



PROGRAM COMMITTEE RESOURCE GUIDE

TABLE OF CONTENTS

COMMITTEE MATERIALS.....	5
Program Committees	7
Committee Specialties	7
Committee Positions	8
Committee Calendar.....	9
Liaison Contact List.....	10
Programming Questions	11
Session development.....	11
Session format	12
Presenter compensation.....	12
Presenter cancellation	12
Session attendance	12
Committee responsibilities	12
Sample Correspondence	14
Recruiting a committee member.....	14
Inviting a presenter	14
Inviting a panelist or moderator	15
Thanking a presenter, panelist or moderator	15
PRESENTER MATERIALS.....	17
Presenter Benefits.....	19
Presenter Guidelines.....	20
BIG IDEAS.....	21

COMMITTEE MATERIALS

Program Committees

The Ohio Safety Congress & Expo offers more than 200 educational sessions developed and conducted by safety, health and workers' compensation professionals. These individuals participate on industry-specific program committees. Participation on an Ohio Safety Congress & Expo program committee is an opportunity to:

- Learn new information;
- Collaborate with industry peers; and
- Improve the safety and health performance of Ohio business.

Program committees have four or more members, each with a four-year term. In addition, individuals and their employers receive public recognition for their involvement in safety and health education.

Committee Specialties

Program committees are offered in the following industries and subject matters:

A.S.S.E./Ohio Council	Mining
Agricultural and Green Industries	Motor Carriers
Chemical	Occupational Medicine and Rehabilitation
College and University	Ohio Public Schools
Construction	Oil and Gas
Distribution and Logistics	OSHA
Education and Training	OSHA On-Site
Emergency Medical Services	Polymers and Advanced Materials
Employee Communications	Prevent Blindness
Environmental	Public Utilities
Ergonomics	Research and Development
Fire Prevention	Risk Management
Food and Beverage Manufacturing	Safety 24/7
Food Services	Safety Program Development
Health-Care Facilities	Small Business
Industrial Hygiene	State, County and Municipal Employees
Manufacturing	Worker Health and Wellness
Medical	Workers' Compensation
Metals	Workforce Diversity

Committee Positions

Committee members perform tasks on behalf of the committee and based upon the position occupied.

All members

- Attend a two-hour planning meeting in central Ohio each fall
 - Identify pertinent and timely session topics and invite presenters for each topic
 - Attend additional committee meetings and/or participate in scheduled phone conferences or email correspondence for the finalization of session topics and presenters
 - Recruit new members, when needed, to maintain a roster of four or more members
 - Attend the Ohio Safety Congress & Expo and assist with the committee's educational sessions
 - Participate as needed to meet the committee's goals as directed by the committee chair and/or liaison
-

Chair

- Communicate responsibilities and expectations to all committee members
- Coordinate and ensure the development and timely submission of educational sessions
- Oversee communication to presenters before and after the Ohio Safety Congress & Expo

First vice chair

- Submit membership roster for following year's Ohio Safety Congress & Expo
- Advance one chair position each year in preparation to chair the committee

Second and third vice chair

- Advance one chair position each year in preparation to chair the committee

BWC-appointed liaison

- Act as liaison between committee and BWC
- Attend committee meetings and provide guidance, when necessary
- Oversee program development to ensure appropriateness and timely completion
- Coordinate committee support of the educational sessions at the Ohio Safety Congress & Expo
- Manage or perform the introduction of presenters during the Ohio Safety Congress & Expo

Committee Calendar

August, 2017

- August 9 to 31: Attend Ohio Safety Congress & Expo planning meeting as assigned
- Create and submit action plan for timely development of educational sessions
- Identify responsibilities and deadlines for each member
- Aug. 31: Ensure committee has 4 or more members, plus liaison; Assign a committee member to each chair position.

