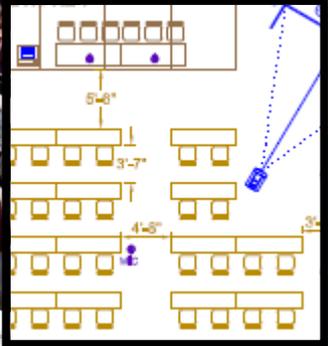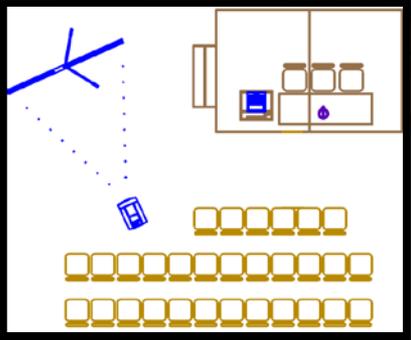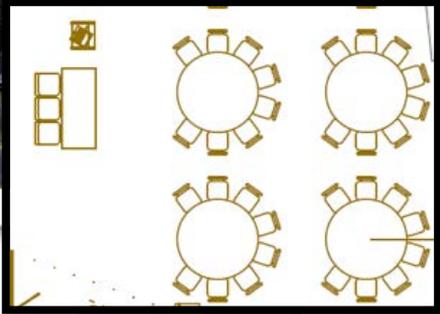# Session Format Look Book

A Guide to DIA 2019 Meeting Room Set Options

Back by popular demand, a variety of session formats will be available at DIA 2019 for our Session Chairs to work with!

Providing education and creating an environment for learning is something that we take personally, which is why we want to offer an array of learning formats to diversify and customize our attendees' experience
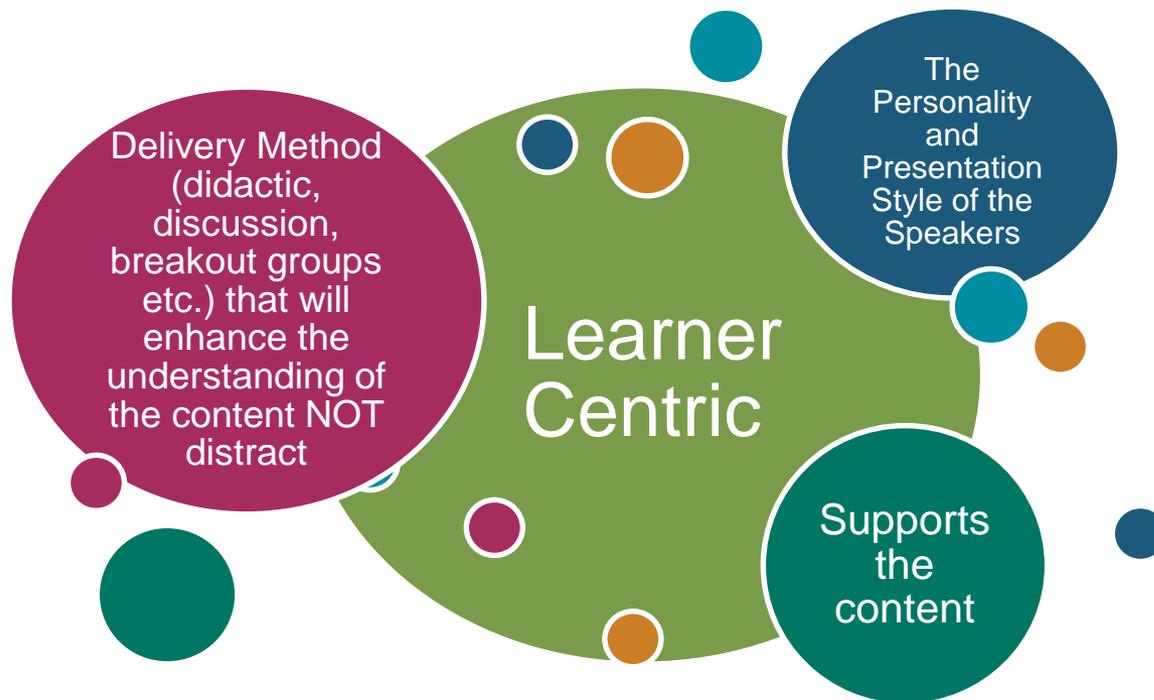
Consider this Approach to Session Planning

