SIGHT: SAFETY IMMERSION AND GAMIFIED HAZARD TRAINING FOR INDUSTRY 5.0 WORKERS

WSIC26-250206-009

PROJECT COMMUNICATION PLAN

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Miami University

Version 1.1

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VERSION HISTORY

Version #	Implemented By	Revision Date	Approved By	Approval Date	Reason
1.0	Arthur Carvalho, Jay Shan, Mohammad Mayyas, Reza Abrisham Baf, Ibrahim Yousif, Mo Farrag, and Fadel Megahed	10/24/2025	Fadel M. Megahed	10/24/2025	First version
1.1	Arthur Carvalho, Jay Shan, Mohammad Mayyas, Reza Abrisham Baf, Ibrahim Yousif, Mo Farrag, and Fadel Megahed	11/05/2025	Fadel M. Megahed	11/05/2025	BWC-requested changes

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1. INTRODUCTION

1.1 PURPOSE OF THE PROJECT COMMUNICATION PLAN

The purpose of the *SIGHT* Project Communication Plan is to ensure the project's success by effectively addressing the information needs of all stakeholders. The PCP outlines the structure and methods for collecting, reviewing, formatting, and distributing project information. It is designed to foster a clear understanding among project teams of the actions and processes needed to facilitate connections among people, ideas, and information. These connections are essential for achieving project aims and for communicating to external audiences and the public.

The primary audience for the *SIGHT* PCP includes*:*

1. The project leadership team: the Project Manager (PM), Dr. Mohamed Farrag; the Principal Investigator (PI), Dr. Fadel Megahed; and the Co-Principal Investigators (Co-PIs), Dr. Arthur Carvalho, Dr. Jay Shan, and Dr. Mohammad Mayyas;

2. The project sponsor, the Ohio Bureau of Workers' Compensation, Workforce Safety Innovation Center;

3. Senior personnel and research team, including Dr. Reza Abrishambaf (Senior Personnel [SP]), postdoctoral researcher Dr. Ibrahim Yousif, and graduate and undergraduate student researchers;

4. Our industry partners, MaxByte Technologies Inc., MeetKai, Inc., and Engineered Profiles. Furthermore, this includes our advisory partner, Yamaha Motor Manufacturing Corporation of America.

5. Our safety consultant; Lora Cavuoto;

6. Our project evaluators, the Discovery Center, and

7. Senior Leaders at Miami University; for example, the President (Dr. Greg Crawford) and the Dean of the Farmer School of Business (Dr. Jenny Darroch), who have already asked us for material to share with their industry constituents and key stakeholders. For example, Dr. Crawford shared information on our project in his Fall 2025 State of the University Address on Oct 15, 2025. He also highlighted the university's press release in his "Vision and Purpose: From the desk of President Crawford" email to faculty on Oct 21, 2025.

Collectively, this audience is key to amplifying the impact of the BWC/WSIC grant and establishing the foundation for our prototype-to-commercialization success if we are awarded a Track 3 grant in FY28–29.

1.2 INTERNAL AND EXTERNAL COMMUNICATIONS

A. Internal Communications

We utilize a structured communication system to ensure coordination, accountability, and transparency across our internal team members and partners. For the purpose of this plan, **internal communications are defined** as all exchanges among research team members and between the research team and our affiliated partners (contracted industry partners, advisory-based industry partners, the safety consultant, and the Discovery Center evaluators). **However**, **communications within each industry partner's own organization are outside the scope of our project and this plan**. Communication activities are designed to align with project milestones, track progress, and facilitate knowledge sharing among the technical, administrative, and evaluation teams.

1. Meetings: As described in our project management plan (PMP), weekly sub-team meetings are held for both the *Advanced Manufacturing* and *Artificial Intelligence* for Occupational Safety sub-teams to review progress, troubleshoot issues, and assign next steps. Bi-weekly cross-team meetings include the PI, Co-PIs, Project Manager, student researchers, industry partner representatives, the safety consultant, and the evaluation team. The bi-weekly meetings serve as checkpoints to review deliverables, align timelines, and identify risks. All meeting materials (agendas, slides [if any], minutes) are stored on Google Drive.

2. <u>Project Management Tools:</u> The project uses Notion as a centralized project management platform to monitor tasks, milestones, and risk logs. Sub-teams update task status, and progress is reviewed between/during meetings.

3. <u>File Sharing and Documentation:</u> Internal documentation (e.g., datasets, code, reports, presentations) is maintained in a shared Google Drive workspace. Our access permissions ensure that only the project team members can access and edit these documents. Google Drive allows us to access and restore previous versions of our files while providing generous storage per Miami University's contract with Google.