September, 2017

- Sept. 1 to 20: Committee chair or designee monitors action plan for timely implementation and communicates progress to committee members
- Sept. 6: Committee mid-term planning meeting via teleconference, led by committee chair or liaison
- Sept. 18: Review session submissions from presenters; update and revise as needed
- Sept. 20: Committee members provide session submission forms to liaisons
- Sept. 22: Liaisons upload session submission forms to Safety Congress SharePoint site
Sessions not submitted in a timely manner will be cancelled and removed from the Safety Congress agenda.
- Sept. 29: Committee members provide written confirmation to each presenter

October, 2017

- BWC reviews session submissions, edits for consistency and style
- BWC submits selected sessions to appropriate boards and commissions for continuing education credit
- BWC submits selected sessions to appropriate boards and commissions for continuing education credit

December, 2017

- BWC prepares marketing material for website, online registration and printed pieces
- BWC begins to receive some approvals for continuing education credit

January, 2018

- Committee members follow-up with presenters, confirm presentation content, review handout deadline
- BWC opens registration

February, 2018

- BWC provides instructions for presenter handout material and audio visual requests
- First vice chair begins search for new committee member(s) for following year's event
- February 23: Presenters upload PowerPoint presentations and handout materials to OSC website

March, 2018

- First vice chair submits committee roster for following year's event
- March 7 to 9: Committee members attend the Ohio Safety Congress & Expo and conduct educational sessions

Liaison Contact List

A.S.S.E./Ohio Council (10)	Tracy Thompson	614-312-9809	Tracy.Thompson.2@bwc.state.oh.us
Agriculture/Green Industries (11)	Craig Martin	567-204-8921	Craig.M.12@bwc.state.oh.us
BWC and Medical Symposium	Julie Darby Martin	614-466-8634	Julie.D.2@bwc.state.oh.us
Chemical (13)	Phillip Rauscher	419-250-7800	Phillip.R.1@bwc.state.oh.us
College and University (14)	Steve Roth	513-889-8413	Steven.R.1@bwc.state.oh.us
Construction (15)	Eric White	330-904-4899	Eric.W.12@bwc.state.oh.us
Distribution and Logistics (17)	Deb Bailey	330-414-9799	Bailey.D.1@bwc.state.oh.us
Education and Training (19)	Ford Sledge	614-466-0386	Ford.S.1@bwc.state.oh.us
Emergency Medical Services (20)	Lisa Houston David Meronk	614-578-3596 419-592-7629	Lisa.K.1@bwc.state.oh.us David.M.15@bwc.state.oh.us
Employee Communications and Workforce Diversity (24)	Julie Reynolds	419-350-7913	Julie.R.12@bwc.state.oh.us
Environmental (25)	Ben Hissam	513-646-3199	Benjamin.H.1@bwc.state.oh.us
Ergonomics (26)	Delia Treaster	614-202-3519	Delia.T.1@bwc.state.oh.us
Fire Prevention (27)	Deb Bailey	330-414-9799	Bailey.D.1@bwc.state.oh.us
Food and Beverage Mfg. (28)	Johanna Foucher	614-562-5395	Johanna.F.1@bwc.state.oh.us
Food Services (29)	Robin Watson	330-904-4867	Robin.W.1@bwc.state.oh.us
Health-Care Facilities (31)	Ford Sledge	614-466-0386	Ford.S.1@bwc.state.oh.us
Industrial Hygiene (33)	Jeff Hutchins	419-340-7214	Jeffrey.H.1@bwc.state.oh.us
Manufacturing (34)	Michael Marr	614-578-3600	Michael.M.3@bwc.state.oh.us
Metals (36)	Rick Maj	330-904-4506	Richard.M.1@bwc.state.oh.us
Mining (37)	Jeff Ghindea	330-904-3879	Jeff.G.1@bwc.state.oh.us
Motor Carriers (38)	Cari Gray	330-904-4475	Cari.G.1@bwc.state.oh.us
Occupational Medicine and Rehabilitation (39)	Tim Rittgers Joan McAllister	937-269-5453 216-538-9721	Timothy.R.1@bwc.state.oh.us Joan.M.1@bwc.state.oh.us
Ohio Public Schools (40)	Renee Peck	614-644-4896	Renee.P.12@bwc.state.oh.us
Oil and Gas (41)	Sarah Ghezzi	614-562-6029	Sarah.G.1@bwc.state.oh.us
OSHA Federal (42)	Shirley Brackney	614-466-7689	Shirley.B.1@bwc.state.oh.us
OSHA On-site (43)	Greg Collins	614-644-2527	Sears.C.1@bwc.state.oh.us
Polymer/Advanced Materials (44)	David Costantino	330-301-5825	David.C.14@bwc.state.oh.us
Prevent Blindness (45)	Cindy Cooper	513-520-5983	Cynthia.C.1@bwc.state.oh.us
Public Utilities (46)	Bruce Loughner	614-738-3096	Bruce.L.1@bwc.state.oh.us
Research & Development (47)	Sarah Jordan	614-466-5109	Sarah.J.1@bwc.state.oh.us
Risk Management (48)	Shane Mougey	614-769-2909	Clinton.M.1@bwc.state.oh.us
Safety 24/7 (49)	Kelly Ott	330-323-0030	Kelly.O.1@bwc.state.oh.us
Safety Program Development (50)	Nicholas Coia	234-207-0470	Nicholas.C.1@bwc.state.oh.us
Small Business (51)	Molly Byrne	614-562-5574	Molly.B.1@bwc.state.oh.us
State, County and Municipal Employees (52)	Glenn McGinley Kimberlie Mitchem	614-752-2140 614-621-3378	Glenn.M.1@bwc.state.oh.us Kimberlie.M.1@bwc.state.oh.us
Worker Health and Wellness (53)	Rich Gaul	440-935-2421	Richard.G.1@bwc.state.oh.us