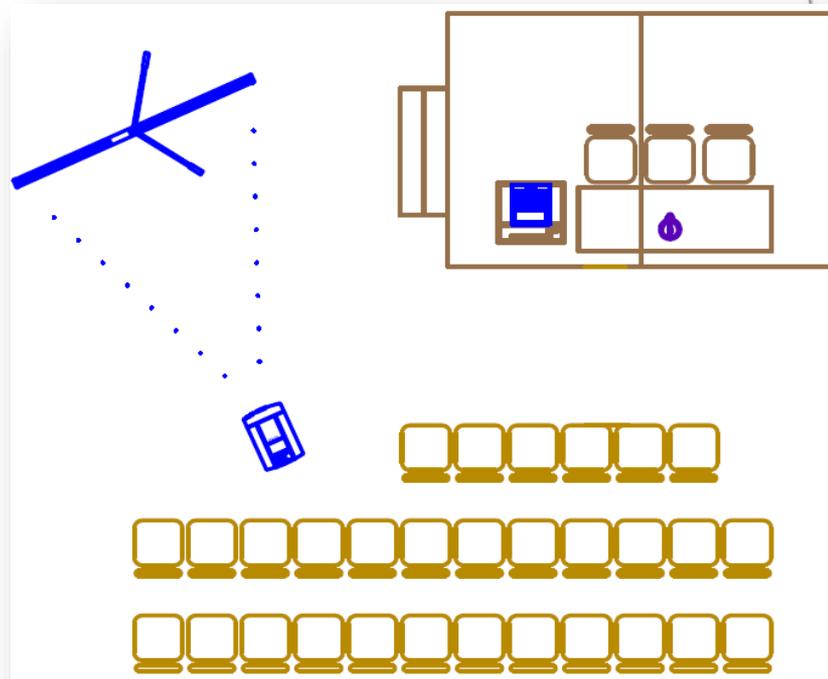## Give as much attention to PARTICIPATION as you do to information

Conferences have grown beyond attending just to listen to someone speak; we have the internet for that. Instead, face-to-face events should be about engagement, participation, and discussion, as a means to learn beyond listening to information

DIA

How Do I Know if I'm Choosing an Appropriate Session Format?

▶ All Session Chairs will be asked to complete a brief Session Format Request form

▶ Once the Session Format Request period is complete, DIA will reach out to Session Chairs to review their selection and to provide guidance

▶ When considering session room formats, take these factors into account:

Delivery Method (didactic, discussion, breakout groups etc.) that will enhance the understanding of the content NOT distract

Learner Centric

The Personality and Presentation Style of the Speakers
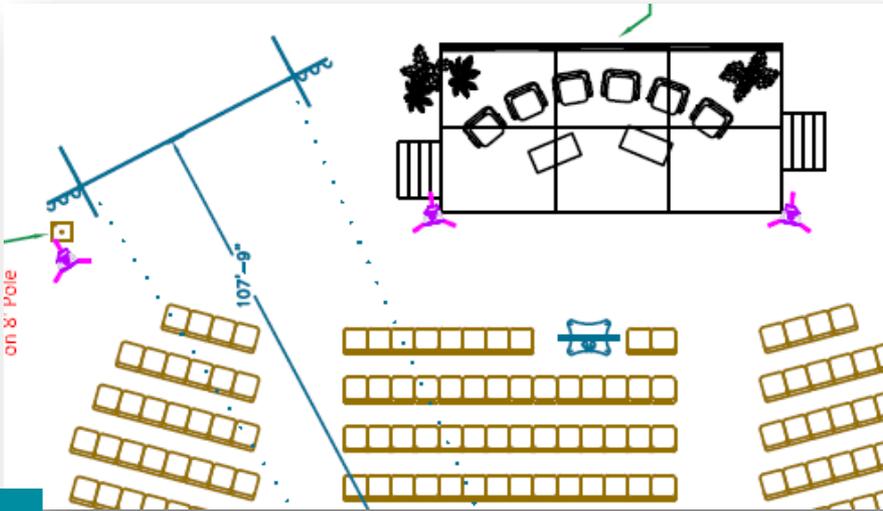
Supports the content