4. <u>Communication Methods:</u>

- Routine communication within the Miami sub-teams occurs primarily via email, which often includes links to specific documents on our Google Drive for a detailed review and/or discussion. In some instances, student researchers may hop on a quick (virtual) meeting with the PI, Co-PIs, or the Post-Doc for technical assistance. Urgent technical issues are escalated to the PI or respective Co-PI. The PI (Dr. Megahed) acts as the communication link between the two sub-teams to ensure that progress and decisions are aligned across workstreams.

- Communication to our industry partners relies on a more streamlined approach. Specifically, emails to MaxByte Inc. are directed to their technical lead and/or CEO, who manage their internal communication and responses. Similarly, emails to MeetKai Inc. are directed to their Chief of Staff, who manages their internal communication and response. On the other hand, emails to Engineered Profiles and Yamaha Motors are directed to our main points of contact within both companies.

- With our safety consultant (Dr. Cavuoto), Dr. Megahed schedules a weekly 0.5-hour call to update her on the project progress and ask her advice on technical issues. Our student researchers are also encouraged to share with her their progress on technical tasks via regular emails so she can provide detailed advice and consultation, ensuring that her safety expertise is built into our methodology.

5. <u>Information Recipients:</u>

- Research Staff and Student Assistants: Receive weekly updates via email and task assignments via Notion (and sometimes email).

- Co-PIs and Project Manager: Receive regular progress via email, quick calls, and during the weekly sub-team meetings. They can view/ track grant expenditures in Miami University's Workday platform.

- Industry Partners, Safety Consultant, and Discovery Center: Receive curated summaries and updates via email and/or during our bi-weekly team meetings.

- Senior Miami University Administrators: This category includes Deans, VP of Research, and the President. We provide them with information on our progress upon their request. In the first four months of the project, we supported Dean Jarroch and President Crawford in publicizing our project to their key stakeholders.

B. External Communications

For the purpose of this plan, **external communications** include all interactions between the SIGHT research team (including Miami University and Farmer School of Business Communication and Marketing teams) and external stakeholders, including public agencies, media outlets, professional societies, academic audiences, and newly targeted industry collaborators.

1. <u>Website and Blog Outreach:</u> The project website (available at https://sites.miamioh.edu/sight) serves as the central public platform for communicating project objectives, milestones, and updates. Blog posts have been used to share news and events, including the project announcement and summer workshop. As of now, the website is maintained by the PI, Dr. Megahed, and Co-PIs Drs. Carvalho and Shan. We anticipate publishing approximately 1 blog per quarter. Note that we have had 3 blogs posted to date.

2. Press Releases and Media Coverage: As we were notified of funding by the BWC/WSIC, we have worked with the **Miami University Communication and Marketing team** to draft a news article, highlighting the awarding of our grant proposal. This article was published after we received permission from the BWC/WSIC team during the July Kick-off meeting. Our Miami University press release was published on July 18, 2025.

   - Following this announcement, the project received independent media coverage from *Government Technology* and *Halldale Media*. The SIGHT team did not collaborate with or engage these outlets in the creation or promotion of their articles.

   - In early October 2025, the SIGHT team met with *TVP Communications*, the Farmer School of Business's contracted media consulting and outreach partner, to discuss the project's research objectives, current progress, and opportunities for future media engagement.

   - Looking ahead, the **team plans to continue coordinating with TVP Communications** to identify strategic opportunities for visibility while maintaining a measured approach to media outreach. Additional press releases will likely be issued only at the project's conclusion or in response to significant research or development milestones that warrant formal communication.

3. Social Media Engagement: The project's progress has been shared through official FSB LinkedIn posts and personal updates from team members. Posts by Dean Jenny Darroch and Co-PI Arthur Carvalho expanded outreach to both academic and industry audiences. We anticipate sharing at least 1 LinkedIn post each quarter to update our network on our progress. These posts can be made by the PI, Co-PIs, SP, PM, or any student research assistant. Posts by different team members will naturally reach diverse audiences. This diversity in outreach strengthens SIGHT's public presence and builds awareness of the BWC/WSIC role in supporting innovative, research-driven initiatives that improve workplace safety and well-being. In addition, we anticipate that our posts will be amplified by the **FSB Communications and Marketing team**.

4. New Industry Partnerships: As we progress in our proof-of-concept project, we anticipate attempting to engage additional industry partners. The purpose of this engagement can vary from a pure dissemination of our work to a bi-directional relationship, where: (a) we benefit from their expertise and/or their personnel for participant recruitment, and (b) they benefit from accessing state-of-the-art research that can help improve their workforce operational and safety training. These activities will continue to be spearheaded by Drs. Megahed, Mayyas (Co-PI and advanced manufacturing lead), and Yousif (Post-Doc).