Programming Questions

Session development

How many presentations should be prepared by our committee?

Each program committee is responsible for preparing the designated number of education sessions on the session schedule, which typically vary from four to five 60-minute sessions. Each education session should adjourn promptly at the designated time. A 15- to 30-minute break is scheduled between sessions, allowing participants to exit sessions without interruption to the presenters.

What is an appropriate length of time for each presenter?

The length of each education session is 60 minutes, unless otherwise indicated on the session schedule. Two consecutive sessions may be scheduled for topics requiring in-depth discussion. The second session should be a continuation of the first, and not a repeat of the first session. **It is highly recommended that the presenters not exceed two consecutive sessions.** If a presenter requires more than two 60-minute sessions, *you must receive BWC approval.*

Who determines the content of the educational sessions?

Each program committee is responsible for determining the content of the educational sessions. Input should be solicited from each committee member, including those not in attendance at the planning meeting. The committee liaison should be involved in these discussions, but is not responsible for carrying out the duties of the committee. Topics and presenters may not be a repeat of the previous year's session.

In addition, a committee may choose to focus on a single topic and offer a progression of technical difficulty (basic, intermediate, advanced) over multiple 60-minute sessions. This may offer additional appeal to an

audience with significant safety and health experience.

How do we decide which topics are appropriate for our educational sessions?

Many resources are available to assist with selecting topics which may be beneficial to the audience. Comments from last year's Ohio Safety Congress & Expo, fellow committee members, colleagues, personal experience and industry publications are just some of the tools available. The committee liaison can also provide guidance.

Our committee has morning and afternoon sessions. Can we schedule the same topic and/or presenter multiple times?

To meet the educational needs of a wide variety of participants, it is not recommended to use the same topic or presenter more than once at the Ohio Safety Congress & Expo.

Can we schedule a presenter from BWC or Safety & Hygiene?

BWC employees may be able to present on a variety of topics. Contact BWC at 614-466-7695 to schedule a presenter.

What type of audio visual aids should our presenter use?

Each meeting room will be equipped with a laptop, projector, remote mouse and lapel microphone. Additional equipment such as laser pointers, slide projectors, audio support for video clips, flip charts, etc., can be provided upon request. Internet connections may be available if ordered in advance. Presenters can request equipment and services via the Speaker Service Center in January.

