

AIHce EXP 2019 Speaker Preparation

How to manage your online speaker account,
action items, and due dates

Presented by:
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NEW – AIHce EXP Speaker Webinar Series

- Series of webinars corresponding with various deadlines leading up to the AIHce EXP 2019 conference.
- Assist speakers in navigating resources, websites, understanding expectations and deadlines.
- Improving presentation skills and conference evaluations.
- For more information and to view recordings visit www.AIHce2019.org, click "Speak", then "Helpful Hints for a Successful Presentation"

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Webinar Schedule

Date	Subjects Covered
11/19/2018	Kick-off call for the SparkTalks Presenters
12/6/2018	How to manage your online speaker account, action items, and due dates
1/7/2019	What to expect on-site: room sets, logistics forms for PDC presenters, and convention center rules and regulations
2/5/2019	Promoting your session/attendance
2/7/2019	Academic Track
2/21/2019	Presentation preparation: uploading, PPT, review of resources online, timeline, deliverables for PDCs
3/7/2019	Presentation preparation: uploading, PPT, review of resources online, timeline for Education Sessions
3/14/2019	Presentation preparation: format, printing options, author attend time, upload for judging and awards for Posters
3/18/2019	SparkTalks Rehearsal
4/4/2019	Presentation tips to include adult learning techniques
4/18/2019	Virtual Conference Presenters
5/2/2019	Education Session Moderators : responsibilities, time keeping, speaker intros, Q&A
5/2/2019	On-site for PDCs ; how monitors will assist; Speaker Ready Room; post conference (evals and honorariums)
5/2/2019	On-site for Education Sessions ; how moderators will assist; Speaker Ready Room; on-site upload option; post-conference (evals)

Accessing your online speaker account

- Visit www.aihce2019.org, and click on "SPEAK", or use the link in your acceptance email (<https://www.aievolution.com/aih1901>) to access your account.
 - Login (your username is your first initial and last name, i.e. *jdoe* and your password can be emailed to you, using the "forgot password" option)

Speaker Resources

It's time to start preparing for AIHce EXP 2019 (<http://www.aihce2019.org>)! This year's conference will take place at the Minneapolis Convention Center, in Minneapolis, MN. Professional Development Courses (PDCs) will be offered on Saturday May 18th, Sunday May 19th, and Thursday May 23rd, and the conference itself will take place Monday through Wednesday, May 20th – 22nd. The online Speaker Ready Room is where you'll view your speaking schedule, accept the speaker agreement, update your profile and bio, upload your photo, and submit your audio-visual needs (PDCs only).

Log in below to review your schedule and view important deadlines.

Should you have any questions, regarding PDCs, please contact Erin Breece, Program Director, Education, ebreece@aiha.org (703) 846-0749.

For questions regarding Education Sessions and Posters, please contact Kathryn Christoe, Program Manager, Education, kchristoe@aiha.org (703) 846-0753.

For questions regarding SparkTalks, please contact Alla Orlova, Director, Education, aorlova@aiha.org (703) 846-0741.

Username:

Password:

Sign In

Forgot your Password? [Get it now!](#)



Complete the Speaker Agreement

- Once logged in, you will be taken immediately to the Speaker Agreement.
- Review the content, and digitally sign and date.
- **DEADLINE: January 16th, 2019**



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MAY 20-22 • MINNEAPOLIS, MN

Dashboard

Step 1 of 3: AIHce EXP Speaker Agreement

To add your bio at any time please click on the "My Account" button at the top right hand corner. Scroll down and click on "Bio" to edit.
Each presenter at AIHce EXP 2019 must complete the following speaker agreement.

* - indicates a required item.