5. Academic and Professional Dissemination: We plan to engage academic, industry, and safety audiences through multiple dissemination avenues. These include:
   - Quarterly 10-minute presentations to the BWC/WSIC and fellow awardees
   - Participation in the Ohio Safety Congress & Expo®
   - Conference and/or journal submissions, capturing our technical work. To increase the visibility of our work, we plan to upload any of our submissions to arXiv to ensure that our work is publicly and readily available (if the conference and journal policies allow the upload of our pre-reviewed work). In the near term, our team plans to submit a paper to the North American Manufacturing Research Conference (NAMRC 54) based on our retrieval-augmented generation (RAG) evaluation research on cobot safety question-answering.

Our communication framework reflects our understanding that coordination is important to the success of a multidisciplinary research effort like SIGHT. Internally, structured communication ensures alignment, accountability, and shared awareness across all project functions. Externally, our outreach through the website, media coverage, and social media has increased the visibility and credibility of our work. These efforts have strengthened SIGHT's reputation as a collaborative, research-driven initiative focused on workplace safety. Notably, our external communication enabled Yamaha Motor Company of America to learn about our project and join our team as an advisory company. This demonstrates how purposeful communication can attract new partnerships, enhance research outcomes, and extend real-world impact.

2. STAKEHOLDER IDENTIFICATION AND COMMUNICATION RESPONSIBILITIES

As in Section 1, this report includes internal stakeholders: the SIGHT research team members, the PM, our industry partners, the safety consultant, and the Discovery Center. External stakeholders include the BWC/WSIC program managers and communication partners (e.g., FSB Communication and Marketing Team, and TVP Communications). These distinctions guide the communication responsibilities and distribution methods outlined below.

KEY STAKEHOLDERS					
Name	**Role in Project**	**Contact**	**Communication Responsibilities**	**Distribution Method**	**(Internal/ External)**
Fadel Megahed	PI	fmegahed@miamioh.edu	Provides overall leadership, leading the bi-weekly meetings. Supports the technical sub-teams. Oversees quarterly BWC reporting, press communications, and supports the team's blog and social media communication channels. Will serve as the most senior PI and, in some cases, the corresponding author on our academic submissions.	Email, in-person meetings, virtual meetings, Notion, blog, media posts, and Google Drive	Both
Mohamed Farrag	PM	farragm2@miamioh.edu	Coordinates administrative deliverables, facilitates team meetings, and assists with compiling meeting agendas and minutes. Monitors project progress on Notion and escalates to the sub-team leads if there are any deviations from the planned schedule.	Email, In-person meeting, virtual meetings, Notion, and Google Drive	Both
Mohammad Mayyas	Co-PI	mayyasm@miamioh.edu	Leads our advanced manufacturing (AM) effort and AM Hub R&D. Serves as lead communicator with MaxByte and ensures that the developments in the AM Hub are on schedule and on budget. Supports the PI in reaching out to any new industry partners. Provides mentorship to SP, Post-Doc, and students in AM-related R&D operations.	Email, in-person meetings, virtual meetings, Notion, and Google Drive	Both
Arthur Carvalho	Co-PI	arthur.carvalho@miamioh.edu	Oversees AI system development, RAG evaluation, and chatbot research communications. Leads coordination between the AI sub-team and MeetKai, Inc. Supports blogging and social media.	Email, in-person meetings, virtual meetings, Notion, blog,	Both

				Owns the project risk log and serves as the project risk manager. Mentors student research assistants in AI research, and provides detailed feedback on coding, paper submissions, and presentations.	media posts, and Google Drive	
Jay Shan	Co-PI	jayshan@miamioh.edu		Leads data management for the SIGHT chatbot and supports the selection of Industrial IoT communication infrastructure for manufacturing equipment. Supports blogging and social media.	Email, in-person meetings, virtual meetings, Notion, blog, media posts, and Google Drive	Both
Reza Abrishambaf	SP	abrishr@miamioh.edu		Supports automation and IIoT activities at the AM Hub; communicates progress to Dr. Mayyas. Will likely support technical writing for journal and conference submissions.	Email, In-person meeting, virtual meetings, and Google Drive	Both
Ibrahim Yousif	Post Doc	yousifi@miamioh.edu		Provides mentorship and support to our student assistants. Serves as the initial point of contact for inquiries about AM Hub progress. Will serve as the first author on at least one publication relating to the AM research activities. Lead on our image-to-3D invention disclosure (to be submitted in the next few weeks). Will be a key contributor to additional academic and industry dissemination activities. Provide support to additional communications as requested by the PI and/or Dr. Mayyas.	Email, in-person meetings, virtual meetings, Notion, and Google Drive	Both
Michael Wise **Austin Hamilton** **Ryan Singh** **Amanda White**	Research Assistants (AI, and Manuf. Sub-Teams)	wisemd2@miamioh.edu hamilt79@miamioh.edu singhr7@miamioh.edu whitea27@miamioh.edu		Support data collection, analysis, and documentation. Communicate weekly progress to faculty mentors and assist with technical deliverables. Assist in preparing presentation materials for internal and external stakeholders. Support technical writing for journal and conference submissions.	Email, in-person meetings, virtual meetings, Notion, and Google Drive	Both

