

2020
EDUCATION COMMITTEE
RESOURCE GUIDE



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COMMITTEE MATERIALS

Education 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 education committees. Participation in an Ohio Safety Congress & Expo education committee is an opportunity to:

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

Education 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

We offer education committees in the following industries and subject matters:

- | | |
|-----------------------------------|--|
| A.S.S.P/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 On-Site/Federal |
| Education and Training | Polymers and Advanced Materials |
| Emergency Medical Services | Prevent Blindness |
| Employee Communications | Public Utilities |
| Environmental | Research and Development |
| Ergonomics | Risk Management |
| Food Services | Safety 24/7 |
| Fire Prevention | Safety Program Development |
| Health-Care Facilities | Small Business |
| Industrial Hygiene | State, County and Municipal Employees |
| Manufacturing | Worker Health and Wellness |
| Metals | Workers' Compensation |
| | Workforce Diversity & Inclusion |

Committee Member 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 August.
 - 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 to finalize 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, liaison or BWC.
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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.
- Introduce presenters to the audience at each educational session.

Committee Calendar

August 2019

- August 1 to 31: Attend Ohio Safety Congress & Expo education committee meeting.
- 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 2019

- Sept. 1 to 21: Committee chair or designee monitors action plan for timely implementation and communicates progress to committee members.
- Sept. 2: Committee mid-term planning meeting via teleconference, led by committee chair or liaison.
- Sept. 14: Review session submissions from presenters; update and revise as needed.
- Sept. 18: Committee members provide session submission forms to liaisons.
- Sept. 20: 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. 27: Committee members provide written confirmation to each presenter.

October 2019

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

December 2019

- BWC prepares marketing material for website, online registration and printed pieces.
- BWC receives approvals for continuing education credit.

January 2020

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

February 2020

- 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 21: Presenters upload PowerPoint presentations and handout materials to OSC website.

March 2020

- March 11 to 13: Committee members attend the Ohio Safety Congress & Expo and conduct educational sessions.
- First vice chair submits committee roster for following year's event.

Liaison Contact List

A.S.S.P./Ohio Council (10)	Tracy Thompson	614-312-9809	Tracy.Thompson.2@bwc.state.oh.us
Agriculture/Green Industries (11)	Ben Moore	614-980-5646	Benjamin.M.2@bwc.state.oh.us
BWC	Julie Darby Martin	614-466-8634	Julie.D.2@bwc.state.oh.us
Chemical (13)	To be announced		
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)	Jeff Dymond	419-512-4245	Jeffrey.D.2@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.H.2@bwc.state.oh.us David.M.15@bwc.state.oh.us
Employee Communications (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 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)	Cindy Cooper	513-583-4599	Cynthia.C.1@bwc.state.oh.us
Manufacturing (34)	Tammi Nye	419-309-6628	Tammi.D.1@bwc.state.oh.us
Metals (36)	Rick Maj	330-904-4506	Richard.M.1@bwc.state.oh.us
Mining (37)	To be announced		
Motor Carriers (38)	Cari Gray	330-904-4475	Cari.G.1@bwc.state.oh.us
Occupational Medicine and Rehabilitation (39)	Tim Rittgers	937-269-5453	Timothy.R.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 Onsite/Federal (43)	Ranzy Brown Lisa Justice	419-256-2507 614-466-7159	Ranzy.B.1@bwc.state.oh.us Lisa.J.1@bwc.state.oh.us
Polymers/Advanced Materials (44)	David Costantino	330-301-5825	David.C.14@bwc.state.oh.us
Prevent Blindness (45)	Tiffany Reynolds	614-563-2797	Tiffany.R.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 Clayton-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)	Kimberlie Mitchem Glenn McGinley	614-621-3378 614-752-2140	Kimberlie.M.1@bwc.state.oh.us Glenn.M.1@bwc.state.oh.us
Worker Health and Wellness (53)	Kristen Dickerson	614-466-7053	Kristen.D.1@bwc.state.oh.us
Workers' Compensation (61, 62)	Julie Darby Martin	614-466-8634	Julie.D.12@bwc.state.oh.us
Workforce Diversity & Inclusion (63)	Carolina Thatcher	614-728-3438	Carolina.T.1@bwc.state.oh.us

Programming

Session development

How many presentations should our committee prepare?

Each education committee is responsible for preparing the designated number of education sessions on the session schedule, which is typically five 60-minute sessions. Each education session should adjourn promptly at the designated time. A 15- to 30-minute break is scheduled between sessions.

What is an appropriate length of time for each session?

The length of each educational 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 not be a repeat of the first session. It must have its own distinctive learning objectives. We highly recommended that 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 education 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. *You must receive BWC approval to offer the same topic and presenter as the previous year.*

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 select topics for our educational sessions?