Session format

Is it required that our sessions be presented as a lecture?

Committees are encouraged to be creative when selecting topics and presenters. Many successful Ohio Safety Congress & Expo sessions have been live demonstrations, hands-on activities and audience participation. Please contact BWC at 614-466-7695 to discuss any special requirements necessary to develop these unique and innovative programs. Additional meeting space, demonstration areas, specialized equipment, etc., can be provided, if available.

Can we schedule a panel discussion rather than a lecture presentation?

Panel discussions can be very effective method of addressing many elements of a single topic. The most important components of a successful panel discussion are knowledgeable panel members and a dynamic moderator. **The panelists and a moderator must be identified when the sessions are submitted to BWC in September.** Please ensure these key elements are in place before submitting a panel discussion for your session.

Presenter compensation

Can presenters be paid a fee or reimbursed for their expenses?

Presenters are not paid a fee nor reimbursed for expenses. By donating their time and expertise, more than 250 committee members and 225 presenters help to make Ohio Safety Congress & Expo an affordable education resource for many Ohio employers. Because presenters participate on a volunteer basis, accompanied with other revenue generating tools, registration for the Ohio Safety Congress & Expo continues to be free of charge.

In exchange for their participation, volunteer presenters receive many intangible benefits such as visibility, networking, and increased

presence in the safety and health community. Reference the Presenter Benefit section of this packet for more information.

Presenter cancellation

What should we do if our presenter cancels?

First, ask if anyone else in the presenter's organization is qualified to speak on the same topic. If the organization cannot provide a replacement presenter, notify your committee members, liaison and BWC immediately. Ask BWC if they are aware of presenters qualified to present your topic. It may take a group effort to obtain a new presenter. Once the new presenter is obtained, make sure show management receives this new information.

Session attendance

How can we get more people to attend our educational sessions?

Flyers and news releases are available to all program committees for distribution to companies, groups, organizations, etc. In addition, BWC may be able to partner with recommended organizations to publicize your educational sessions in newsletters and announcements. Please contact BWC at 614-466-7695 to discuss customized methods for reaching your target audience.

Committee responsibilities

What should I do if I or a fellow committee member did not attend the Planning Meeting?

The committee chair should contact absent committee members during or immediately after the meeting to discuss their involvement in the planning process and contribution to the committee. It is important that the committee members become involved as quickly as possible, as most committee interaction occurs within a six-week period in Aug. and Sept.

What do we do after the topics and presenters are finalized and how do we communicate these plans with BWC?

The session submission form is the method of communicating your educational sessions to the Safety Congress manager. This form should be completed by the presenter, reviewed by the committee and submitted to the committee liaison by the date designated on the form. The liaison will review and submit to the Safety Congress SharePoint site by the date designated on the form. Please take extra care when reviewing the session submission form. Its contents will be printed in all publicity materials, including the Ohio Safety Congress & Expo event guide and official website. It will help participants determine which educational sessions to attend.

Sample Correspondence

Copy and customize the language below to fit your specific needs when creating Ohio Safety Congress & Expo correspondence.

Recruiting a committee member

Option 1:

We need your help!

BWC's Ohio Safety Congress & Expo offers a track of sessions which focus on INSERT COMMITTEE, including but not limited to INSERT INDUSTRY TYPES. We are currently recruiting new members for the program committee to develop sessions of this nature for the 2018 Ohio Safety Congress & Expo. With your help we can continue to offer these valuable sessions at the event. It is an excellent opportunity to network with others who INSERT COMMONALITY and improve the effectiveness of your safety program.

If you have experience working with INSERT INDUSTRY, please consider accepting this invitation to participate. BWC provides a structured framework for the programming process to reduce the time commitment for its committee members. A summary of the activities is attached and <<a chairperson for the committee has already been identified OR OTHER PERTINENT COMMENT>>. To express your interest or receive more information, please contact INSERT NAME/EMAIL by <<INSERT DATE>>.

