



# Session Moderators

## On-site Logistics

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Education

**AIHce**  
**EXP2019**  
Advancing Worker Health & Safety

# Session Moderators

## Roles & Responsibilities

- Session organization/ flow
- Announcements
- Speaker introductions
- Evaluations



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## Speaker Ready Room

- Speakers and Moderators 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 their session
- Speaker Ready Room is staffed by audiovisual (AV) technicians and equipped with computers to upload presentations to the Presentation Management System, Orchestrate
  - **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.

## Speaker Ready Room

- All Moderators should confirm that presenters in their sessions have checked-in to the Speaker Ready Room (102A) and loaded their presentations
- Moderators should also check for messages, program changes, and other updated information available in the Speaker Ready Room via AIHA staff
  - Moderators should get to know the presenters and their content to develop a cohesive flow between presentations
  - Scheduling a quick meeting in the Speaker Ready Room on-site is highly encouraged

# Presentation Central Uploading

- Speakers are **REQUIRED** to upload electronic copies of presentation(s) to [AIHA's Presentation Management System](#)
- 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
  - Edits and updates can be made to the presentation until one (1) hour prior to the session start time

# Virtual Program

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

# Presentation Central Uploading

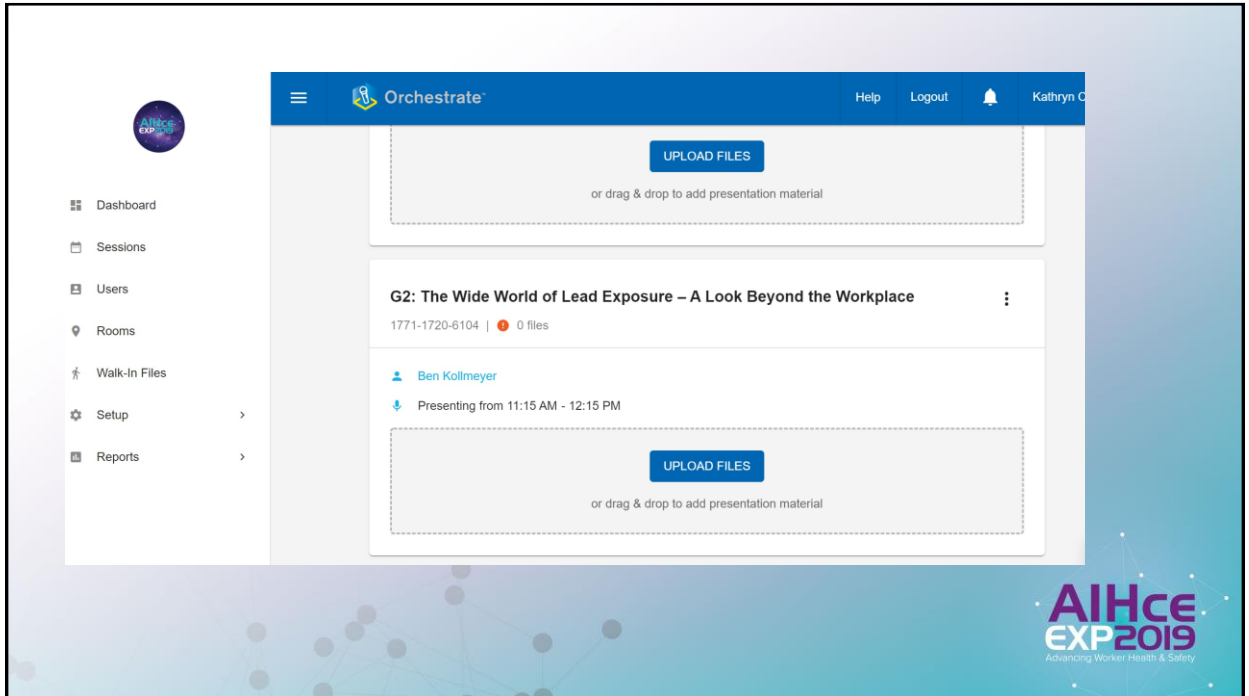
- Moderators have access to the system to confirm that the speakers in their session(s) have uploaded slides
- Moderators can also upload slides if they want to give a formal introduction (this is not required)

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## Presentation file upload

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

The screenshot displays the AIHce EXP2019 Speaker Center dashboard. At the top, the header reads "AIHce EXP2019 Advancing Worker Health & Safety • MAY 20-22 • MINNEAPOLIS, MN". Below the header, the "Dashboard" section contains several navigation tiles. A red arrow points to the "Profile" tile, which includes options for "Edit Member", "Update Username/Password", "Bio/Photo", and "Data Privacy". Another red arrow points to the "Schedule" tile within the "Speaker Center" section. Below the dashboard, the "My Ready Room" section lists various tasks and deadlines. A third red arrow points to the "Presentation Upload" button in the "Forms" section, which is currently in a "Required" status.



