

# Submission and Review Processes for AIHce 2018

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# AIHA Research Findings

- Align education with demand
- Levels of education should be considered
- More future trends, new thinking, research
- Identify how education helps IHs in terms of work and career
- Create tracks to help with planning AIHce experience
- Experiment with new engagement approaches

# Important AIHce 2018 Dates

**Call for Proposals is open**

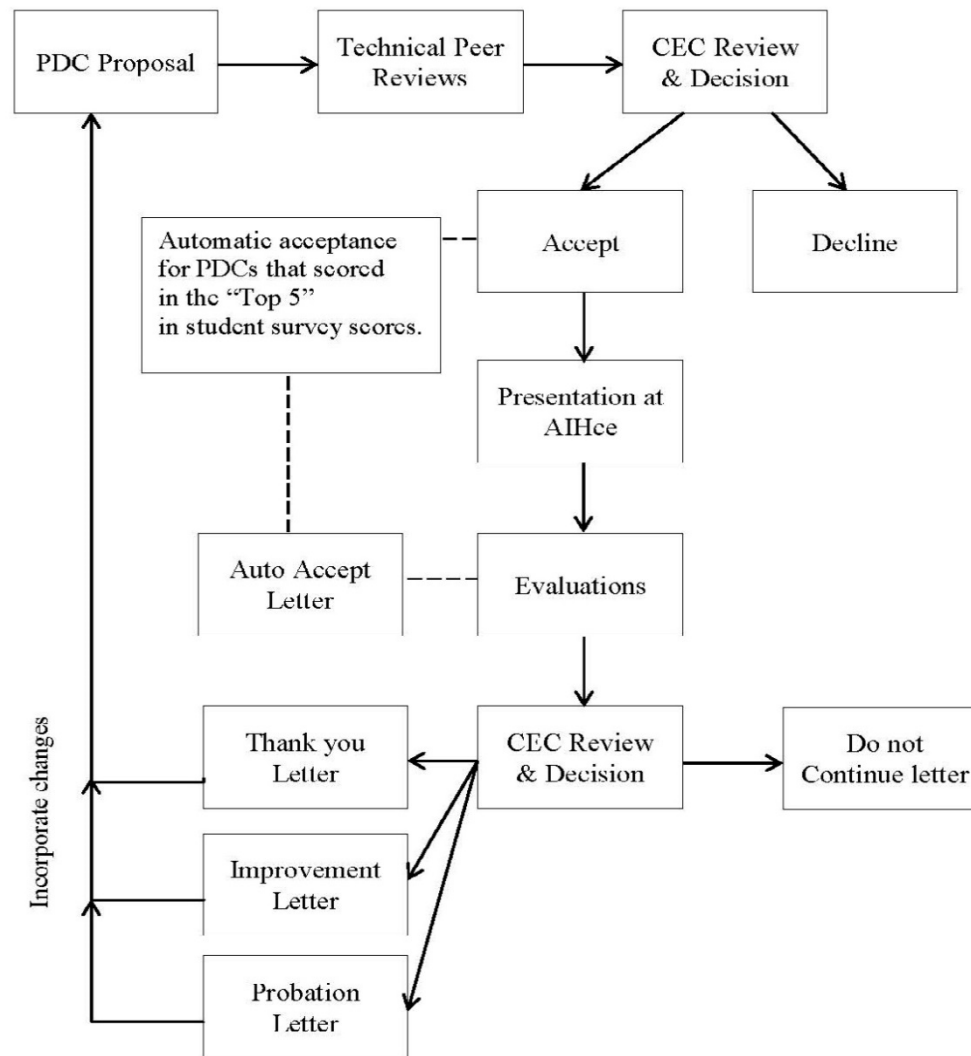
**September 6, 2017** – Deadline for submitting PDC and education session proposals

**November 2017** – Acceptance notifications sent

# Professional Development Courses

- Will be held on Saturday, Sunday, and Thursday
- Half-day, one-day, and two-day formats
- Selections made by Continuing Education Committee

# PDC Review & Selection Process Flow Chart



# PDC Volunteer Group Technical Review Process

- Prior to reaching the CEC, the submissions assigned to volunteer groups, according to their topic area, for technical content review.
- These reviews are factored into the CEC quantitative review process.
- For 2018, this review is scheduled for September 11-22, 2017.
  - A call for reviewers (2-3 members from each VG) will occur August 1-14, 2017.