Ramshankar C S and **Harish Chittaluri**	MaxByte, CEO Technical Lead	ramshankar.cs@maxbytetech.com and harish.c@maxbytetech.com	Provides AR development updates, coordinates testing and data integration with AM Hub, and participates in bi-weekly progress meetings. Ram (CEO) has also been instrumental in recruiting Engineered Profiles as a replacement for Cincinnati Radiator. Either Ram or Mr. Chittaluri will present their quarterly invoices to Dr. Mayyas for approval. They manage internal communications within MaxByte Inc. (which is external to our project) and serve as the point of contact for inquiries/implementations in the AM Hub.	Email, In-person meeting, and virtual meetings	Both
Jacquie Babakanian and **Kevin Bresnahan**	MeetKai, Chief of Staff Senior VP	jacquie@meetkai.com and kevin@meetkai.com	Ms. Babakanian serves as the liaison between the Miami research team and MeetKai's internal team for communication. Similar to MaxByte, internal communications within our industry partner are external to our project. Mr. Bresnahan provides MeetKai invoices to Dr. Megahed for his approval.	Email and virtual meetings	Both
Lora Cavuoto	Safety Consultant	loracavu@buffalo.edu	Provides technical and content guidance on safety training; reviews materials for compliance with OSHA and safety research standards. Supports journal and conference paper submissions and getting IRB approval.	Email, virtual meetings, and Google Drive.	Both
Yue Lie	Discovery Center Evaluator	liy@miamioh.edu	Leads project evaluation and outcome assessment; communicates evaluation findings to PI and Co-PIs.	Email, meetings, and Google Drive	Internal

Vick Dhanapal	Engineered Profiles, VP Innovation	vdhanapal@engineeredprofiles.com	Provides pilot testing feedback; supports participant recruitment, and provides manufacturing expertise to the team.	Email and virtual meetings	Both
Jason Broshear	Yamha Motors of America, Director	jbroshear@ymmc.yamaha-motor.com	Provides safety expertise, feedback on RAG evaluation questionnaire and VR/AR design. Communicates sharable progress to other safety professionals.	Email and virtual meetings	Both
Jay Murdock	FSB Staff	murdocj@miamioh.edu	Supports our external storytelling in his role as FSB's Multi-Channel Content Creator	Email	External
DJ Hauschild	TVP Comm. Content Strategist	dj@tvpcommunications.com	Identifies media opportunities and supports storytelling around the project; advises on timing and messaging for outreach.	Email	External
Paula Murray	Miami U., Staff Accountant II	murraypr@miamioh.edu	Leads and submits our contract expense reporting to the BWC/WSIC	Email	External
Stacy Ell	WSIC Financial Program Manager	614.902.4244 BWCWSIC@bwc.ohio.gov Stacy.e.1@bwc.ohio.gov	BWC News Release, WSIC Project Communications, etc.	WSIC Quarterly Meetings, etc.	External