Many resources are available to assist with selecting topics which may be beneficial to the audience. Call for Presentation submissions, comments from participants at last year's sessions, recommendations from fellow committee members and 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, we do not recommend using the same topic or presenter more than once at the Ohio Safety Congress & Expo.

Can we invite a BWC employee to present a session?

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

Should our presenters use audio visual aids?

Each session room is equipped with a laptop or tablet, projector, remote mouse and lapel microphone. We can provide additional equipment such as laser pointers, slide projectors, audio support for video clips, flip charts, etc., upon request. Wi-Fi connections are available if ordered in advance. Presenters can request audio visual equipment 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. We may be able to provide a larger meeting space, demonstration area, specialized equipment, etc. to support the session.

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

Panel discussions are a very effective method of addressing many elements or perspectives of the same 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, we can offer free registration for the Ohio Safety Congress & Expo.

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, immediately notify your committee members and liaison. Ask them for ideas to find another qualified presenter for the session. It may take a group effort to obtain a new presenter. Once you obtain a new presenter, make sure BWC receives this new information for registration and marketing purposes.

Session attendance

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

Flyers and news releases are available to all education 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 if I did not attend the August 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 to involve committee members as quickly as possible, as most committee interaction occurs within a six-week period in Aug. and Sept.

What happens after my committee selects the topics and presenters? How do we communicate this to BWC?

The session submission form is the method of communicating your educational sessions to BWC. This form is completed by the presenter, reviewed by the committee and submitted to the committee liaison by the date designated on the form. The liaison reviews and submits to the Safety Congress SharePoint site by the date designated on the form.

Please take extra care when reviewing the session submission form. We use its contents in publicity materials, including the event website, newsletters, flyers, press releases, brochures, social media, the event guide and mobile app.

Sample Correspondence

Copy and modify 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 education committee to develop sessions of this nature for the 2020 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 responsibilities is attached <<a chairperson for the committee has already been identified OR OTHER PERTINENT COMMENT>>. To express your interest or receive more information, please contact me at INSERT NAME/EMAIL by <<INSERT DATE>>.

Option 2:

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

You have been recommended to present a session at the Ohio Safety Congress & Expo. This event is sponsored by the Ohio Bureau of Workers' Compensation (BWC) and is scheduled March 11 to 13, 2020 at the Greater Columbus Convention Center.

The Ohio Safety Congress & Expo is the largest regional safety and health event in the country, attracting more than 7,500 people and 300 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 travel fees or expenses, we hope that your interest in safety and health and a captive audience is 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 (BWC) and is scheduled March 11 to 13, 2020 at the Greater Columbus Convention Center.

The Ohio Safety Congress & Expo is the largest statewide safety and health event in the country, attracting more than 7,500 people and 300 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 is INSERT SKILL LEVEL.

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

Inviting a panelist or moderator

The Ohio Bureau of Workers' Compensation (BWC) will offer the Ohio Safety Congress & Expo, March 11 to 13, 2020, at the Greater Columbus Convention Center. As a member of the education 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 2020 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 are 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 contact 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 (BWC) and the <<INSERT COMMITTEE NAME>> education 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 conference and tradeshow, March 11 to 13, 2020, at the Greater Columbus Convention Center. It offers more than 200 occupational safety and health educational sessions. These sessions are developed and coordinated by volunteer education 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 and workers' compensation personnel on solutions, regulations, processes, training and technology. More than 7,500 people attend the event each year.

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

Position yourself and your business

Your participation 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 the marketing strategy for your organization.

Increase your presence

By presenting a session at the Ohio Safety Congress & Expo, we post your name and business affiliation on BWC's website which is viewed by thousands of Ohio businesses, organizations and government agencies. Your presence in publicity materials and during the event develops prestige and distinction among your peers.

Work with safety professionals

The Ohio Safety Congress & Expo is developed by safety professionals, for safety professionals. Volunteer education committees plan and conduct the educational sessions. Presenters also volunteer their time at the Ohio Safety Congress & Expo. In total, more than 450 volunteers 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 credited 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 pre-register 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 content delivery. Please consider the following guidelines to ensure your success.

Focus on the topic

- Ensure the presentation meets your original learning objectives and reflects that which is printed in event materials.
- Ensure the presentation is focused solely on education and does not contain an advertisement or endorsement of a product or service.
- Ensure the presentation content aligns with the skill level designated for the presentation.
- Tell a story. Provide useful, practical information such as case studies, examples, current issues and trends.

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.

Use visual aids

- Each meeting room is equipped with a laptop or tablet, remote mouse, projector and lapel microphone.
- You 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 are posted on the event website 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.

Pace your presentation and watch the clock

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

Questions? Ask us!

- Contact an education committee member or BWC at safetycongress@bwc.state.oh.us

