

A background graphic consisting of a network of light blue and white dots connected by thin lines, set against a gradient background transitioning from blue on the left to purple in the center and teal on the right.

AIHce EXP 2019 Speaker Preparation

Virtual Conference Presenters

Presented by:

**Fatima Khan, Coordinator, eLearning &
Colleen Manning, Program Director, eLearning**



Presented By:

Colleen Manning, Program Director, eLearning



Fatima Khan, Coordinator, eLearning



Virtual AIHce EXP 2019

- 30 Education Sessions
- 19 Topics/Tracks
- 110 Presenters
- Over 200 registrants already signed up!



Frequently Asked Questions

- What are virtual participants seeing?
- What do I have to do differently if I'm part of a virtual session?
- What are some tips to have a successful virtual session?



Virtual Conference Session View

freestone[®]
by communitybrands

Announcements [Public Chat](#) ◀ [Q&A](#)

Moderator (11:59 AM): Welcome to today's session, "The Technological Impact of Industrial Hygiene". My name is Colleen, and I'll serve as your moderator. To learn more about the presenter, click the "Presenter Info" Tab. To Submit a question, either type it in here or click the "Q&A Tab". The session will begin shortly.

Fatima (12:01 PM): Great session so far

John (12:03 PM): What are some important technical initiatives to be aware of within industrial hygiene?

Sarah (12:10 PM): I love this point!

Moderator (12:12 PM): Everyone doing ok?

Michael (12:12 PM): Yes!

Kerry (12:13 PM): good audio here

Note: This chat is not monitored by Support.

Send

Presenter Info [Stream](#)

45:20 / 1:14:19

The old brick-and-mortar economy is being regulated to death. The new tech-driven economy has been given a pass to flout regulation and build vast value."

Political Pollster Mark Penn

The video player displays a presentation slide with a quote by Mark Penn. The slide text reads: "The old brick-and-mortar economy is being regulated to death. The new tech-driven economy has been given a pass to flout regulation and build vast value." Below the quote, the name "Political Pollster Mark Penn" is displayed. The video player interface includes a progress bar at the bottom, a play/pause button on the left, and a volume icon on the right. A small inset video shows a man in a suit, presumably Mark Penn, speaking.

What's different about a Virtual Session?

- Earlier deadline for Presentation Central Uploading
 - **(24 hours instead of 1 hour before the session begins)**
- Communication with virtual staff ahead of time on the use of polls, activities, in-room handouts, etc. so we can discuss how to translate for the virtual audience.
- AIHA Staff and contractors are in the session rooms, videoing and asking questions on behalf of the virtual audience.