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# Panel Discussion Format 1/Traditional Set: Head Table

- Great for a more formal panel discussion
- Provides a table surface for panelists
- Supports didactic presentations

- Table creates a barrier between panelists and audience

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Panel Discussion 2: Talk Show Set

- Great for creating a more casual panel discussion
- Chairs are placed in a semi circle allowing panelists to see each other/interact more
- This set draws the audience in more (no barriers e.g. head table)

- Not ideal for didactic presentations

Story Telling Format 1: Theatre in the Round
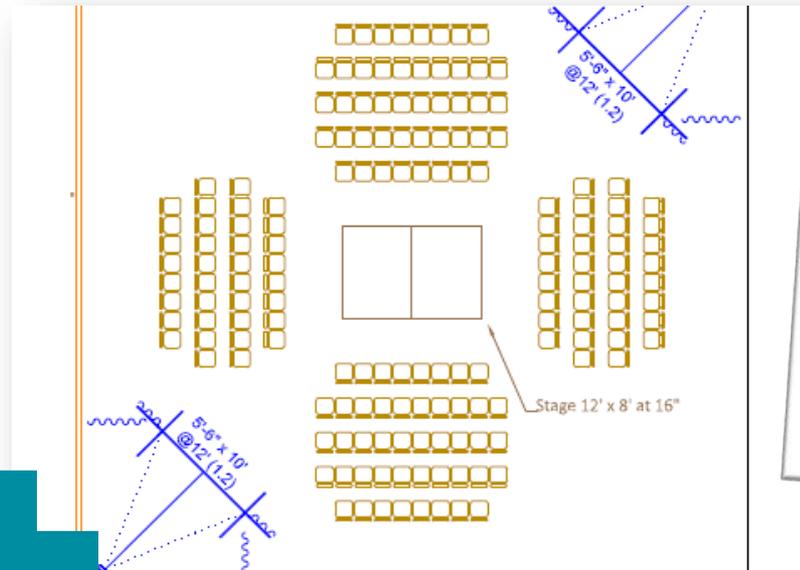
- Great for story telling and immersing the audience in the presentation
- TED style talk
- This set draws the audience in more

- Multiple focus points
- Requires a speaker(s) to be comfortable having their back to audience members
- Not the best set for sharing large amounts of data driven information
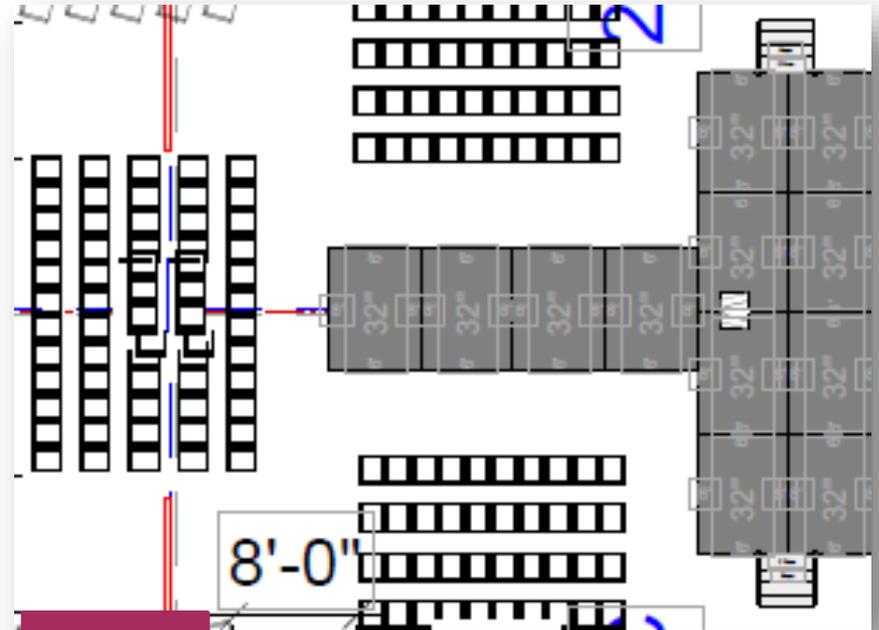- Requires a speaker(s) to be comfortable walking and talking

