

# Education Session Presenters

## On-site Logistics

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Education

**AIHCE**  
**EXP2019**  
Advancing Worker Health & Safety

## Speaker Ready Room

- You are highly encouraged to check into the **Speaker Ready Room (102A in the Minneapolis Convention Center)** at least (1) hour prior to the start of your session
- You can use the Speaker Ready Room, which is staffed by audiovisual (AV) technicians and equipped with editing stations, to practice and tweak your presentations, review speaker biographies, and ensure the latest version of your PPT is loaded to the Presentation Management System
  - **Speaker Ready Room Hours:**
    - Saturday, May 18: 7:00 a.m. - 5:30 p.m.
    - Sunday, May 19: 7:00 a.m. - 5:30 p.m.
    - Monday, May 20: 8:00 a.m. - 4:00 p.m.
    - Tuesday, May 21: 7:00 a.m. - 5:15 p.m.
    - Wednesday, May 22: 8:00 a.m. - 3:00 p.m.

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# Presentation Central Uploading

- You are **REQUIRED** to upload electronic copies of your presentation(s) to [AIHA's Presentation Management System](#)
- You can choose to upload prior to getting on-site ([instructions were sent](#) by AIHA staff on April 11th) or upload in the Speaker Ready Room on-site at the Convention Center
  - AIHA will provide computers in session rooms, upon which the relevant presentation(s) will already be loaded. You may not bring a personal computer as a way to avoid the upload requirement
  - Edits and updates can be made to the presentation until one (1) hour prior to the session start time



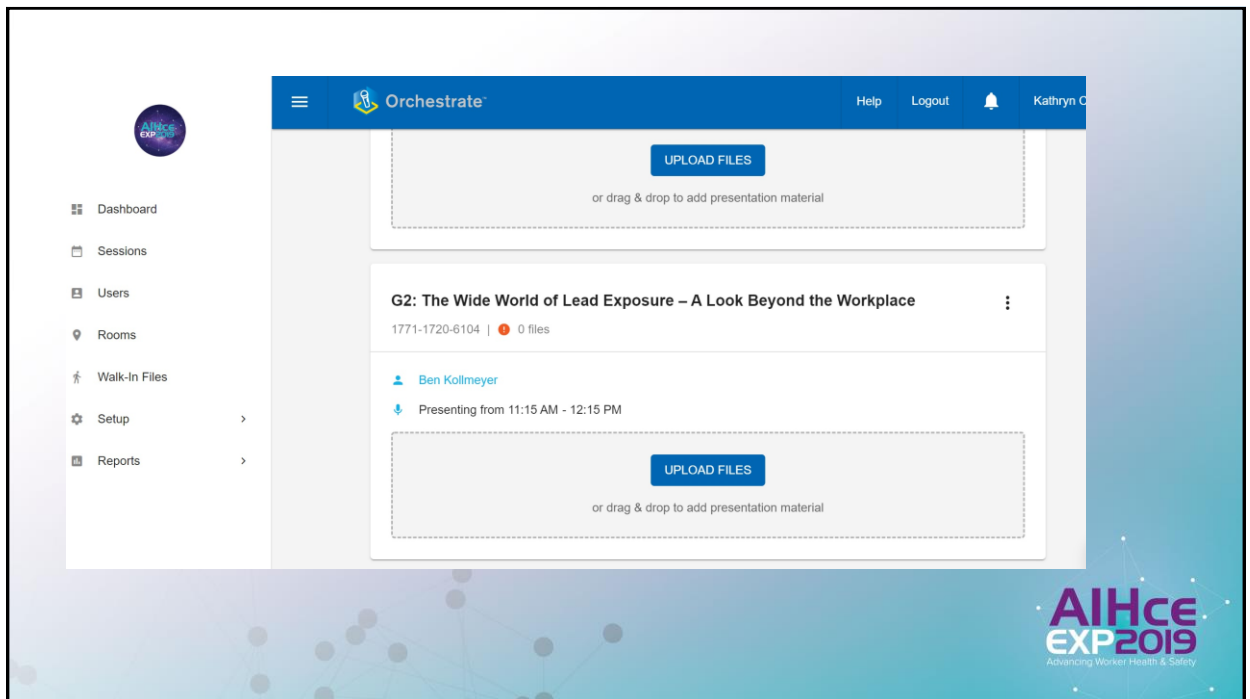
# AIHce EXP 2019 PowerPoint Template

- AIHA recommends PowerPoint (PPT) for all presentations
  - Adobe Acrobat (PDF) and HTML files may also be used
- Please be sure to use the [AIHce 2019 PowerPoint Template](#) when creating your presentation
- Our PowerPoint template is set to **16:9 ratio**
  - If you choose to use your own template, please ensure that it is set to this format
  - Be advised that if you use any other format, it will not fit the screens in our session rooms



