

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



Program Offering Guidelines	LIVE Session	Semi-LIVE Session	On-Demand Session	Soap Box Session (LIVE)	Content Hub (Semi-LIVE)
Length of Program offering	60 minutes			30 minutes	30 minutes
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.			TED-style format; Informal speech with open discussion between the speaker and audience	This non-traditional learning/networking hybrid is specifically designed for a small groups to connect with others that share the same interests to gain rapid insight in a subject of value.
Co-Chair Permitted?	No			No	No
Co-Presenter Permitted? <i>Sharing a presentation</i>	No			No	Yes
Recommended Number of Participants <i>(includes one Session Chair and speakers/panelists)</i>	3-4			1	1-2
PowerPoint Required	Yes for didactic sessions and encouraged for panel discussions to share background information			No (optional)	No (optional)
When should Q&A Happen?	Leave 10-15 minutes at the end of your session to engage attendees in a LIVE Q&A. Q&A will happen via the Q&A or CHAT feature.	Record 45-50 minutes of content. During the playback, at the virtual meeting, we will have 10-15 minutes for LIVE Q&A with the Audience. Q&A will happen via the Q&A or CHAT feature.	While Q&A with a LIVE audience isn't possible, Session Chairs are HIGHLY ENCOURAGED to engage their speakers in a panel discussion to round out their session (if the session is didactic)	Leave 10 minutes at the end of your session to engage attendees in a LIVE Q&A. Q&A will happen via the Q&A or CHAT feature.	Record 15-20 minutes of content. During the playback, at the virtual meeting, we will have 10-15 minutes for LIVE Q&A with the Audience. Q&A will happen via the Q&A or CHAT feature.
Is Polling an Option?	Yes	No	No	Yes	No