Option 2:

You recently attended the Ohio Safety Congress & Expo and indicated an interest in joining a program committee for upcoming events. Participation on an Ohio Safety Congress & Expo committee can be a very beneficial and worthwhile experience.

All educational programs at the Ohio Safety Congress & Expo are developed and

conducted by safety and health professionals, like you, who work together to offer the largest offering of educational sessions in Ohio. This format resulted in the most highly-respected statewide safety event in the United States. As a matter of fact, more than 85 percent of Ohio Safety Congress & Expo participants indicate the educational sessions are the most important factor in their decision to attend the event.

Please review the attached information and consider our invitation to participate. I will phone you tomorrow to answer any questions and discuss next steps for your involvement.

Inviting a presenter

Inviting a presenter

You have been recommended as a presenter for the Ohio Safety Congress & Expo. This event is sponsored by the Ohio Bureau of Workers' Compensation and is scheduled March 7 to 9, 2018 at the Greater Columbus Convention Center.

The Ohio Safety Congress & Expo is the largest regional safety and health event in the country, attracting over 7,300 people and 250 exhibitors. You are invited to give a 60-minute presentation (50 minute presentation, 10 minute Q&A) on INSERT TOPIC on INSERT DATE at INSERT TIME.

Although the budget does not cover fees or expenses for presenters, we hope that your interest in safety and health and a captive audience will be sufficient incentive for your participation. I have also enclosed a list of

benefits you can expect to receive by speaking at this event.

Please consider our request and respond with your availability by INSERT DATE. We look forward to your participation.

Confirming a presenter

Thank you for accepting our invitation to speak for the Ohio Safety Congress & Expo. The event is sponsored by the Ohio Bureau of Workers' Compensation and is scheduled March 7 to 9, 2018 at the Greater Columbus Convention Center.

The Ohio Safety Congress & Expo is the largest statewide safety and health event in the country, attracting over 7,3000 people and 250 exhibitors. Your 60-minute presentation (50 minute presentation, 10 minute Q&A) is titled INSERT TOPIC and is scheduled on INSERT DATE at INSERT TIME. The skill level of the audience will be INSERT SKILL LEVEL.

You will be pre-registered for the Ohio Safety Congress & Expo. I will contact you closer to the event to confirm the arrangements for your presentation. In the meantime, please don't hesitate to contact me if you have any questions regarding your participation. We look forward to your presentation.

Inviting a panelist or moderator

Inviting a panel member

The Ohio Bureau of Workers' Compensation will offer the Ohio Safety Congress & Expo, March 7 to 9, 2018, at the Greater Columbus Convention Center. As a member of the program committee, I have been asked to organize a panel discussion on INSERT TOPIC.

The panel will concentrate on three main points – INSERT POINTS. Each panelist will speak for ten minutes. These talks will be followed by a question-and-answer period in which members of the audience participate. INSERT NAME will moderate this presentation. The 60-minute session (50 minute

presentation, 10 minute Q&A) is scheduled to begin at INSERT TIME on INSERT DATE.

Please consider this invitation to participate on our panel. We appreciate a response by INSERT DATE and look forward to hearing from you.

Confirming a panel member

Thank you for agreeing to be a panelist at the 2018 Ohio Safety Congress & Expo. The 60-minute session is titled INSERT TOPIC and is scheduled on INSERT DATE at INSERT TIME. As a participant in this session you will be asked to concentrate on three main points – INSERT POINTS. Each panelist will speak for INSERT TIME minutes. These brief presentations will be followed by a question-and-answer period in which members of the audience participate. INSERT NAME will moderate this presentation. Other members of this panel are INSERT NAMES.

You will be pre-registered for the Ohio Safety Congress & Expo. I will be in contact with you at a later date to further discuss the content of your presentation. In the meantime, please don't hesitate to contact me if you have any questions. We look forward to a successful presentation.