Conference Attendance & Presentation Guidelines

- I agree that, in order to present during AIHce EXP, I must register and pay all applicable registration fees. I understand that AIHA does not offer discounted registration for speakers. I agree to present as part of the American Industrial Hygiene Conference and Expo (AIHce) on my designated date and time. My presentation will be reflective of the original proposal that was reviewed and accepted.
- I agree to notify AIHA's program manager immediately if an unforeseen circumstance or emergency should prevent me from meeting my obligation as a presenter. I understand that I am responsible for finding a replacement if I am unable to present.
- During my presentation, I will not engage in any type of promotional marketing or selling of any product or service, and I will not disparage AIHA in any way.

Conference Materials & Deadlines

- I agree to use the PowerPoint and handout templates and logos provided to me by AIHA for any PowerPoint presentation and/or handouts I may utilize in connection with the program, and I agree not to use these templates and logos in any way except in connection with this program.
- I agree to comply with all program-related deadlines provided to me by the American Industrial Hygiene Association (AIHA), including uploading my PowerPoint slides to the central loading system at least one hour prior to my presentation. If I am selected as part of the Virtual program, I agree that I will submit my slides to AIHA staff at least one full business day prior to my presentation date and time, but not later than the deadline I agree to not edit any presentation slides after I have submitted to AIHA.

- I represent and warrant that my presentation does not violate any proprietary or personal rights of others (including any copyright, trademark and privacy rights), is factually accurate, and contains nothing defamatory or otherwise unlawful. I have the full authority to enter into this agreement and have obtained all necessary permissions or licenses from any individuals or organizations whose material is included in my presentation.

With the exception of FOIA, I authorize AIHA to use my name, likeness, photograph, and biographical data in connection with AIHA's use of my presentation and promotion of the program, in whole or in part, in all formats now known or developed in the future. I understand and agree that this authorization is perpetual and irrevocable.

- I agree to the terms outlined above. I will follow all guidelines provided by AIHA.
- I will not attend AIHce EXP 2019. I will contact my AIHce EXP 2019 contact at aihce@aiha.org as soon as possible but no later than March 28, 2019.

Audio Recording & PowerPoint Collection

- With the exception of FOIA, as part of AIHA's continuing education program, AIHce EXP sessions may be recorded and made available to participants, members and other industry professionals in various formats. I grant to AIHA a perpetual, irrevocable and royalty-free license to use, reproduce, broadcast, disseminate and distribute my presentation (including all handouts and PowerPoint presentations) developed in the future, including, but not limited to audio, video, live streaming, and archived sessions. I understand that in any reuse the presentation and presentation material will have appropriate attribution to me.

I understand that this license does not change the fact that I retain copyright ownership of my presentation, and does not prohibit me from using my presentation in any way or from allowing others to use it.

- I agree to the terms outlined above and agree to both recording and PowerPoint collection. I will follow all guidelines provided by AIHA.
- I wish to opt-out of recording. Please do not record my presentation.
- I wish to opt-out of PowerPoint collection. Please do not distribute my presentation files.
- I wish to opt-out of both recording and PowerPoint collection. Please do not record my presentation or distribute my PowerPoint files.

Convention Center Rules & Regulations

We want your presentation to run seamlessly. At the same time, we must follow all rules and regulations of the Minneapolis Convention Center (MCC) for hosting a meeting in the facility. Please help us by noting:

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.

Auditorial 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.

If you think you will need accommodations for any of the above listed items - for any part of your session - please let AIHA staff know immediately. We are happy to work with you on a solution that will ensure success of your session AND compliance with our contract with the MCC. Please note: requests received after April 12 will not be accommodated.

I agree to the terms outlined above. I will follow all guidelines provided by AIHA.

Speaker Signature

Date

Submit

Updating your contact information

- The following page will allow you to update your contact information, including your credentials, company, location, etc.
- The information here (*excluding your email and phone*) will be visible on your session listing webpage)
- The email listed here will be how AIHA will contact you in regards to any speaking engagements at AIHce EXP
- This can be updated at anytime to reflect job changes, and the like.

Step 2 of 3: Edit Profile

The data was saved successfully.