DIA

Story Telling Format 2: Runway (Catwalk)

- Great for story telling and immersing the audience in the presentation
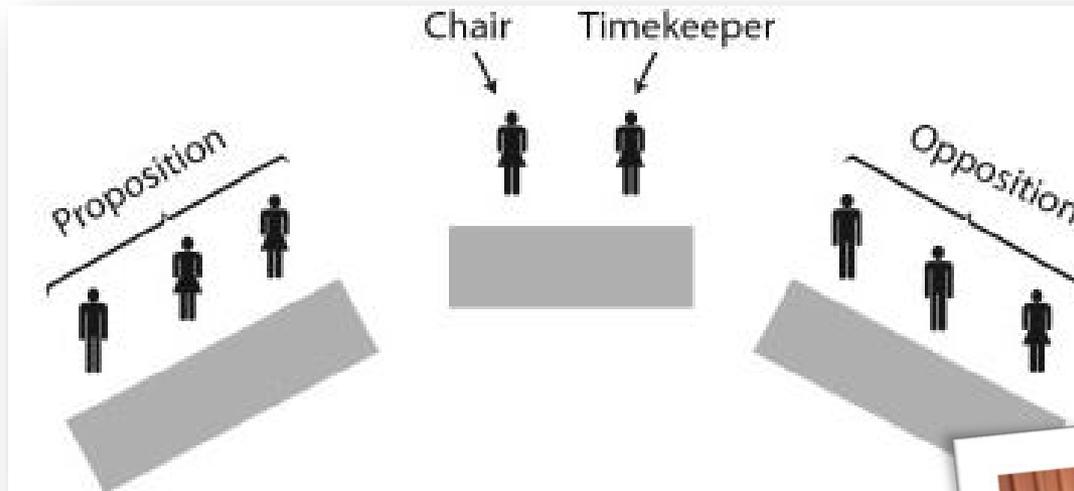- TED style talk
- This set draws the audience in more

- Requires a speaker(s) to be comfortable walking and talking

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Debate

- Great for representing two distinct points of view
- Provides a more interesting alternative to the traditional head table format

- Requires the Session Chair to organize the content and timing to meet the criteria for a debate

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Workshop
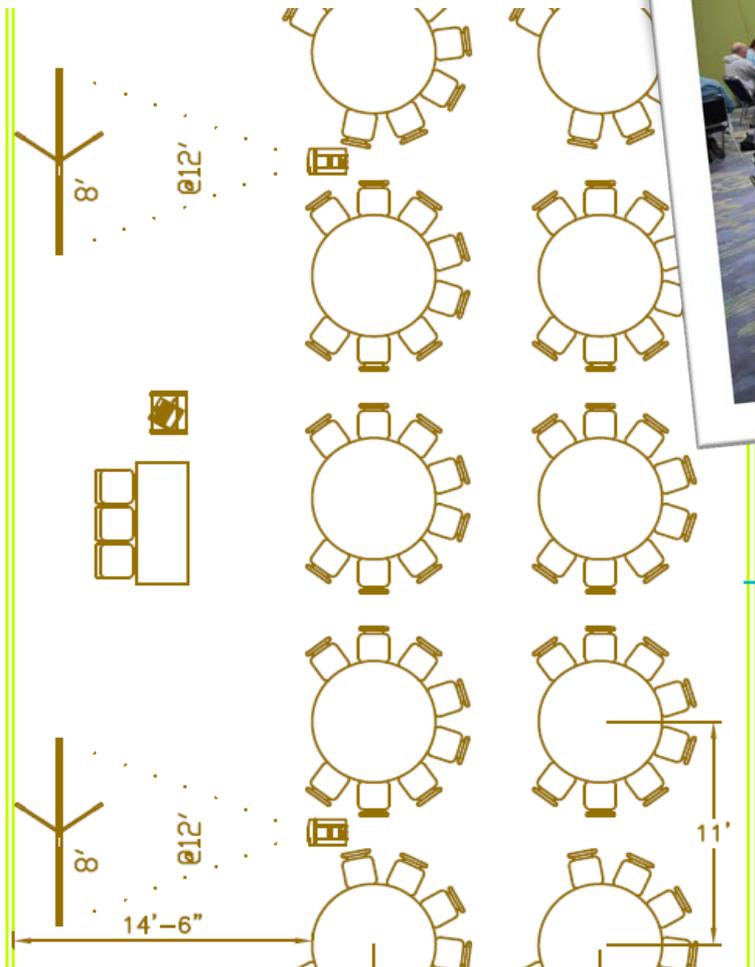
- Great for group work and peer to peer exercises
- Format allows for easy open group discussions, attendees to move throughout the room, and demonstrations