# Presentation file upload

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



## Once logged in, you can

- Drag and drop your own files
- Do not make changes to your files after you have uploaded or you will need to upload again so attendees view the correct file (especially important if you are part of Virtual program)
- Attendees cannot see files loaded to this site

## Presenter View

- New for 2019, AIHA will set the computers in each room to presenter view, which lets you view your presentation and notes on one computer, while the audience views the notes-free presentation on a different monitor
- Speakers' notes are shown in large, clear type so that you can use them as a script for your presentation
- For more details on this feature, including an image of what this format looks like, please see the [Microsoft Office Support Page](#)

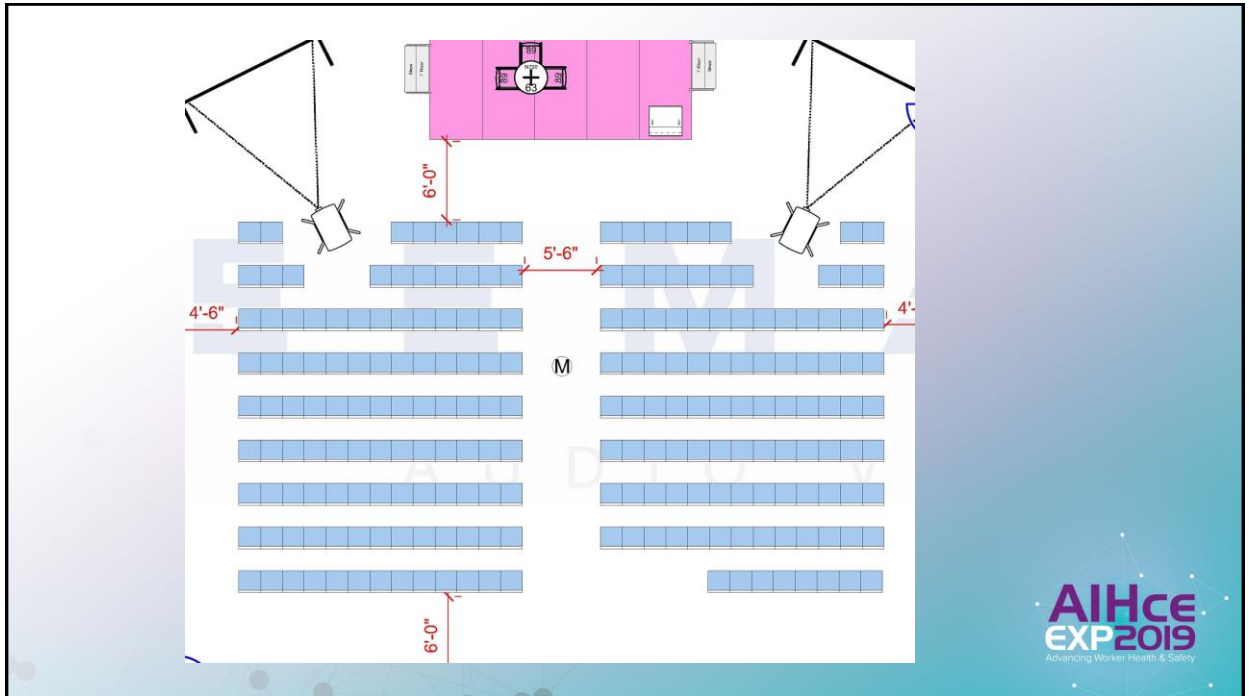
# Session Room Set-up & Equipment

All session rooms will be provided with a standard room set that includes:

- Laptop (set in Presenter Mode for viewing/reading notes)
- Projector
- Screen (sized appropriately for the room)
- 2 wireless mics
- 1 podium mic
- 1 audience mic on a stand
- 1 wireless slide advancer (for the computer provided by AV)
- We cannot provide any additional materials or equipment
  - No exceptions will be made
- Note: there will NOT be a head table in session rooms as in a traditional layout
- Instead, there will be a cocktail round with three (3) chairs for presenters
  - This set encourages presenters to be more interactive with each other and the audience

