



DIA 2022
GLOBAL ANNUAL MEETING

CHICAGO, IL
JUNE 19-23

DIA Global Annual Meeting: Innovation Through Collaboration

Participant Orientation

During this Webinar, We will Cover



Serving Up Knowledge:
Preparing Presentations



DIA's Presentation Management
System and Important Deadlines



What to Expect On-Site



Promoting your participation:
Social Media Basics



This webinar is filled with a multitude of reference information and tips to aid in your role as a Program Participant for DIA!



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Preparing Your Presentation

Start with the **audience** in mind and make sure that presentation is aligned with the session description.



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Time Management



- ▶ Consider the clock
- ▶ Count slides
- ▶ About 1 slide/minute
- ▶ Avoid overly long intros



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

- ▶ **All presentations must be fair, balanced, and free of commercial bias.**
- ▶ Company logo (if you represent a commercial interest) may not appear on any slides in the presentation.
- ▶ Speaker clothing may not carry logos or other company specific emblems.
- ▶ Review the Promotion from the Podium Guidelines Document (refer to Speakers Corner)



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Faculty Disclosure

- ▶ **Required by all accrediting bodies for CE**
- ▶ Disclosure of Relationships - must be submitted, reviewed and, if needed, resolved prior to date of event.
- ▶ Disclosure summary provided to attendees prior to the event, and in the meeting room
- ▶ Last minute faculty replacements, at the podium (documented)



IMPORTANT



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IF you haven't already submitted a disclosure, please visit Speakers Corner to complete a brief online disclosure form.



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Session Tools: Polling

PollingTool: PollEverywhere



Poll Everywhere **transforms one-sided presentations into two-way conversations with the audience.** This web-based audience response system lets you **embed interactive activities directly into your presentation.** The audience responds on **the web or via SMS texting** on their phones.

Polling is available only to those sessions in which the session chair has requested the use of PollEverywhere.



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Choose Your Poll Type

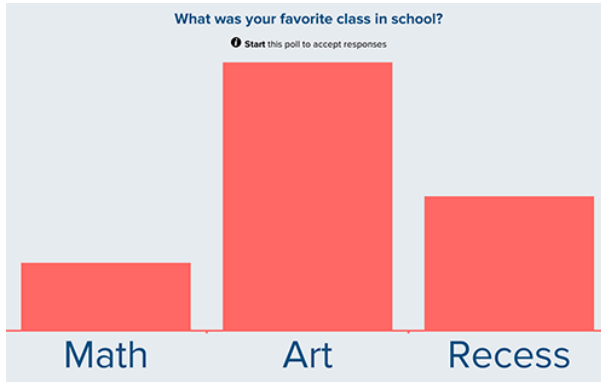


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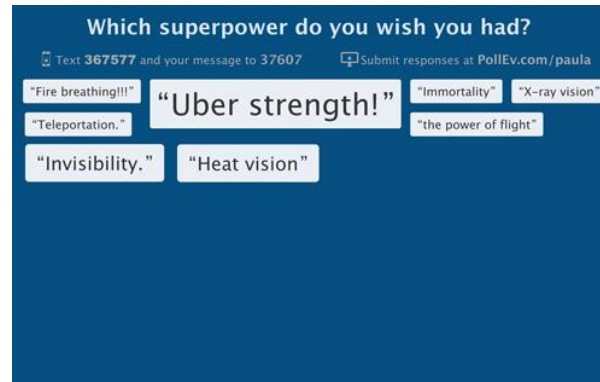
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Multiple Choice



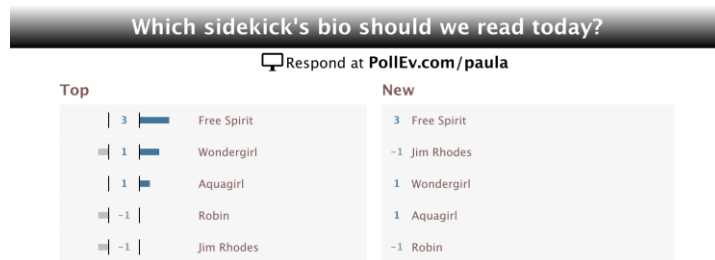
Open Response and Word Cloud



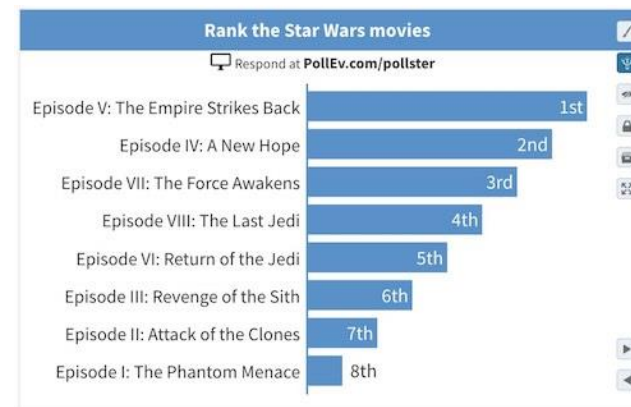
Clickable Images



Up and Down Voting



Rank Order



How Do I Add Questions to My Presentation?

