

AIHce EXP 2019 Speaker Preparation

What to expect on-site: room sets, logistics forms for PDC presenters, and convention center rules and regulations

Presented by:
Bethany Chirico, Kathryn Christoe & Erin Breece

AIHce
EXP2019
Advancing Worker Health & Safety

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."

AIHce
EXP2019
Advancing Worker Health & Safety

https://www.aihce2019.org/speakers/pages/default.aspx

MAY 20-22 · MINNEAPOLIS, MN

PROPOSALS AGENDA ATTEND EXHIBIT **SPEAK** HOTEL/TRAVEL REGISTER

AIHce2019 EXP > Speak

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 >>

REGISTER >>

- Speak
- 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

SCIENCE. SERVING PEOPLE.

Upcoming Deadlines

- **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.

PDC Logistics

- Room and AV Requests are due **February 4th, 2019**
- Logistics forms are available to lead instructors only; access by logging into your online at:
<https://www.aievolution.com/aih1901/>
 - *Link also available under "Speak"; then "PDC Presenter Resources" on the AIHce EXP website.*

Standard PDC Room Set Includes:

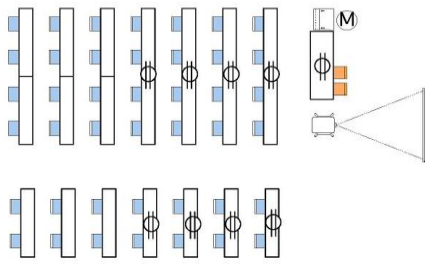
- Student seating
- Two (2) or four (4) charging stations in the rooms for students – depending on the overall attendance numbers (*power will NOT be placed at every seat*)
- Head table for two instructors and one display table at the front of the room
- LCD projector
- Screen (sized appropriately for room dimensions and session capacity)
- Remote mouse
- Up to two (2) wireless lavalier microphones

All other audiovisual needs (including flipcharts, etc.) will be at the presenter's expense and must be indicated below. Presenters must arrange and pay for these services with AIHce EXP's exclusive audiovisual provider.

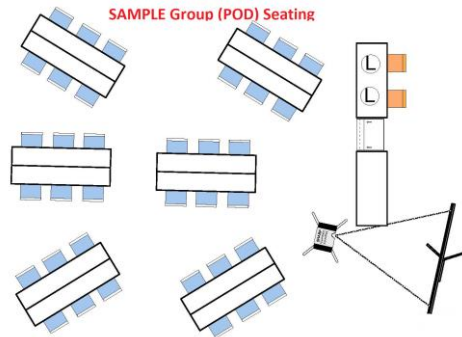
Order form is posted online, under PDC Presenter Resources

Sample Seating Arrangements (PDCs)

SAMPLE Classroom Seating Chart



SAMPLE Group (POD) Seating



Education Session Set-up & Equipment

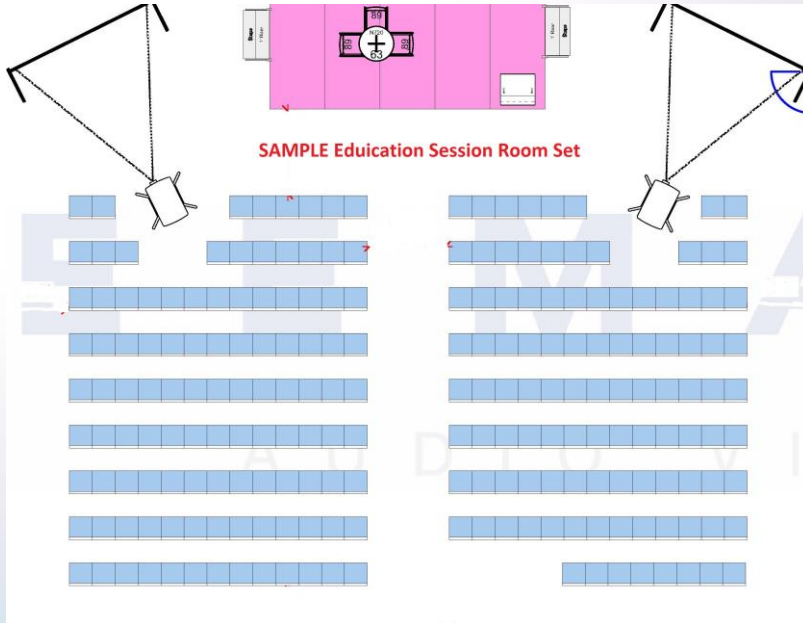
All session rooms will be provided with a standard room set that includes:

- Laptop (set in Presenter Mode for viewing/reading notes)
- LCD projector
- Screen (sized appropriately for the room)
- 2 wired mics
- 1 podium mic
- 1 audience mic on a stand
- 1 wireless slide advancer (for the computer provided by AV)
- Please note 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.

All other audiovisual needs (including flipcharts, etc.) will be at the presenter's expense and must be arranged and paid for with our exclusive audiovisual provider.

Order form will be posted online.

Sample Seating Arrangements (Education Sessions)



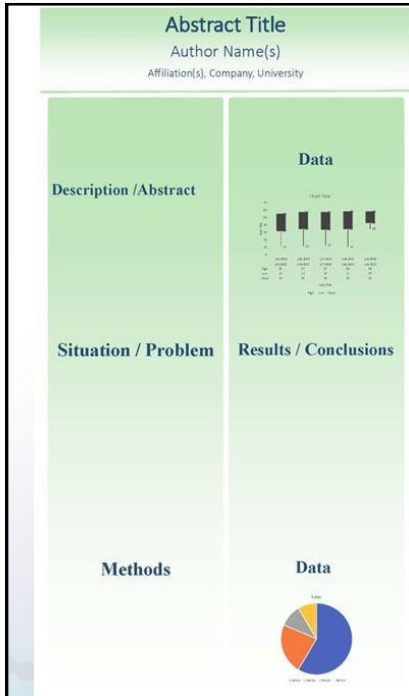
AIHCE
EXP2019
Advancing Worker Health & Safety

Poster Logistics and Guidelines

Set-up & Tear-down

- Posters will be located in two separate areas of the Minneapolis Convention Center.
- You will not need a pass to set-up your poster; however, you will need your name badge, so stop at the registration desk first
- Set-up hours for posters will be Sunday, May 19 from 12:00 p.m.-5:30 p.m. and Monday, May 20, 7:00 a.m.-10:00 a.m. Central.
- You will receive a the # of the bulletin board where you will hang your poster. **DO NOT** hang your poster on any board other than the number you are assigned to.
- Tear down hours will be Wednesday, May 22, 2018, 3:15 p.m.-5:00 p.m. Central. **Note: if you do not dismantle your poster by 5:00 p.m. Wednesday, your poster will be discarded.**
- All supplemental materials, including any (optional) handouts that support poster research or presenter business cards, must be distributed ON your poster board. **Tables will not be provided for posters.**

AIHCE
EXP2019
Advancing Worker Health & Safety



NEW Poster Format

- The hard copy posters will be displayed on **VERTICAL** bulletin boards. The interior, usable space of the board measures 45" (wide) x 91" (tall) The recommended dimensions of your poster are 43" x 78".

Convention Center Rules & Regulations

- 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.
- If you think you will need accommodations to 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.

Questions?