## Once logged in, you can

- Drag and drop files
- Do not make changes to 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

# AIHce EXP 2019 PowerPoint Template

- AIHA recommends PowerPoint (PPT) for all presentations
  - Adobe Acrobat (PDF) and HTML files may also be used
- Use the [AIHce 2019 PowerPoint Template](#)
- Our PowerPoint template is set to **16:9 ratio**
  - Be advised that any other format will not fit the screens in our session rooms

# Presenter View

- New for 2019, AIHA will set the computers in each room to presenter view, which lets speakers view presentation and notes on one computer, while the audience views the notes-free presentation on a different monitor
- For more details on this feature, including an image of what this format looks like, please see the [Microsoft Office Support Page](#)

## 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
- Presentation rooms will NOT be hardwired with Internet
- Bring back-up of the audio or video 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)

## Session Room Set-up & Equipment

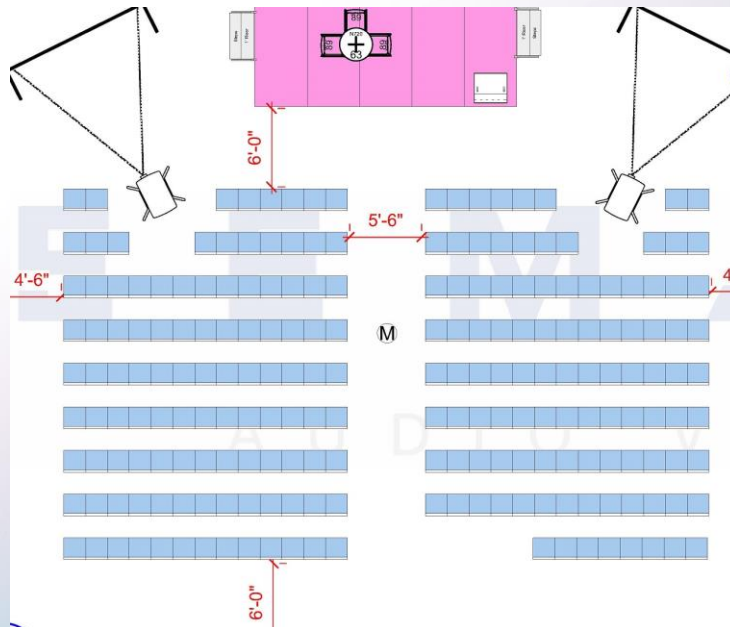
- Speakers are required to use the computers provided on-site by AIHA
- These are Windows-based PCs equipped with Microsoft PowerPoint (Office 2010) and the latest versions of Adobe Acrobat Reader, Windows Media Player, and Quick Time for Windows
  - Other presentation programs will not be available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



# 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
- There will NOT be a head table in session rooms as in a traditional lay-out
- 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





# 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**
  - 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



# Recordings

- Personal recording is prohibited
- Audio recordings of education session presentations will be available after the conference if permission has been granted by the presenters
- Presenters who do not grant permission to record their presentations will be edited out of the recordings
- The room must be kept quiet to ensure the quality of recording
- Questions asked by a member of the audience should be repeated by the moderator or presenter at the podium using the microphone
  - This is important so that the entire audience (including virtual, if applicable) can hear the question



## Presenter Absences

- In the event that a presenter cancels, we will permit the other speakers in the session to present for additional time or to end the session early
- This means that for a one-hour session with three presenters at 20 minutes each, the two speakers would get 30 minutes each (an additional 10 minutes)
- The additional time can also be used for further group discussion or Q & A

## Announcements

- At the start of a session, Moderators should do the following from the lectern:
  - Identify the session title
  - Introduce themselves
  - Briefly introduce each presenter
    - The bios needed to make these introductions are posted on the program webpage, <https://www.aihce2019.org/Agenda>
- Advise the audience of any last-minute presenter changes not already advertised
- When a presenter's time has run out, politely thank him or her and firmly move on to the next presentation
- It is important to make sure each presenter stays on schedule

## Announcements

- Locate lighting controls and emergency exits in case of an emergency
- Please announce to the audience the location of the exits in case of emergency
- Locate audiovisual (A/V) technicians; An A/V technician will be available to troubleshoot any problems
  - Note this person's location before the session starts
- Announce that standing in the back of the room or in the aisles is prohibited (as advised by the fire marshal) unless it is to accommodate individuals with disabilities

## Accessing Speaker Bios

- As a session moderator at AIHce EXP 2019 you will be responsible for introducing each speaker
- A few sentences on employment, research interests, and career trajectory will suffice
- You are not required to contact speakers beforehand to do this, but you can if you would like (email staff for speaker emails if you want to contact them before the session)
- We recommend that you review the speaker bios listed on our website and plan to arrive to the session room at least 15-20 minutes prior to the start time to meet with your session speakers
  - You can also meet in the Speaker Ready Room (102A)