Step 1

Choose from a large variety of question types, including multiple choice, open response, live word clouds, clickable images, up and down voting for Q&A, and rank order. Questions can include images and emojis.



Step 2

Provide your interactive questions to DIA. DIA will convert your questions into polling PowerPoint slides.



Step 3

Insert polling PowerPoint slides into final slide deck where you want them to appear in your presentation.



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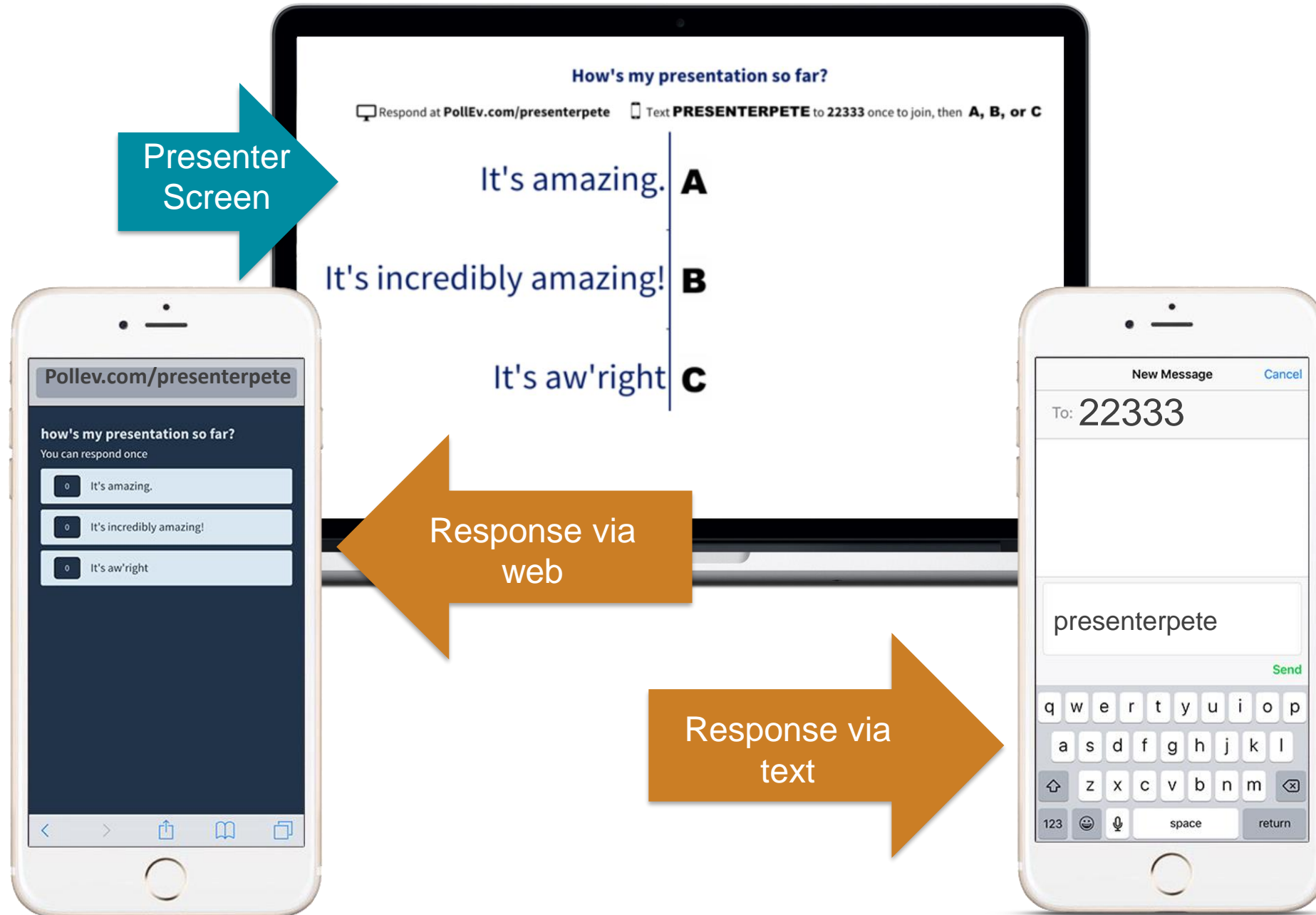
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Polling: Submit your questions

Visit <https://www.surveymonkey.com/r/poll22> and complete the form to submit your questions.