3. PROJECT TEAM AND STAKEHOLDER COMMUNICATIONS PLAN

PROJECT TEAM COMMUNICATIONS MATRIX						
Communication Type	**Intended Recipients**	**Description/Purpose**	**Timeframe/ Frequency**	**Owner**	**Distribution Method**	**Internal/ External**
AM Sub-Team Meeting	Co-PI: Mayyas, SP: Abrishambaf, Postdoc: Yousif, and GRA: Wise	Review AR integration, IIoT setup, AM Hub testing, and any additional activities in the AM Hub. Discuss any ongoing publication efforts and any MaxByte integration needs.	Weekly	Co-PI Mayyas	Onsite Meeting, action items updated on Notion and project documents updated on Google Drive	Internal
AI Sub-Team Meeting	Co-PIs: Carvalho and Shan PI: Megahed Students: Singh, Hamilton, White	Review AI module designs, integrations into VR/AR, and the analytics modules. Discuss any ongoing publication efforts and any identified needs from internal and or external stakeholders.	Weekly	Co-PI Carvalho and Co-PI Shan	Onsite Meeting, action items updated on Notion and project documents updated on Google Drive (or GitHub for code)	Internal
Full SIGHT Team Meeting	PI, PM, Co-PIs, Postdoc, Student Researchers, industry partners, safety consultant, and evaluation team	Review milestone progress, partner updates, and evaluation results. Discuss the status of administrative deliverables and ensure alignment of the R&D performed across sub-teams. The safety consultant and industry experts provide their expertise on task design and development. The evaluation team assesses progress and milestone delivery.	BI-Weekly	PI Megahed	Zoom, preceded by an email of the meeting's agenda, HTML slides (if any), and followed by emailing the minutes. Also, on Google Drive.	Internal
MU Researchers Check-Ins	PI, Co-PIs, Postdoc, research assistants, and PM	Technical updates, troubleshooting, and reporting progress on Notion	~ Weekly	PI, Co-PIs, Postdoc, and PM	Email, quick short meetings, or Notion task tracker update	Internal

Safety Consultation Review Meeting	PI and safety consultant	A one-to-one consultation between the PI and safety consultant, where we dive deeper into one or more tasks.	Weekly	PI Megahed	Zoom	Internal
Talking Points and Admin Updates for MU Leadership	MU President, VP of Research, Deans, Communication Staff, MU internal and external stakeholders	Inform senior leadership and the MU/FSB communications office of breakthroughs	As needed	PI, Co-PIs, and PM	Email and/or briefing slides	External
Blog Posts on SIGHT's website	General public	Share project milestones and insights publicly	Quarterly	PI Megahed CoPI: Carvalho and CoPI: Shan	Blog post on https://sites.miamioh.edu/sight/	External
Social Media Posts	MU stakeholders, collaborators, and our extended social media network	Broaden awareness of project milestones and outputs	Quarterly	PI, Co-PIs, SP, Postdoc, student researchers, FSB Comms	Social media posts	External
Quarterly WSIC Review	PI, Co-PIs, and PM	Communication of project progress, challenges, and administrative updates	Quarterly	PI Megahed and PM Farrag	OIA for technical deliverables and requirements. Email for slides. Teams for delivering our presentation.	External
Press Releases/ Media Coverage	General public	Highlight project achievements, partnerships, or grant milestones	As needed	PI, MU Comms & Marketing, TVP Comm.	Press release/ media interview	External
Conference Presentations/ Publications	Academic and professional audiences	Disseminate research findings to academic and professional audiences	Milestone-based	PI, all Co-PIs, SP and Postdoc	Paper submissions, presentations, and proceedings	External

4. PROJECT INFORMATION OUTREACH AND DISSEMINATION PLAN

NEWS RELEASES and MEDIA COVERAGE						
Target Audience	**Description/ Purpose**	**Frequency**	**Owner**	**Distribution Method**	**Dates Planned**	**Estimated Reach**
General Public, MU Faculty, Staff, Students, and Alumni, and OH Workforce safety community	**MU News:** Announce the grant award and describe the project scope	Once	PI: Megahed Co-PIs: Carvalho, Mayyas, and Shan	Online	Completed on July 18, 2025 (see MU news article)	~ 20,000 students, faculty, and staff, plus an unknown number of alumni and MU stakeholders
General Public	**Halldale:** Announce the grant award and describe project scope	Once	None (happened organically based on MU Press Release)	Online	Completed on August 12, 2025 (see Halldale article)	Over 30,000 monthly viewers per this link
General Public	**Government Tech:** Describing VR and AI usage at OH universities	Once	None (happened organically based on MU Press Release)	Online	Completed on Aug 22, 2025 (Gov Tech article)	70,000 monthly subscribers per this link
Manufacturing, Industry Partners, Academic Audience	**TBD:** Highlight the release of the proof-of-concept prototype	Once; end-of-project	PI: Megahed Co-PIs: Carvalho, Mayyas, and Shan	Online	Anticipated July-Aug 2027	To be determined based on the news agency/partner

NEWSLETTERS						
Target Audience	**Description/ Purpose**	**Frequency**	**Owner**	**Distribution Method**	**Dates Planned**	**Estimated Reach**
Alumni, current students, prospective students, and their families. Also, information systems and analytics (ISA) advisory board companies.	Department of Information Systems and Analytics Newsletter	Twice; project start and post-project completion	PI: Megahed	Online	Summer 2025 (Completed and available here, see p.2) and anticipated in Summer 2027 (post-project completion)	< 1,000 readers