# Session Room Set-up & Equipment

- You are required to use the computers provided on-site by AIHA
- These are Windows-based PCs equipped with Microsoft PowerPoint (Office 2010) and the latest versions of Adobe Acrobat Reader, Windows Media Player, and Quick Time for Windows
  - Other presentation programs will not be available
- PowerPoint files created on a Macintosh computer will open successfully on a PC/AIHce-supplied computer
- It is recommended that you test your files in the Speaker Ready Room prior to your session



## Minneapolis Convention Center

- Convention center staff are responsible for the setup, change, and breakdown of all activities
- Room sets (head tables, chairs, AV, etc.) and capacities are approved in advance by the facility and the Minneapolis Fire Marshal
- Room sets, once approved, must remain as indicated on approved floor plans or AIHA will incur change fees
- **Speakers and moderators agree they will not move any items (other than those brought by the speakers into the rooms) pre-set by the facility or AIHA**
  - Audiovisual equipment must be provided by AIHA's exclusive provider, Freeman Audiovisual
  - Requests for AV other than that outlined to presenters in advance by AIHA must be paid for by the speaker to AIHA before equipment will be provided
- Speakers may not provide audiovisual equipment of any kind in their session rooms, including handheld polling devices
- Speakers may hand carry handouts or other materials for distribution during a session (except any type of AV)
- No carts or dollies are permitted
- If you require a cart, dolly, luggage carrier, or hand truck to carry your materials, please contact AIHA

## Presentation Best Practices

- Any [links to outside websites](#), such as for audio and video files, [should be embedded into the PPT presentations](#)
- While wireless Internet will be available, we do not recommend relying on it for any portion of your presentation
- Presentation rooms will NOT be hardwired with Internet
- If you have video or audio files we recommend bringing back-up of the files on a flash drive, as well as embedding into the PPT file
  - DO NOT simply link to videos, such as on YouTube or other websites, as we cannot guarantee the Internet connection
- Please see the AV staff in the on-site Speaker Ready Room to review and test your presentation(s)

## Successful & Well-Received Presentations Are:

- Targeted, 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 sessions that are heavy in “theory” need to have practical applications
- Clear and simple, effectively conveying ideas and providing new tools and skills
- The title and description should appear exactly as peer reviewed

## 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**

## 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

# Virtual Program

- If you are part of the virtual program (live streaming), you need to upload your slides 24 hours in advance for staff to ensure your materials are in the virtual classroom
- AIHA staff will host a webinar for all presenters included in the virtual program on **May 2, 2019 at 1:00pm Eastern**
- If you have questions email Colleen Manning, [cmanning@aiha.org](mailto:cmanning@aiha.org)

# Session Moderators

## Roles & Responsibilities

- Announcements
- Speaker introductions
- Evaluations

# Evaluations

- **Presentation Content:** *interactive, informative, and relevant to my work*
- **Description:** *session presented matched advertised description*
- **Organization:** *well-planned session, speakers followed advertised schedule*
- **Learning Levels:** *session presented matched advertised learning levels*
- **Commercialism:** *session was not a sales pitch and did not promote a specific vendor, product, or service*
- **Open-ended comments**

# Evaluations

- **Rating Scale**
  - 5- Extremely Satisfied
  - 4- Satisfied
  - 3- Neutral
  - 2- Dissatisfied
  - 1- Extremely Dissatisfied

# Evaluations

- **Speakers:** *demonstrated knowledge of the subject matter, engaged attendees in productive discussions, and increased my understanding of course material*
  - **Technical knowledge**
  - **Speaking ability**
  - **Willingness & ability to answer questions**
- **Rating Scale**
  - 5 – Excellent
  - 4 – Very Good
  - 3 – Average
  - 2 – Less than Average
  - 1 – Poor
- **Open-ended comments**

# Evaluations

- Email sent at end of the day to registered attendees including link to rate via website
- Links within each session on the mobile app
- Feedback will be compiled and assessed by conference program committee and may influence future speaking opportunities

## Speaker Toolkit



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** >>

**REGISTER** >>

- Speak
- Moderator Guidelines
- Speaker Ready Room
- 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



# Questions?