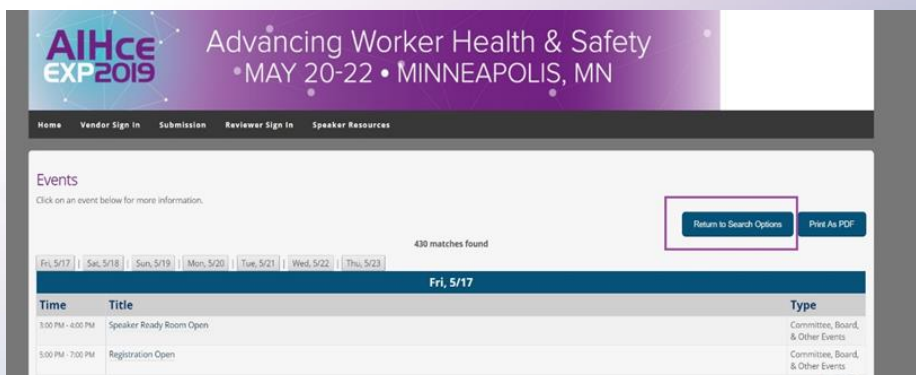
# Accessing Speaker Bios

- Step 1: Go to the AIHce EXP 2019 website under agenda, <https://www.aihce2019.org/Agenda>
- The "Search Schedule" button will bring you directly to a list of all sessions at conference, organized by day



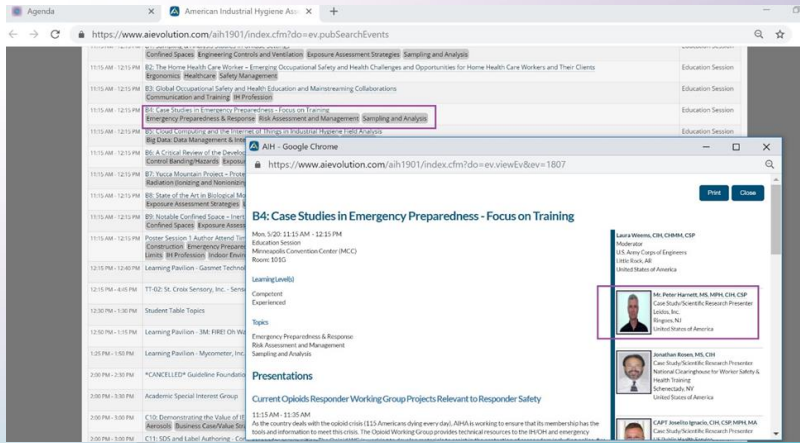
# Accessing Speaker Bios

- Step 2: You can also use the "Search Options" to search for specific topic areas or event types



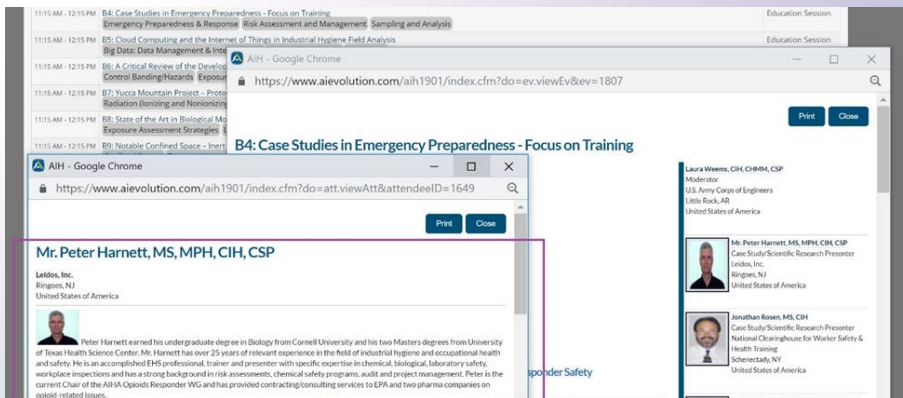
# Accessing Speaker Bios

- **Step 3:** In this example you will see we chose B4 and when we clicked into the hyperlink a pop-up window opened with the session details



# Accessing Speaker Bios

- **Step 4:** Click on the speaker hyperlink to bring up the bio, which you can then read in preparation for your session





# Evaluations

- **At the end of the session, encourage attendees to complete the session evaluation**
- Evaluations will be completed via email and the mobile app
  - Session evaluations will be emailed at the end of each day to all attendees with a survey link
  - Sessions may also be evaluated via the mobile app (each session will have a dedicated survey link)
- Evaluations provide valuable information on the suitability of topics and effectiveness of speakers and are used by staff and volunteer groups for future conference planning

# 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**



## 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
- Free from commercialism

## General Guidelines

- Expect questions to be asked and answered
- AIHA encourages scientific debate, open communication, healthy discussion, and respect for a diversity of opinions
  - All session personnel, presenters, and attendees should conduct themselves in a professional manner
- In the unlikely event of a disagreement, disruption, or emergency, go immediately to the Speaker Ready Room (102A) and request staff assistance
- If at any time you feel the session is not being presented in a vendor neutral fashion, contains a sales pitch, or have other feedback on the session or speakers, go to the Speaker Ready Room to speak with AIHA staff

## 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** >>

**Virtual Education Session 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
  - Virtual Education Session Presenter Resources



## Questions?