SOCIAL MEDIA

Target Audience	Description/ Purpose	Frequency	Owner	Distribution Method	Dates Planned	Estimated Reach
Academic and Industry Network (via LinkedIn)	Project award announcement on LinkedIn	Once	FSB Comm Team and Reposted by PI	FSB Official LinkedIn account and PI and Co-PIs' LinkedIn accounts	Completed July 2025 (FSB Post with Megahed Repost) and Carvalho Post	FSB LinkedIn account has ~ 21,000 followers
Academic and industry collaborators	Share project updates/ progress and milestones on LinkedIn	Quarterly	PI, Co-PIs, Students, FSB Comms	Personal LinkedIn accounts	Completed: Aug 2025 (Carvalho Post) Planned: 1. Dec 2025 2. Mar 2026 3. Jun 2026 4. Sep 2026 5. Dec 2026 6. Mar 2027 7. Jun 2027	~ 500+ LinkedIn followers per account.

BLOGS ON OUR PROJECT WEBSITE

Target Audience	Description/ Purpose	Frequency	Owner	Distribution Method	Dates Planned	Estimated Reach
General public and safety practitioners	Provide a more in-depth update and progress when compared to LinkedIn posts	*Quarterly*	*PI Megahed Co-PIs Carvalho and Shan*	*Blog post on our SIGHT site: (https://sites.miami oh.edu/sight/)*	Completed: Proposal idea (Apr 2025), funding announcement (July 2025), and Q1 update (Aug 2025). Planned: 1. Dec 2025 2. Mar 2026	500+

					3. Jun 2026	
					4. Sep 2026	
					5. Dec 2026	
					6. Mar 2027	
					7. Jun 2027	

FUTURE SUBMISSION OF MANUSCRIPTS FOR PEER REVIEW PUBLICATION(S)

Target Audience	Description/ Purpose	Frequency	Owner	Distribution Method	Dates Planned	Estimated Reach
Academia and Industry	Submission of our retrieval augmented generation (RAG) evaluation procedure for NAMRC 54 (i.e., if accepted, the proceeding paper will be published in a manufacturing journal)	Once	PI, Co-PIs, Postdoc, and Student Researchers	Journal Submission (accepted papers in NAMRC are published in one of three manufacturing journals)	Nov 2025	600-800 conference attendees and TBD journal subscribers, depending on which journal it gets published in (see Call for Papers for Details)
Academia and Industry	Submission of our VR/AR proof-of-concept prototype to a safety journal (e.g., J. of Safety Research/ Safety Science[1])	Once	PI	Journal submission	Jun 2027	TBD based on journal

In addition to planning to attend NAMRC 54 (see table above), the research team will be attending OSC 26 and OSC 27. We plan to present our safety chatbot at OSC 26 and our VR/AR prototype at OSC 27. We plan to also submit the results from our AR/VR prototype testing to the ASSP annual conference.

CONFERENCE PRESENTATIONS

Target Audience	Description/ Purpose	Frequency	Owner	Distribution Method	Dates Planned	Estimated Reach
Industry & Academics Safety Practitioners	Educate & disseminate project purpose, progress, and/or results at OSC26®: A live demo of our safety chatbot	Once	Co-PI Carvalho	We hope to be allowed to have an interactive demo, where participants use a computer/ tablet to interact with our safety chatbot	11-13 March 2026	9000 attendees (using an estimate from the template since reach is unknown to us at this point)

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[1] **In response to BWC comments:** These two journals are likely candidates for disseminating the AI-enabled VR and AR for safety training.

Industry & Academics Safety Practitioners	Educate & disseminate project purpose, progress, and/or results at OSC27®: A live demo of our web-based VR safety training platform. Alternatively, we might perform an AR demo based on our cobot (the most portable of our three-manufacturing equipment)	Once	Co-PI Carvalho	We hope to be allowed to conduct an interactive demo in which participants use our web-based VR or AR platform for safety training. We know the requirement is for a poster board, but we believe this will be more impactful.	March 2027	9000 attendees (using an estimate from the template since reach is unknown to us at this point)
Safety Practitioners	A proposed talk for Safety 2027[2]: Making Safety Training More Engaging through the Use of AI (where we disseminate the results from our pilot tests)	Once	PI Megahed and Consultant Cavuoto	Submitted Talk Proposal; if accepted, we will have a ~ 50-minute talk in Safety 2027.	June-July 2027. Date not announced. Historically, the annual ASSP conf is either in June (Safety 2026) or July (Safety 2025).	9000+ attendees if the attendance from Safety 2025 is maintained.