Tips for Success

- Make questions short and simple. Limit answer choices to 5 total.
- Allow time for discussion of the response results. Build in approximately 1-2 minutes for presenting and polling and at least 2-3 minutes for discussion of each question.
- Speakers cannot submit more than 5 questions. Use questions sparingly to highlight the points you most want to emphasize.

Deadline to Submit Questions: June 6



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Step 3: Inserting Polling Slides

DIA will create your polling slides from your submitted questions and send the polling slides to you no later than **June 8.**



You must then copy and paste the slide(s) into your slide deck where you want them to appear in your presentation prior to submitting the final version to DIA on June 9. Slides must be submitted using PowerPoint.



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Questions?

If you have any questions, please contact
Jess Warner at jess.warner@diaglobal.org.



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Epac: DIA's Online Presentation Management System



Epac Presentation Management System

- ▶ Epac is the official website where you will upload your presentation. It [is open now](#) and all program participants should have received an email with instructions on how to access and use the Epac website.
- ▶ On this site, Chairs will be able to review each uploaded presentation and approve them.
- ▶ Approved presentations will be preloaded onto meeting room laptops.



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Important Epac Access Notes

If DIA does not have your presentation title, you will not be able to access the Epac website.

If DIA does not know about a speaker, the speaker will not have access to Epac. **Please inform the Annual Meeting team of any speaker updates.** All changes will then be reflected on the Epac website.

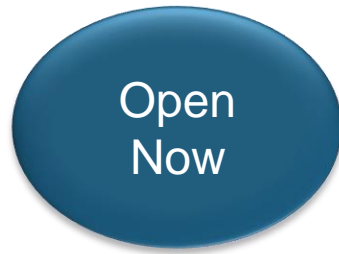


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Finding Epac



← Back to DIA 2022

SPEAKERS

SPEAKERS CORNER

Guidelines

Participant Agreement, Profile & Disclosure

Speaker Responsibilities

Resources

Upload Presentations

Speakers Corner

Welcome to Speakers Corner. This is where you will find up-to-date information pertaining to your participation as a chair or speaker at DIA 2022.

Please review our [Guidelines](#) which include important information about your participation. After that, fill out your [Participant Agreement and Profile and Disclosure](#) information.



Step 1: Go to Speakers Corner

Step 2: Scroll over or down to the **UPLOAD PRESENTATION** button

Step 3: Log in using your DIA user id and password associated with your speaker responsibility



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Navigating Epac

- ▶ You will be directed to your offerings where you can upload your PowerPoint slides by clicking on “Click here” to select files(s) to upload

The screenshot displays the Epac website interface. On the left, there is a sidebar with sections for 'News' (Welcome to Epac! Please see the Downloads Links area for: The official Annual Meeting PowerPoint 16:9 format templates.), 'My Conferences', and 'DIA 2022 Global Annual Meeting (June 18 - 23, 2022)'. Below this, a session is listed for 'June 22, 2022 9:15AM' with the title 'DIA Insights: Expert Clinical and Regulatory Concept, - Timely Global and Regional Reports: New Digital Platform - Can We Help You?' and presenter 'Maureen Lamplugh'. The main content area shows the session details and a 'Files:' section with a checkbox 'There are no files to upload for this presentation'. A note below states: 'Note: After clicking upload, please wait for the upload to complete and the file to appear above, and then verify that your upload was successful by clicking on the file to download it. A 2MB file can take between 15 and 60 seconds to upload, depending on your connection speed. Larger files will take longer.' At the bottom of the session details, there is a button labeled 'Click here to select file(s) to upload', which is highlighted by a large yellow arrow pointing to it from the right.