- For didactic presentations, this format may be distracting to audience members if no peer to peer dialogue is planned for

DIA

Session Tools to Enhance Attendee Engagement

▶ ## Audience Response System (ARS)

- Our system allows presenters to embed interactive activities directly into their presentation. The audience responds via SMS texting on their phones or through the DIA App.
- Can be utilized with any session room format for polling and <u>word cloud building</u>!

▶ ## CatchBox

- A tossable microphone that makes Q&A lively
- Most effective in a workshop room set (e.g. crescent rounds)

Tool options will be included in the Session Format Form

DIA
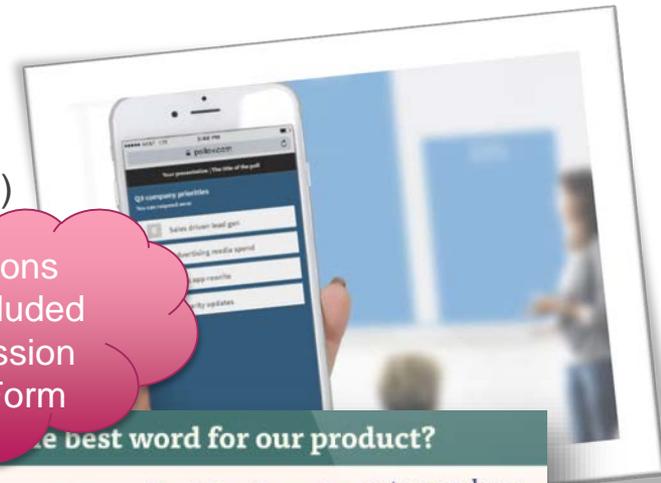
Session Chairs, to request a session room format and our audience engagement tools, be sure to complete our brief online form to be sent by early December.

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Other DIA 2019 Session Planning Materials Coming Soon!

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 Webinar—Part 1
- Timeline Card
This Checklist!

Advantages of Planning Ahead

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

By starting your planning early, Session Chairs can take advantage of new session room formats and tools to create the best possible 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

DIA 2018: Program Participant Readiness Webinar: Driving Actions - Part 1
Gain insight on DIA's audience and best practices for building, allow for a seamless session. View presentation slides or get recording here.

Speakers Corner

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

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

"...I'm excited about new learnings, meeting new people, and the feeling after every DIA conference where I'm eager to look into something new, something new in my every-day work."

– Juan Castano, MBA, PMP, Associate Director, Asset Planner, Pfizer

Annual Meeting Program Committee Member

PollEverywhere

A Guide to Adding Interactive Questions to Your Presentation

Catchbox: Look Book

CATCH BOX

the world's first into your session

Tips for Q&A Success: As the Session Chair/Moderator

- Announce the Q&A session timing at the beginning of the session: This accomplishes two things:
  1. Your audience is reassured that they will get to ask their questions
  2. Your audience is encouraged to start thinking of questions.
- As the Q&A session begins, let your audience know how much time you have: "We have about fifteen minutes for your questions." and how the Catchbox will be used (prep notes will be kept at the podium; see copy on next page)
- Don't end the Q&A session abruptly. Let the audience know: "We have time for two or three more questions."
- When your speakers have finished answering questions, **repeat the main theme or key messages of your session, or repeat the call to action if applicable.** This technique will bring closure to the process and reinforce your messages.

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DIA Speaker, Chair, and Moderator Resource Center

START   DETAILS ∨

DIA

Launch scheduled for early April

Hello and welcome to the DIA Speaker, Chair, and Moderator Resource Center. The goal of this resource center is to enable DIA Speakers and Moderators to create engaging, interactive presentations which comply with DIA timelines and guidelines.

Planning webinars and so much more!!

If you aren't receiving our notices regarding the planning materials, please send an email to AnnualMeetingProgram@DIAglobal.org

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