



DIA 2022
GLOBAL ANNUAL MEETING

CHICAGO, IL
JUNE 19-23

DIA 2022 Global Annual Meeting:
Innovation Through Collaboration

Remote Speaker Look Book

In This Look Book, We will Cover



Preparing Presentations



Technical Requirements and Set-Up



DIA's Presentation Management System and Important Deadlines



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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
- ▶ 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 and virtual backgrounds may not carry logos or other company specific emblems.

Please refer to the [DIA Policy Concerning Promotion of Products and Services from the Podium at DIA-Sponsored Programs.](#)



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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



IMPORTANT




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



Together we
adapt and move
forward

Best Practices for Preparing and Participating Virtually

DIA



Pro tips: Beyond The Slide Deck, DOs

Camera Positioning

Be sure that your camera is properly positioned on the main monitor you will be using for the virtual meeting. Make sure it's in a stable position and focused at your eye level. Doing so allows for more direct engagement with the other meeting participants. Also, be sure you have good lighting; natural side lighting is usually the best.

Appearance

When attending a virtual conference with video, the rule is to dress as if you were in the office. Remember, that appearance is not limited just to you. Be aware of the condition of your surroundings. Messy piles of paper on your desk? Piles of laundry? Stack of dirty dishes? Anything else distracting behind you or in view of the camera?

Multi-tasking

Eliminate distractions and focus on the meeting. Turn off notifications, close or minimize running applications and mute cell phones, streaming radio, etc., are



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Prior to Your Session(s)

- ▶ 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
- ▶ Sign into the Live Meeting on-time



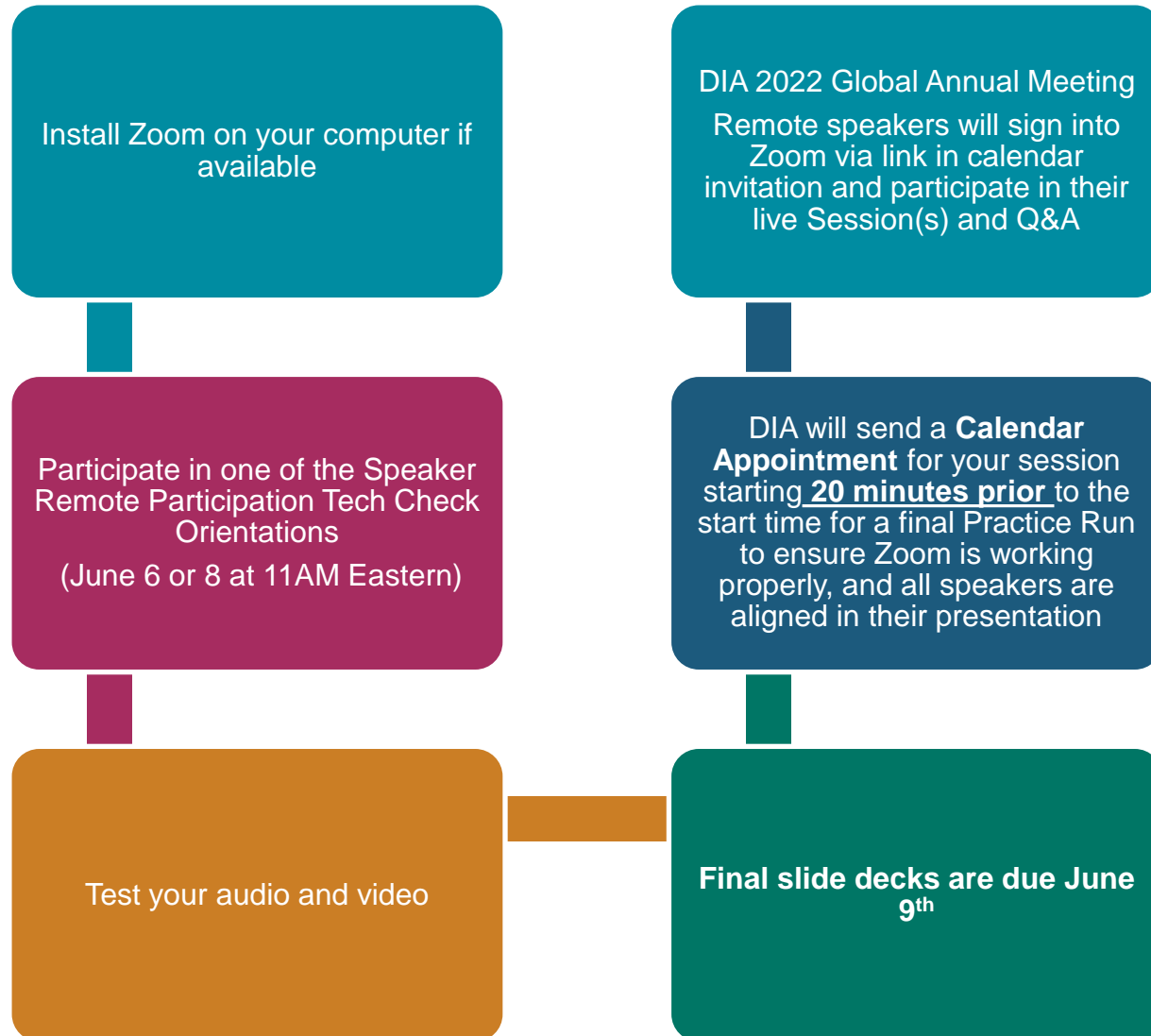
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Remote Participation: How it Works