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Summary of Important Dates:



June 6 – Deadline to provide polling questions



June 9- Deadline for upload of presentations to allow review time by Session Chairs



June 10-16 – presentation review period



June 16 – Upload cutoff



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What to Expect On-Site

Program Participants Have Special Access to:

▶ Speaker Registration Desk

- Located within the main registration area
- ALL program participants are to check-in at Speaker Registration (Session Chairs, Instructors, Speakers etc.)
- Here you will pick up your name badge and other important meeting materials; Please note: name badges are to be worn at all times in the Convention Center.
 - *Please note that this is a [vaccine required](#) event. If you have not cleared the vaccine screening in advance, you will have to go to vaccine check desk before speaker registration.*

▶ Speaker Ready Room

- This is your space for reviewing your slides, meeting with co-presenters, and taking a timeout to relax between presentations

You will receive additional information via email



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Prior to Your Session(s)

- ▶ Arrive at your session 20 minutes in advance.
 - DIA will have room monitors stationed at each meeting room to greet you, check you in to your session, provide key information e.g. AV and Accreditation notes, and to make sure you are all set for a successful session.
 - Early arrival also provides Session Chairs and speakers to quickly meet and review last minute notes.
 - If you have remote speakers, make sure connection is working properly



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What to Expect in Meeting Room

- ▶ Each room will have its own DIA Laptop.
 - Presentations will be pre-loaded to the laptop.
 - Remote speakers will be connected via Zoom on laptop
- ▶ Standard equipment includes a wired microphone at the lectern, tabletop microphones for head tables (if applicable), and an audience microphone on a stand for Q&A.
- ▶ Workshop sessions in rooms 470 A & B



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During Your Session(s)

- ▶ **No - Personal Laptops May be Used for Presentation**
 - **TIP:** in addition to having your presentation(s) uploaded to Epac, bring a backup copy of the presentation file via a USB; Note: you may only upload in the Speaker Preparation Room, not in the meeting room.
- ▶ **No - promotional materials may not be distributed in either the meeting rooms or any other locations throughout the Convention Center.**
 - Handouts, for short courses, workshops, and E&Es, that are related to your presentation must be reviewed by the Annual Meeting Team for approval.
- ▶ **No - Video cameras and/or audio equipment are allowed in the meeting room(s).**



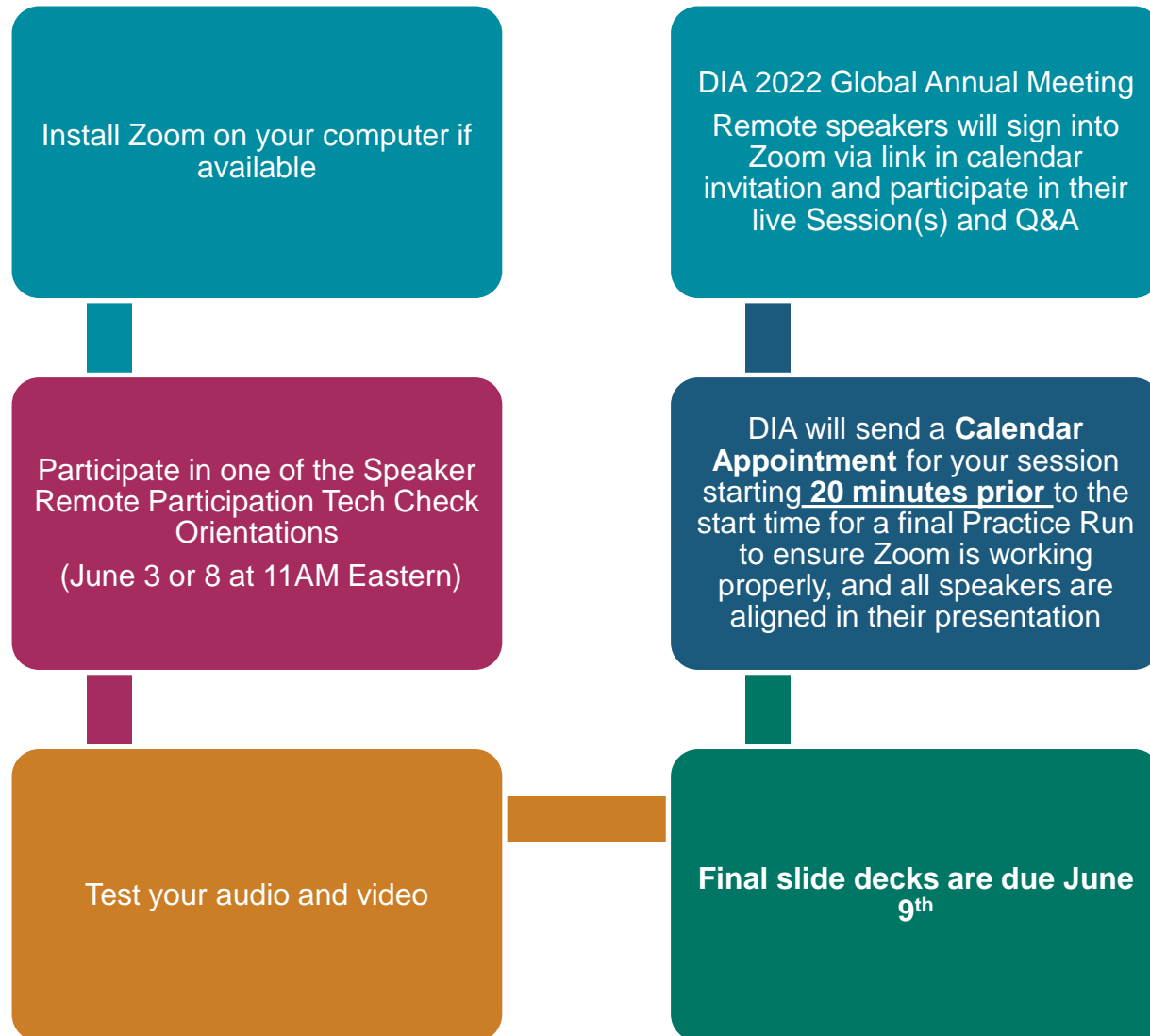
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Remote Participation: How it Works