# How are PDCs scored?

- Is the topic is relevant to OEHS?
- Is the topic: New/Emerging, Core/Foundational, Waning

*(Rating 1-5)*

- The proposal has a sound technical basis
- Course description is clear and concise
- Learning Outcomes are appropriate for level
- Outline describes the content appropriate for level
- Instructor qualifications are sufficient
- Overall Score: (AVERAGE OF QUESTIONS)
- Recommendation: (Suggest that the CEC ACCEPT or REJECT the proposal)

# How does the CEC review PDCs?

- Each proposal is evaluated by at least two members of the CEC to assure that it is relevant to the profession, titled properly and meets its stated objectives. Course outline and teaching materials are critiqued and presenter credentials are reviewed.
- This CEC evaluation is conducted in a uniform manner using a format, which results in a quantified rating for each proposal.
- The Committee then considers all proposals and their ratings in light of program topical balance, educational needs expressed by member surveys, and the AIHA's strategic goals.
  - For courses previously conducted, the major factor in the review are the student evaluations.



# How are PDCs selected?

- Wide range of topics representing field of IH
- 40% introductory, 50% intermediate, and 10% advanced
- 75% full day, 15% half day, 10% two day
- One PDC addressing each of the CPAG content priorities
- At least 25% new courses each year.
- Top 5 courses from the previous year (based on ratings and attendance) automatically accepted
- Final selections are limited by the number of rooms available to us at the convention center.

# Why would the committee not accept a PDC proposal?

Many more proposals are submitted than can be accommodated at the AIHce. There are several reasons for not selecting a particular course.

## **Examples include:**

- relevance to the members
- accuracy of technical information presented
- previous student evaluations
- overabundance of course offerings in one area
- content similar to another course
- need for course rotation
- simply lack of interest by the members at large

# PDC Instructor Honorarium

Instructors receive a small stipend of \$125 per hour to help off-set travel and lodging costs. Unfortunately, not other funding is available.

- Half Day Course (4 hrs.) = \$500.00 total
- Full Day Course (8 hrs.) = \$1,000.00 total
- Two Day Course (16 hrs.) = \$2,000.00 total

*\*All payments must be split amongst total # of instructors per course.*

# Any Questions on the PDC Process?



# AIHce Education Sessions

- Scientific Research (20 min)
- Case Studies (20 min)
- Technical Sessions (1 hour)
- Ignite
- Professional Posters
- Student Posters

# How are proposals reviewed?

- Blind reviews conducted online in September after submission deadline
- Technical committees review
  - September 11-22, 2017
    - A call for reviewers (2-3 members from each VG) will occur August 1-14, 2017
- Conference Program Committee review
  - September 5- October 6, 2017
- Scores from separate groups are tabulated
- Comparison of scores forms basis for discussion by CPC
- Final selections made by November

# How are proposals scored?

**(1–Strongly Disagree to 5–Strongly Agree)**

- This presentation will be of interest to the AIHce audience.
- The content of this session is current and relevant to OEHS professionals.
- This proposal is clear, well-organized, and well-written.
- This presentation should be accepted for AIHce.

# Selection Process

- Ratings used to inform the selection process
- Data from AIHA surveys will help identify popular topics
- Tracks will be identified based on accepted proposals/ spread of topics



# Topics Inform Tracks

- Submitters select a primary topic and up to two additional topics
- Conference Program Committee uses topic selection to schedule program
  - If session cannot be placed into primary topic area then secondary and tertiary topics will be utilized.

# Session Arranging

- Three individual case study or scientific research presentations (20 minutes each) comprise a single one hour session
- Conference Program Committee will arrange combined sessions based on content
  - AIHA staff will ask Volunteer Groups for names of Moderators for any combined sessions in their topic area

# Multiple Part Sessions

- Option to submit two proposals with the same title, identified as Part 1 or Part 2
- Each Part can have a maximum of 3 speakers (maximum session total of 6 speakers)
- The two Parts should have different content and presenters
  - Conference Program Committee may decide to accept only one of them

# Sponsoring Sessions

- Committee meetings scheduled early morning or late afternoon
- Education program schedule does not conflict with committee meeting times, therefore no need for committees to indicate which sessions they are “sponsoring”

# Funding

- There is no formal funding process for education session speakers.
- Speakers are required to pay for their own registration, travel, housing and other incidental costs.

# Speaker Notification

- In November all presenters and any co-presenters will receive an email from AIHA regarding the status of their proposal and a link back to the Attendee Interactive portal.
- Speakers should log-in to the Attendee Interactive portal where they will find the decision as well as comments/ feedback from reviewers, if any.

# Proposal Selection Process

- Proposals not selected are considered for posters, webinars, *Synergist* articles, etc.
- Intent is to have an open process with wider participation in order to select the best content for AIHce

# Thank you for your support!

## Questions?