Thanking a presenter, panelist or moderator

On behalf of the Ohio Bureau of Workers' Compensation and the <<INSERT COMMITTEE NAME>> program committee, I would like to thank you for your recent presentation at the Ohio Safety Congress & Expo.

We recognize the importance of INSERT PRESENTATION MAIN POINT. We appreciate that you shared your knowledge and expertise with our audience.

The Ohio Safety Congress & Expo was well-attended and we thank you for your role in its success.

PRESENTER MATERIALS

Presenter Benefits

The Ohio Safety Congress & Expo is a three-day convention, March 7 to 9, at the Greater Columbus Convention Center, featuring over 200 occupational safety and health educational sessions. These sessions are developed and coordinated by volunteer program committees who partner with BWC to help prevent workplace injuries and illnesses in Ohio.

The Ohio Safety Congress & Expo is an opportunity for businesses, organizations and public entities to educate safety personnel and workers' compensation administrators on solutions, regulations, processes, training and technology. More than 7,300 people attend the event each year.

Participating as a presenter provides many benefits to you and your business. We recognize and appreciate your involvement. We will provide support to make your experience beneficial and worthwhile for you and your audience.

Position yourself and your business

Participating in a large event such as the Ohio Safety Congress & Expo can strengthen your credibility and foster respect within the safety and health community. Although advertising and sales efforts are strictly prohibited, an educational presentation is a valuable public relations tool to complement your marketing strategy.

Increase your presence

By presenting at the Ohio Safety Congress & Expo, your name and business affiliate will be posted on BWC's website and viewed by thousands of Ohio businesses, organizations and government agencies. Your presence in publicity materials and during the event will develop prestige and distinction among your peers.

Work with safety professionals

The Ohio Safety Congress & Expo is developed by safety professionals, for safety professionals. Volunteer program committees plan and conduct the educational sessions. Presenters also volunteer their time at the Ohio Safety Congress & Expo. In total, more than 450 volunteers will join efforts to ensure the safety and health of Ohio workers. This effort, accompanied with revenue generating tools, provides free registration for the sessions and expo throughout the event. The long-standing success of the Ohio Safety Congress & Expo is owed to thousands of generous committee members and presenters.

Network with peers

Make new contacts with colleagues such as safety and health managers, risk managers, safety committee members, ergonomists, industrial hygienists, engineers, occupational nurses, training coordinators, workers' compensation administrators and human resources specialists.

Free admission

We will pre-register all presenters to attend any part, or all, of the Ohio Safety Congress & Expo. No hassle and no long lines to register.

Presenter Guidelines

You are invited to participate in this annual event to share your knowledge and expertise with industry colleagues. The quality of the Ohio Safety Congress & Expo strongly depends on presenter preparation and presentation. Please consider the following guidelines to ensure your success.

Focus on the topic

- Ensure the presentation meets your original objectives and reflects that which is printed in event materials.
- Provide useful, practical information such as case studies, examples, current issues and trends.

Use visual aids

- Each meeting room is equipped with a laptop, remote mouse, projector and lapel microphone.
- You will have an opportunity to request additional equipment prior to the event.

Provide supporting materials

- Develop materials to support your presentation such as handouts, outlines or fact sheets.
- Materials will be posted on www.bwc.ohio.gov for participant download prior to the Ohio Safety Congress & Expo.

Arrive early

- Arrive at the convention center at least 60 minutes before the presentation. Allow for unexpected travel delays such as construction, traffic, parking and weather conditions.

Involve the audience

- Use audience quizzes, surveys and small group exercises to add variety to the presentation.
- Allow time for questions and answers, and always repeat questions to the audience.

Pace your presentation and watch the clock.

- Know your material well and make adjustments, if necessary to stay within the allotted time.
- Place a watch in a discreet position on the lectern or request that a program committee member quietly signal at agreed-upon intervals.

Questions? Ask us!

Contact a program committee member or BWC at SafetyCongress@bwc.state.oh.us.

BIG IDEAS

