SESSION BUILDING CHECKLIST – PRE-MEETING
WE HAVE THE KNOWLEDGE, THE EXPERTS, AND NOW IT'S TIME TO BRING IT ALL TOGETHER!

PLANNING TOOLKIT

- Speakers Corner
- Program Participant Guidelines
- Program Participant Resource Module
- Program Participant Webinar—Part 1
- Timeline Snap Shot
- Session Format Look Book
- Catch Box Look Book
- Polling Look Book
- Q&A Planning

    This Checklist!

Advantages of Planning Ahead

March-May are key pre-planning months for developing DIA Global Annual Meeting Sessions.

By starting early, Session Chairs can take advantage of session planning tools to create the best possible learning environment for DIA attendees.

Program Participants, please remember! Your role is critical to the success and quality of the DIA Annual Meeting.

Tips for Producing a Great Session

Program Participant Readiness Webinar:
Driving Insights into Actions - Part 1
Gain insight on DIA's audience, review learning formats, and gain best practices for building great sessions. View presentation slides or get the whole recording here.

Speakers Corner

Your one stop shop for session information, guidelines, disclosures, and the all important

DIA Policy Concerning Promotion of Products and Services from the Podium at DIA-Sponsored Program

I gave two talks this year and really enjoyed presenting in the round with the audience on all sides. It felt more engaging and I felt the audience was more attentive with that format instead of being in front of them giving a lecture.

Larry Bauer, Regulatory Scientist, Rare Diseases Program, CDER, OND IO

U.S. Food and Drug Administration

PRE-MEETING CHECKLIST

SESSION CHAIRS

o Review your description, learning objectives and difficulty level. <u>It's important to deliver what is being published</u>. You may view your session information online via the Program or Speakers Corner. If changes are needed, this can be done easily via Speakers Corner.

   o **April 12: Deadline for changes and/or new information to be included in Final Program**
      ▪ **Note: this deadline is crucial to our continuing educational accreditation processing**

o **Confirm your speakers**. Please be sure to have your speakers named ASAP and turned into DIA via Speakers Corner.

o **Organize a few planning calls with your speakers** to ensure good presentation flow and to establish a single understanding for the goals/objectives for the session

o **Reach out to your assigned Session Shepherd** if you have any questions about the DIA audience and/or need assistance with speakers or content. If you haven't been contacted by your Session Shepherd, please send an email to   .

o **Motivate your speakers to develop a presentation that is truly interesting, energizes thought, stimulates action or change in the attendee, delivers take-a-ways and provides examples of real-world application**

o Encourage your speakers to prepare their presentations in advance to give you time to review and ensure that the objective of the offering is met.
   o **April 29: PowerPoint templates are available, with instructions for uploading presentations**
   o **May 2: Epac opens! DIA's online presentation management system; Deadline for submitting CE disclosures**
   o **June 13: The deadline for submitting slides to DIA**
   o **June 14: Deadline to guarantee that complete session information will be included in the online program and DIA App; Deadline for submitting a headshot (photo)**
   o **June 17-21: Review of presentations by chairs and DIA staff - Follow-up with speakers as necessary**

SPEAKERS

o Make sure your presentation title has been submitted to DIA via Speakers Corner

o Disclosure and Speaker Authorization must be completed in order to participate onsite.

o Work with your chair as well as other speakers to ensure good presentation flow from your presentation to others.

o Present in a way that speaks to the audience.
   o Be creative. Talk, don't give a speech
   o Pose questions for thought
   o No more than 20 minutes!

o Prepare your presentation by June 4 to allow time for your chair and other speakers to review