INVENTION DISCLOSURES/PROVISIONAL PATENT APPLICATION						
Target Audience	**Description/ Purpose**	**Frequency**	**Owner**	**Distribution Method**	**Dates Planned**	**Estimated Reach**
Miami University Office of Research and Innovation	Oxford, OH Submitted an invention disclosure for the Image-to-3D Conversion Pipeline for VR Training	Once	PI and Postdoc (Yousif)	Miami University Invention Disclosure Form	Nov-Dec 2025	N/A

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[2] **In response to the comments on our original project communication plan.** In the PMP, we proposed submitting our work to a national safety conference **such as** the ASSP (formerly ASSE) annual Safety Conference. This remains our plan, and we will likely target Safety 2027 (hence the "such as" in the PMP), as its timeline aligns well with the end of our project. That being said, the ASSP conference tends to limit the number of talks given by faculty. If we are rejected, we will target a different occupational safety-related conference.

5. MEASUREMENT AND EVALUATION

The effectiveness of the SIGHT project's communication efforts will be evaluated using structured yet practical indicators aligned with our existing project management and reporting practices. These metrics are already being tracked through meeting records, our Notion workspace, and quarterly progress reports to the BWC/WSIC. Our goal is to embed communication evaluation within the project's current management and reporting systems, minimizing administrative effort while maintaining accountability. The table below outlines each communication activity, its measurement method, target, and the person responsible for measurement.

Communication Type	Measurement Method	Target / Goal	Responsible Person
Sub-Team Meetings (AI / Advanced Manufacturing)	Informal attendance tracking by sub-team leads; meeting notes and action items documented in Notion.	No unexcused or unannounced absences. If conflicts arise due to exams or semester changes, sub-team leads coordinate alternative meeting times.	Co-PIs Mayyas, Shan, Carvalho
Full SIGHT Team Meeting	Formal attendance tracking through Zoom logs and minutes; agenda and action items recorded in shared drive.	Representation from each sub-team, PI, PM, Co-PIs, both contracted industry partners, at least one advisory partner (unless prior notice), safety consultant, and the Discovery Center. If issues arise, adjust meeting length, agenda, or frequency.	PM
MU Researchers Check-Ins	Task tracking in Notion and informal check-in meetings between PI/Co-PIs and student researchers.	Ensure consistent progress; provide additional mentorship or guidance as needed.	PI, Co-PIs, Postdoc, and PM
Blog and Social Media Posts	Blog posts mirrored on LinkedIn; basic engagement metrics (views, likes, shares) reviewed quarterly.	At least one blog or social media post per quarter; consistent engagement on LinkedIn.	PI and Co-PIs
Scholarly Submissions	Tracking of submitted manuscripts and review feedback from journals or conferences.	Submit at least two scholarly papers derived from this grant; use reviewer feedback to strengthen future work.	PI and Co-PIs
Invention Disclosure	Submission of invention disclosure and documentation of feedback from university (or university-appointed) legal counsel.	Submission completed and feedback received to guide next steps	PI Megahed and Postdoc Yousif

6. ETHICAL CONSIDERATIONS

All communication activities under the SIGHT project will adhere to the principles of **transparency, respect, confidentiality, and accuracy**, in alignment with the Ohio BWC/WSIC requirements and Miami University policies.

A. Attribution and Intellectual Property

1. All external communications will acknowledge the Ohio BWC/ WSIC as the project sponsor.

2. The team will comply with [Miami University's Intellectual Property Policy](#) when preparing public materials, scholarly submissions, or invention disclosures.

3. All press releases and blog posts will undergo internal review by the PI or Co-PIs before dissemination.

4. Intellectual property created under the project will be managed and documented in accordance with university, sponsor, and contractor agreements.

B. Confidentiality and Data Integrity

1. Google Drive access is limited to authorized team members and partners. Any documents shared from our shared folder (with a different setting) must be approved by the PI, PM, or Co-PIs.

2. Communications involving research participants will follow the IRB protocol (Study #02415r, once approved by Miami University). We will notify the BWC/WSIC of the IRB's agreement to the protocol within ten days.

3. Personally identifiable data will **<u>not</u>** be shared on the Google Drive, and access to it will be limited per the IRB protocol.

4. Any personally identifiable or sensitive information will be de-identified or summarized before inclusion in reports or presentations.

5. Access permissions to the Google Drive will be reviewed periodically to ensure that it is only available to current members of the research and evaluation teams, as well as the industry partner leads and the safety consultant.

C. Responsible and Accurate Communication

1. All public and academic communications will accurately represent project progress, findings, and limitations.

2. Partner and stakeholder contributions will be clearly credited in all publications, presentations, and outreach materials.
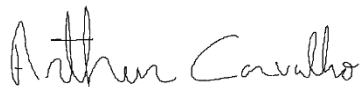
7. SUPPORTING DOCUMENTS

All published communications are presented as hyperlinks (underlined and in blue) in the previous sections. Hence, no additional supporting documents are needed.

