



# AIHce 2009 PDC Audio Visual, Setup, & Handout Requirements

Primary Instructor's Name: \_\_\_\_\_ PDC #: \_\_\_\_\_

PDC Title \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail \_\_\_\_\_

---

---

**HANDOUTS AND COURSE MATERIALS:** *Going Green!* Based upon attendee requests, AIHce is striving to reduce paper handouts and increase electronic distribution of course materials by email and/or "blog" sites. *Help AIHce to become more environmentally friendly!*

**Please check all that apply:** (see definitions below)

- Instructor gives permission for the course handout to be distributed electronically (either via e-mail depending upon final file size or web based download)
- Instructor will be providing prerequisites or pre-read course content (optional) for electronic distribution
- Instructor will be providing course references (optional) for electronic distribution
- Instructor is interested in creating, leading, participating in and monitoring an ongoing "blog" site from May 1 to August 31, 2009. (*Note: "blog" instructions will be provided to instructors who are interested*)

For AIHce 2009, all course handouts and materials are defined as follows:

- **Handouts** – content participants actually used during the "live" PDC; it can be distributed in either print or electronic format.
- **Prerequisites or Pre-Reads** – supplemental materials that are of benefit for participants to read prior to arriving at AIHce (*posted electronically and/or on blog*).
- **References** – citations or hyperlinks where participants can build on the PDC content delivered (*posted electronically and/or on blog please be sure to double check all URLs listed as they will be live*).
- **"blog"** - is navigated from AIHA's website that allows global participants to create, edit, delete and otherwise update subject content as a means of mass collaboration; open May 1 – August 31, 2009.

In submitting all or some of the above, please segment your materials.

**All handout materials must be received by March 16, 2009** for either electronic distribution, or reproduction and shipment to AIHce for distribution. After this date, the instructor is responsible for producing, shipping and distributing all course materials. (*Please check one statement below.*)

- Instructor will send original handouts to AIHA for reproduction by the deadline, March 16, 2009.
- Instructor will produce handouts; a review copy will be sent to AIHA for approval by April 17, 2009.

## COPYRIGHT AND PERMISSION:

Do you warrant that you have the full legal authority to grant permission and use the course materials submitted or that any materials not owned by you as instructor are either in the public domain or the subject of valid permissions from the copyright owners and that you will indemnify AIHA for any claim of infringement or violation of copyright that may arise?.....  Yes  No

Do you grant AIHA permission to reproduce and distribute for calendar year 2009 all submitted material(s) included in your course handout?.....  Yes  No

<over>

**RETURN COMPLETED FORM TO AIHA BY WEDNESDAY, DECEMBER 31, 2008**

AIHA Meetings and Education Department, attn: Bruce Hermit  
2700 Prosperity Avenue, Suite 250, Fairfax, VA 22031 \* Fax: (703) 207-3561 \* e-mail: [bhermit@aiha.org](mailto:bhermit@aiha.org)

# AIHce 2009 PDC Audio Visual, Setup, & Handout Requirements

Primary Instructor's Name: \_\_\_\_\_ PDC #: \_\_\_\_\_

PDC Title \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail \_\_\_\_\_

---

---

## SHIPPING:

\_\_\_ Instructor will ship or drive technical equipment/materials to Canada. Be aware, special restrictions apply with regard to bringing items (paper or hard goods) into Canada. Information and special forms will be provided at a later date.

**Note:** Instructors may not ship handouts directly to the convention center; shipments will be refused.

Will you require assistance in moving an extensive amount of course materials and/or equipment to your course location? .....  Yes  No

**Describe your needs:** \_\_\_\_\_

---

---

---

---

## AIHce 2009 REGISTRATION AND HOTEL ROOMS:

### Registration

Course instructors are not required to register for the course he/she is teaching; however, all instructors who wish to attend AIHce, Mon. through Thurs., are required to register and pay the appropriate member or nonmember fee.

### Hotel Reservations

Registration for AIHce is required to reserve hotel accommodations. Reservations are processed first-come, first-served and must be guaranteed by valid credit card. Acknowledgments will be sent by e-mail or fax within 48 hours.

**Note:** instructors who do not wish to register for AIHce, but who require hotel reservations should contact staff in the AIHA Meetings and Education Department, 703-849-8888 or [bhermit@aiha.org](mailto:bhermit@aiha.org)

\*\*\*

Registration and Hotel Reservations will open on the AIHce website, [www.aihce2009.org](http://www.aihce2009.org) December 12<sup>th</sup>. The printed AIHce Advance Program will be mailed in late January. The deadline to register for AIHce and to make hotel reservations in advance is April 30, 2009.

### Speaker Ready Room

All course instructors are invited to use the Speaker Ready Room. The room is equipped with computers, LCD projectors and screens as well as self-serve stations where personal laptop computers may be used to review presentations. Technical assistance and continuing education staff are available to assist. The room is open Saturday and Sunday, 7:00 a.m.–5:00 p.m.

### Travel Between the United States and Canada

#### Air Travel

ALL PERSONS traveling by air outside of the United States are required to present a passport or other valid travel document to enter or re-enter the United States.

#### Land and Sea Travel (*subject to change*)

U.S. citizens need to present either

- (a) a passport, [the Passport Card](#), or [WHTI-compliant document](#);
- (b) a government-issued photo ID, such as a driver's license, along with proof of citizenship, such as a birth certificate.
- (a)

## RETURN COMPLETED FORM TO AIHA BY WEDNESDAY, DECEMBER 31, 2008

AIHA Meetings and Education Department, attn: Bruce Hermit  
2700 Prosperity Avenue, Suite 250, Fairfax, VA 22031 \* Fax: (703) 207-3561 \* e-mail: [bhermit@aiha.org](mailto:bhermit@aiha.org)