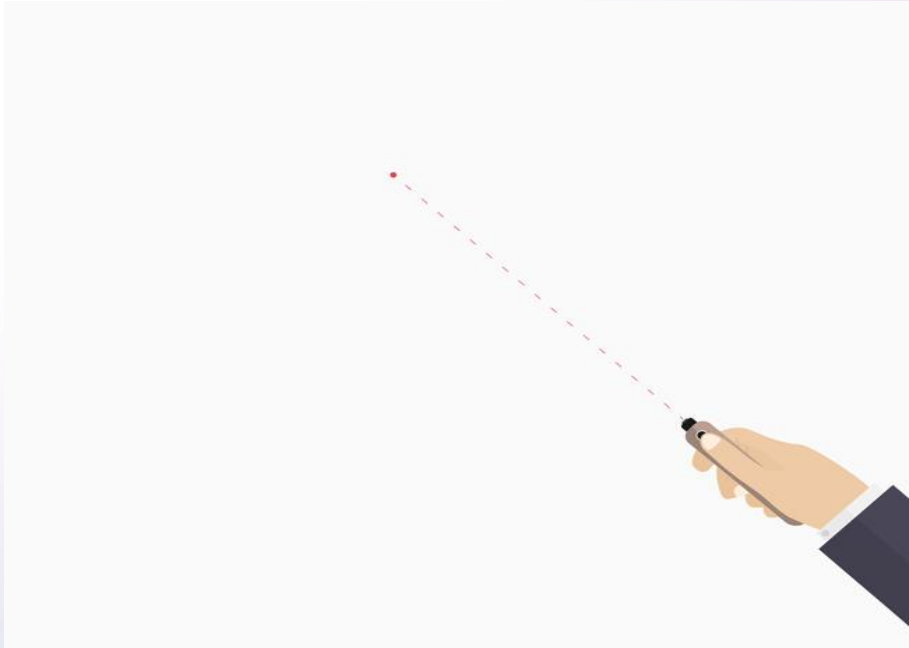


Tips for Presenting to the Virtual Audience



- At the beginning, welcome both the face-to-face and virtual audiences.
- Explain to those in the face-to-face audience that the session is being broadcast live to virtual attendees.
- Direct questions to the microphone so that in-person and virtual attendees can hear.

Tips for Presenting to the Virtual Audience



- Use the mouse (or words), not the laser pointer, for emphasis in your session. The virtual audience cannot see the laser pointer.
- Speak clearly and be sure to use the microphone.
- Keep movement to a minimum.
- Be aware of any feedback or requests from the recording technician.

Tips for Presenting to the Virtual Audience



- Be aware of any feedback or requests from the recording technician.
- Be sure to repeat questions or comments so streaming audiences and recordings can capture it.
- There is a delay – 30 seconds to 1 minute. Please be aware during Q&A time and allow for the delay before wrapping up.
- Include commentary from the remote audience when debriefing discussion questions. Your virtual moderator can assist with this.

Tips for Presenting to the Virtual Audience

- Contact the Virtual Team at DLAssistant@aiha.org if you plan to incorporate:
 - Polls
 - Activities
 - Additional Resources/Handouts



Tips for Presenting to the Virtual Audience

- Thank both the face to face and virtual audiences for participating.
- Share your email address in case there are questions from the virtual audience that weren't covered during the session or they'd like to ask a direct question. They don't have the opportunity to catch you in the hallways to follow up like people onsite do.

Questions?



Next steps

- If you are incorporating any activities, polls, videos, etc. – send us an email at DLAssistant@aiha.org so we can connect with you.
- Prepare to have your [presentation uploaded 24 hours before](#) your session begins
- Contact us if you need any assistance – DLAssistant@aiha.org



Speaker Education Web Series

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. Click here for the recording, or click here for a copy of the slides.
1/8/2019	What to expect on-site: room sets, logistics forms for PDC presenters, and convention center rules and regulations Click here for the recording, or click here for a copy of the slides.
2/5/2019	Promoting your session/attendance Click here for the recording, or click here for a copy of the slides.
2/21/2019	Presentation preparation: uploading, PPT, review of resources online, timeline, deliverables for PDCs Click here for the recording, or click here for a copy of the slides.
3/4/2019	Academic Track Presenters Click here for the recording, or click here for a copy of the slides.
3/21/2019	SPARKtalks Rehearsal
4/4/2019	The Art of Presenting Science - Presented by: Carl Sall, CIH, CSP Click here for the recording.
4/11/2019	Professional Posters Preparation: format, printing options, author attend time, on-site logistics Click here for the recording, or click here for a copy of the slides.
4/18/2019	Student Posters Preparation: format, printing options, author attend time, digital file uploading and consideration for Best in Show Awards, on-site logistics. Click here for the recording, or click here for a copy of the slides.
4/25/2019	Education Sessions Preparation: PPT template and central uploading demo, review of resources online, on-site logistics Scheduled for 2:00 p.m. - 3:00 p.m. (Eastern Time). Click here to login.
5/2/2019	Virtual Conference Presenters Scheduled for 1:00 p.m. - 2:00 p.m. (Eastern Time). Click here to login.
5/7/2019	What to expect on-site: PDCs; how monitors will assist; Speaker Ready Room; post conference (evals and honorariums) Education Sessions; how moderators will assist; Speaker Ready Room; on-site upload option; post-conference (evals) Moderators: responsibilities, time keeping, speaker intros, Q&A

[Helpful hints for a successful presentation](#)

Thank You!