* - indicates a required item.

Profile Information

Password:

Change?

Contact Information

Prefix:

* First Name:

Middle Name:

* Last Name:

Suffix:

Credential(s):

* Company:

Title:

Alt Title:

* Address1:

Address2:

Address3:

Review your bio & add a photo

Step 2 of 2: Bio for Kathryn Christoe

The data was saved successfully.

* - indicates a required item.

* Bio:

Insert: Remaining: 10000

Photo:

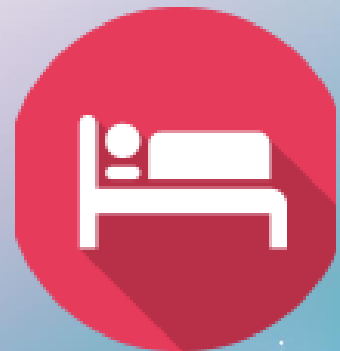
No file chosen

CLICK THE SAVE BUTTON BELOW TO COMPLETE YOUR FILE SUBMISSION NOTE: ALL IMAGES SHOULD BE SIZED TO 80x100 PIXELS (width x height). ALSO, YOUR SCREEN MAY FLICKER OR TURN WHITE DURING THE SUBMISSION PROCESS.

- The biography entered for you at the time of submission will auto-generate.
- Make changes, if needed, at any time.
- Upload a headshot style photo of yourself (*optional*)
 - For best results, use the noted sizing

Speaker Registration & Reservations

- PDC instructors who wish to attend AIHce EXP on Monday through Wednesday are required to pay the applicable full, or one-day registration fee, and should register for and reserve hotel accommodations online. Instructors must also register for the PDC(s) they are teaching using a special code that will be sent in January 2019.
 - *Questions regarding PDC instructor registration may be directed to Erin Breece; Program Director, Education; at +1-703-846-0749.*
- Education session (Monday-Wednesday) presenters and moderators are required to register for the conference and pay the applicable full, or one-day registration fee.
 - *Questions regarding speaker registration may be directed to Kathryn Christoe; Program Manager, Conference Programs; at +1-703-846-0753.*



Speaker Funding

- PDC presenters receive an honorarium (post-conference) for facilitation their course.
 - \$125/hour or \$1,000 **total** for a full day course, \$500 for a ½ day course, and \$2,000 for a 2-day course. If there are multiple instructors in a course, the honorarium is shared.
- Education sessions do not offer any speaker funding or discounts on registration.



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PDC Presenter Timeline

- **January 16, 2019** – Login and review speaker agreement, profile information, and biography and upload photo.
- **February 4, 2019** – Submission of all PDC logistics forms via the online Speaker Ready Room (Lead instructors only).
- **March 4, 2019** – Review all content on the Speaker Toolkit section of the website.
- **March 18, 2019** – If attending the main conference, register for AIHce EXP by this date.
- **March 21, 2019** – PDC cancellation due to low registration. (If your course is in danger of being cancelled, you will be notified at least 2 weeks prior.)
- **March 27, 2019** – Handout materials submission deadline. All handouts will be formatted/reproduced electronically and distributed by AIHA if received by this date.
- **April 10, 2019** – Late submittals and those planning to reproduce and distribute their own handouts must submit a final copy to AIHA for approval.
- **May 3, 2019** – E-handout download instructions emailed to students.
- **May 18, 19, and 23, 2019** – PDC presentation dates.
- **June 10, 2019** – Honorarium payment forms due (forms will be provided on-site). Requests received after this date will not be honored and will result in a forfeiture of payment.

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Education Presenter Timeline

- **January 16, 2019** – Login and review speaker agreement, profile information, and biography and upload photo.
- **March 4, 2019** – Review all content on the Speaker Toolkit section of the website.
- **March 18, 2019** – If attending the main conference, register for AIHce EXP by this date.
- **May 20-22, 2019** – Presentation dates.



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Questions?



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