

AIHce EXP 2019 Speaker Preparation

Presentation preparation: uploading PPT,
review of resources online, timeline,
deliverables for PDCs

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Upcoming Deadlines

- **March 4** – Review all content on the Speaker Toolkit section of the website.
- **March 18** – If attending the main conference, register for AIHce EXP by this date.
- **March 21** – Course Cancellation (if low enrollment, you will be warned 2 weeks before this date)
- **March 27**– PDC handout materials due.



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MAY 20-22 • MINNEAPOLIS, MN

[PROPOSALS](#)
[AGENDA](#)
[ATTEND](#)
[EXHIBIT](#)
[SPEAK](#)
[HOTEL/TRAVEL](#)
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Speaker Toolkit

Guidelines and Suggestions



Here you will find guidelines and suggestions to help you prepare and deliver a solid, visually stimulating, and informative presentation.

Click/tap the icon to access the resources and information you need.

[Speaker Ready Room](#)
[Registration and Reservations](#)
[PDC Presenter Resources](#)
[SPARKtalks Presenter Resources](#)
[Promote Your Session](#)
[Education Session Presenter Resources](#)
[Poster Presenter Resources](#)
[Helpful Hints for Your Presentation](#)
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- [Speak](#)
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- [Speaker Registration And Reservations](#)
- [PDC Presenter Resources](#)
- [Education Session Presenter Resources](#)
- [On-Site Poster Logistics And Guidelines](#)
- [Promoting Your Session](#)
- [SPARKtalks Presenter Resources](#)
- [Helpful Hints For A Successful Presentation](#)

Visit SKC at
AIHce Booth
1803

www.skcinc.com

PDC Presenter Resources/Helpful Hints

- View upcoming deadlines, and information on registration and reservations
- Review the standard room set
- Download the official conference PowerPoint template
- Link to handout upload center
- Downloadable webinars, outside resources and other documents for helpful hints on developing and delivering your presentation

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Successful & Well-Received Presentations Are:

- On target, (in-line with the PDC title and course description) with a focused message.
- Relevant, with IH-themed examples and application.
 - Attendees should be able to leave with practical skills to apply in their jobs.
 - Even PDCs that are heavy in “theory” need to have practical applications.
- Clear and simple, effectively conveying ideas and providing new tools and skills.

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Successful & Well-Received Presentations Are:

- Current, accurate, and objective
- Creative in offering solutions, processes, and new ideas
- Understandable, presenting clear and concise data
- Well-illustrated with commentary and visuals
- **Commercial-free**

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E-Handouts & Other Learning Aids

- It is imperative to have all slides/electronic materials provided to AIHA by the required date (**March 27th**)
- AIHA will create a handout using your PPTs and any other materials, *i.e. Excel Workbooks*, if received by this date
 - Converted into a secured PDF
 - Distributed via conference mobile app to your course attendees, at least 2 weeks before conference
- If you choose **NOT** to provide your handouts electronically, you are responsible for printing appropriate quantities and for bearing all associated costs.



Your handouts should:

- Include ALL slides to be presented, arranged in the order in which they will be presented
- Adhere to the commercialism guidelines
- Contain:
 - The PDC agenda (*including break and lunch times (10:00 – 10:30 am – Coffee Break #1, 12:00 – 1:00 pm – Lunch, 3:00 – 3:30 pm – Coffee Break #2)*)
 - Presenters' names, contact information, and biographies
 - A table of contents and glossary of unfamiliar terms
- Advance reading and reference documents should be distributed separately
- Presenters must obtain permission for any copyrighted materials



As you work on your slides...

- Keep in mind the following points for text:
 - Use a common font such as Arial or Times New Roman
 - Fonts should be at least 24 points
 - Headings should be no less than 36 points
 - Avoid writing in all capitals
 - Underlining, bold, and italics should be used sparingly
 - Keep style and spacing consistent; note that slides should be simple and uncomplicated
 - Help ensure readability by avoiding slides with too much text, complicated tables, hard-to-read figures, etc...Think white space
 - Proof-read, spell-checked, and corrected for errors

Color schemes

- Use color for emphasis, but use it sparingly
- Keep colors simple and remember some participants may be color-blind
- Light colors (white and yellow) should be used for text on dark backgrounds
- Dark color texts (black or blue) should be used on light backgrounds

Inserting images

- Avoid dated pictures or images and background graphics
- Use digital images and graphics that project well on a monitor
- Images should be sized to 800 × 600 pixels and saved as JPEG or TIF files
- Label charts and graphs clearly. Include legends

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Handout file upload

- Visit the online Speaker Center (<https://www.aievolution.com/aih1901/>)
- Login, click on "Schedule" and then the "Presentation Upload" button

The image displays two screenshots of the AIHce EXP2019 website interface. The top screenshot shows the 'Dashboard' with a red arrow pointing to the 'Schedule' button in the 'Speaker Center' section. The bottom screenshot shows the 'My Ready Room' page with a red arrow pointing to the 'Presentation Upload' button.

Once logged in, you can

- See anything your co-instructors may have uploaded
- Drag and drop your own files
- If multiple files, please email Erin, ebreece@aiha.org, to share the presentation order and/or number your files before uploading:
 - 1- Introduction.ppt
 - 2 – Biohazards.ppt
 - 3 – PCE.ppt
- Do not make changes to your files after the deadline date
- Students cannot see files loaded to this site!

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The screenshot displays the AIHCE EXP2019 Orchestrator web application. The interface is divided into a left sidebar and a main content area. The sidebar contains navigation options: My Sessions (highlighted with a red arrow), Template Files, Guidelines, and Event Details. The main content area shows details for a session titled "Surface Sampling – Issues, Methods, and Strategy for Metals, Metalloids, Organics, and Biologicals". It indicates that there are 4 subsessions, but none have files uploaded. A list of subsessions is shown, each with the session title and the instructor's name, and a column for the number of files (all are 0). A red arrow points to the "My Sessions" link in the sidebar. Another red arrow points to the subsession list. A third red arrow points to the "UPLOAD FILES" button at the bottom of the session details, which is accompanied by the text "or drag & drop to add presentation material".

Course Evaluations

- Pace of the course
- Organization of the course content
- Usefulness of the information presented
- Instructional methods (lectures, demonstrations, etc.)
- Course assessment methods for transfer of knowledge
- Course materials (handouts, workbooks, etc.) Course achieved the advertised learning outcomes
- Information covered was appropriate to the advertised course level

Questions?

