

Quick Guide: Guidelines and Formats for the Global Annual Meeting Program Offerings

Program Offering Guidelines	Session	Forum	Workshop	Engage and Exchange	Content Hub
Length of Program offering	90*, 75 or 60 min <i>*DIAmond sessions may be 90 minutes in length.</i>		60- 75 min.	45-60 min.	30 min
Session Format Notes	These sessions are designed to take attendees through methodology, the latest trends, hot issues, and in some cases, to provide foundational information. Stage sets may include talk show (forum), a runway, debate, theater-in-the-round		Workshops are designed for highly interactive learning e.g. simulation, role-playing, group activities etc.	Engage and Exchange is all about peer-to-peer to learning. Experts will begin with a 10-minute presentation that is followed by 30 minutes of dedicated small group discussion (breakout groups) and concludes with 20 minutes of sharing and open discussion.	This non-traditional learning/networking hybrid is specifically designed for a small groups to connect face-to-face with others that share the same interests to gain rapid insight in a subject of value.
Co-Chair Permitted?	No		No	No	No
Co-Presenter Permitted? <i>Sharing a presentation</i>	No		Yes	Yes	Yes
Recommended Number of Participants (includes one Session Chair and speakers/panelists)	4	4	2-3	1-2	1-2
PowerPoint Required	Yes	No (optional)	Yes	No (optional)	No (optional)
Meeting Room Setup for the Audience	Theater style, classroom style, round tables, or mixed seating (a combination of the set-up styles). Seating sets are determined by DIA and are based on historical attendance counts and the convention center space available to DIA		Classroom, Round Tables, picnic or family style, and/or a combination of these seating/group work styles	Round Tables	Casual seating e.g. small cocktail rounds, couches, and high tables for standing at
Average Number of Seats within the Meeting Rooms/Area Seating sets are determined by DIA and are based on historical attendance counts and the convention center space available to DIA	125 - 300		75-100	50 - 90	30 - 50