APPENDIX A: COMMUNICATION PLAN APPROVAL

The undersigned acknowledge they have reviewed the SIGHT Communications Management Plan and agree with the approach it presents. Changes to this Communications Management Plan will be coordinated with and approved by the undersigned or their designated representatives.

Signature: _____ Date: 11/05/2025

Print Name: Fadel M. Megahed

Title: Raymond E. Gloss Professor in Business

Role: PI

Signature: _____ Date: 11/05/2025

Print Name: Arthur Carvalho

Title: Associate Professor

Role: Co-PI

Signature: _____ Date: 11/05/2025

Print Name: Jay Shan

Title: Associate Professor

Role: Co-PI

Signature: _____ Date: 11/05/2025

Print Name: Mohammad Mayyas

Title: Professor and Chair of Engineering Tech

Role: Co-PI

Signature: _____ Date: 11/05/2025

Print Name: Mohamed Farrag

Title: Visiting Assistant Professor

Role: Project Manager

APPENDIX B: REFERENCES

The table below summarizes the key reference documents for the Project Communication Plan.

Document Name and Version	Description	Location
Projects and Task Real-Time Tracking: Notion Page	Real-time tracking of the subprojects and tasks for our SIGHT project	https://modern-carrot-878.notion.site/Projects-Tasks-23cd922af54380e6a8fbd034562fabbb
MU Intellectual Property Policy	Miami University's Intellectual Property Policy	https://miamioh.edu/policy-library/academics/research/intellectual-property.html
MU Press Release for the Initiation of the SIGHT Project	Press release for the SIGHT Project initiation and funding	https://miamioh.edu/news/2025/07/miami-university-receives-1.5m-grant-for-ai-powered-manufacturing-safety-training-project.html
President Crawford's Shoutout for our Project at the State of the University Address	A video recording of the MU State of the University Address for Fall 2025	https://www.youtube.com/live/_5fNvjn9DAo?si=nt3vfwesGN892-fb
Vision and Purpose: From the desk of President Crawford	A PDF of the email titled "Vision and Purpose: From the desk of President Crawford", which included a link to MU's Press Release for the Initiation of the SIGHT Project	https://drive.google.com/file/d/1gOzq5o1ayItf8hh94TsAp4z7C4c0Yst4/view?usp=sharing
SIGHT Project Website/Blog	A site for the SIGHT Project Blogs and News	https://sites.miamioh.edu/sight/
Arthur Carvalho's LinkedIn Post for Summer 2025 Activities	A LinkedIn post by Arthur Carvalho, capturing our activities in the MU Hamilton Campus over Summer 2025	https://www.linkedin.com/feed/update/urn:li:activity:7363268088248623105/
Government Technology Article on VR and AI Tools at Ohio Universities	A news article capturing how we plan to utilize AI and VR for manufacturing safety training	https://www.govtech.com/education/higher-ed/vr-ai-tools-reshape-health-care-education-at-ohio-universities
A Halldale article capturing the initiation of our project	A news article covering our $1.5 million funding/grant from WSIC	https://www.halldale.com/safety-critical-industries/ohio-university-launches-15m-xr-safety-training
FSB's LinkedIn Post Publicizing our Project	A Linked Post by the Farmer School of Business that over 100 LinkedIn users liked	https://www.linkedin.com/posts/miami-university-farmer-school-of-business_myfsb-beyondready-miamioh-activity-7351966615300722688-5-ZB/
NAMRC 54 Call for Papers	Call for Papers for NAMRC 54, highlighting the publishing of proceedings in one of three manufacturing journals	https://namrc.sme.org/speak/call-for-papers/

APPENDIX C: KEY TERMS

The table below provides definitions for terms relevant to this Project Communication Plan.

Term	Definition
SIGHT	Abbreviation for our project's name: SAFETY IMMERSION AND GAMIFIED HAZARD TRAINING FOR INDUSTRY 5.0 WORKERS
MU	Miami University
FSB	Farmer School of Business at Miami University
ISA	Department of Information Systems and Analytics at Miami University
AR	Augmented reality
VR	Virtual reality, web-based
XR	Mixed reality, a combination of AR and VR
IIoT	Industrial Internet of Things, i.e., sensors connected to the internet
AM Hub	Advanced Manufacturing Hub, located at Miami University Hamilton
RAG	Retrieval augmented generation, where large language models are grounded using one or more prespecified documents
NAMRC	North American Manufacturing Research Conference
OSC	Ohio Safety Congress & Expo