Orientation for
Chairs June 7th
11AM Eastern



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After to Your Session(s)

- ▶ Enjoy other people's sessions and activities
 - Take full advantage of being at the DIA Global Annual Meeting!



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General Pro Tips

- ▶ **Session Chairs/Speakers Should Meet Up in Advance**
 - Schedule a call to review content and slides for each presentation
- ▶ **Nothing derails a great session more than having one (or more!) speaker(s) speak much longer than had been planned...**
 - Session Chairs, review slides in advance – good rule of thumb is no more than 1 slide per minute of presentation time
- ▶ **Arrive to session early to tech check**



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Pro Tip for Q&A

- ▶ Prepare a few questions to kick start conversation during any time allotted for Q&A
 - Session Chairs:
 - Share your questions with the panel in advance to allow them to prepare
 - Ask your presenters to share some questions, too
 - If there is a point that they want to make that wasn't in their presentation, or something they want to emphasize. These make great questions!



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List of Action Items- Make sure...

- ▶ you have booked your [hotel](#) room if needed
- ▶ you have registered for the meeting
 - Refer to your Welcome letter (email) for quick housing and registration links
- ▶ you have a completed disclosure and speaker release information on file for DIA 2022
 - Prior to the meeting, program participants without a completed disclosure and/or speaker release on file will not be able to participate in the program - *per our accreditation providers' guidelines*
- ▶ DIA has the most complete session information on file
 - Note: at this time we cannot accept Session Title or Learning Objective changes due to CE
- ▶ DIA has your photo and bio on file
 - FASTEST way to check – view the online program at <https://www.diaglobal.org/en/flagship/dia-2022/program/schedule/agenda>



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Need Assistance

- ▶ Whenever you have a question or need assistance, please send an email or call Maureen Lamplugh at:
 - AnnualMeetingProgram@DIAglobal.org
 - +1-215-442-6115



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Promote Your Participation

- ▶ DIA Social [Media Starter Kit](#) and [Speaker Template](#)
- ▶ Add imagery to posts (DIA provides!)
- ▶ Don't forget to use the conference hashtag **#DIA2022**



The graphic is a promotional banner for DIA 2022. On the left, it features the DIA 2022 logo, which consists of a stylized head profile filled with colorful geometric shapes and a lightbulb icon. To the right of the logo, the text reads "DIA 2022 GLOBAL ANNUAL MEETING CHICAGO, IL | JUNE 19-23". Below this, the tagline "INNOVATION THROUGH COLLABORATION" is displayed in a bold, sans-serif font, with "COLLABORATION" in a larger, darker font. Underneath the tagline, a smaller line of text says "Don't miss the largest gathering of life sciences professionals." At the bottom left, there is a dark red button with the white text "LEARN MORE". On the right side of the graphic, there is an illustration of three scientists in white lab coats working in a futuristic laboratory. They are surrounded by various scientific and technological icons, including a DNA double helix, a computer monitor displaying a heart rate graph, a server rack, and a large tablet. The background is a light pinkish-red with faint grid lines and floating icons.



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Promote Your Participation



- ▶ Post a selfie when you arrive at the conference
- ▶ Reiterate:
 - Name of presentation
 - Location
 - Co-Presenters' names
 - Hints of what attendees will learn
- ▶ Use meeting hashtag

Happy to be at #DIA2022! Come see me present on [topic] on [day] at [time] in [location].



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Thank You for your Participation in DIA!



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