020 trip to Atlanta, GA. The Chicago Local Section has set aside \$6,000 for AIHce funding which will be divided equally among the student sections that apply for the funding. This funding shall only be used to send students to the conference.

Requested Action Items (Due by COB 2.17.20)

1. Please provide a list of student / professor names by close of business, **Monday February 17** to ensure that we may have an accurate headcount for ordering meals. Please ask students to register themselves directly via the event registration link: <https://chicagolocalsectionofaiha.wildapricot.org/event-3715461>. If you have any registration questions, please send an e-mail to michaelwayne.baquiran@ul.com.
2. To ensure adequate time is allotted for reviewing the posters, listening to graduate student podium presentations, and e-voting, we would like to understand the expected number of poster presenters. Please RSVP by close of business **Monday February 17** as well and indicate whether the presenter is a graduate or undergraduate student. Provide lead author name and poster title as well.
3. Review the poster grading process and provide constructive feedback if concerns are noted. For each poster, e-voters will be given a judging criteria sheet and asked to select a value from a 3-level Likert scale for the following sub-categories:
 - Relevance of topic to current practice of IH
 - Originality of approach to study
 - Presentation of methods
 - Presentation of results/findings
 - Applicability of recommendations
 - Impression of overall presentation
 - Speaker and clarity of style (Graduate sessions only)
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E-voters will be asked to cast votes in accordance with their judging sheets. The summed e-voting tallies for each poster and presentation will be ranked to select first place and second place prize winners in both the graduate and undergraduate categories.



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We hope that you and your students are excited to attend this event and hope that the format changes are well received. Please feel free to contact me directly should you have questions or concerns.

Sincerely,

Pete Engelbert, CIH, CSP, CHST, CIT
President of the Chicago Local Section of AIHA

219.427.7791

E: jobsafetyassociates@jobsafetyassociates.com