Orientation for
Chairs June 7th
11AM Eastern



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Remote Participation: What Technology is Needed

- ▶ A computer with:
 - a hard line (wired ethernet) to the internet *(preferred for best quality)*
 - Zoom software downloaded *(preferred for best quality)*
 - Speakers
 - a built in Microphone, USB microphone, or an inline microphone on headphones.
 - Note: if you do not have a microphone hook up, we suggest using the dial-in number option to ensure better sound quality

Pro Tip

Use a head set with built in microphone



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Overview: Testing Your AUDIO Before the Virtual Meeting

- ▶ After receiving your Panelist Invitation from DIA for the Orientation, test your speakers and mic to ensure your audio is working correctly with Zoom.
 - **Prerequisite:** To test the audio you must have [Zoom installed](#) on your computer.
 - **NOTE:** There are two ways to join meeting audio, [joining via computer](#) or [joining via telephone](#). **DIA recommends joining by computer**

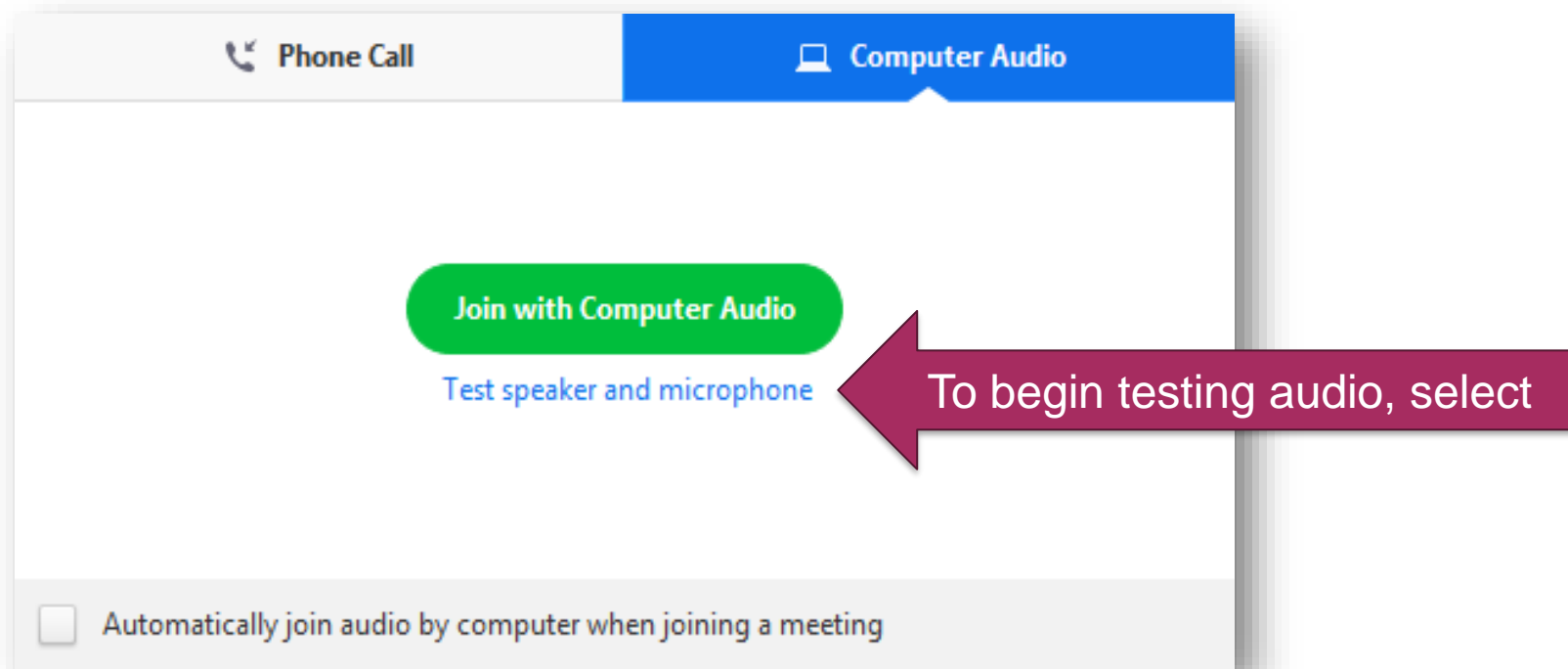
PRO Tips

Log in once and test your audio AND video. [Join a test meeting](#) to test your audio and familiarize yourself with meeting controls ahead of the Orientation and Live Session.

- ▶ On Windows or Mac: 
 - **Testing your audio before a meeting**
 1. Log in to Zoom
 2. On the first screen, select **Test speaker and microphone**.

Prefer more technical details: [Click her to view a Zoom Guide](#)

Testing Your Audio: After Signing into Zoom



The meeting will display a pop-up window to test your speakers. If you don't hear the ringtone, use the drop-down menu or click No to switch speakers until you hear the ringtone. Click Yes to continue to the microphone test.



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Overview: Testing Your VIDEO Before the Virtual Meeting

- ▶ After receiving your Zoom invitation from DIA for the orientation, test your video camera with Zoom to ensure your camera is working correctly.
 - **Prerequisite:** To test the camera you must have [Zoom installed](#) on your computer.

Pro Tip

Log in once and test your video AND audio

- ▶ On Windows or Mac: 
 - **Testing your video before a meeting**
 1. Log in to Zoom
 2. Click the Video tab.
 - You will see a preview of your camera and can choose a different camera if needed.

Prefer more technical details: [Click here to view a Zoom Guide](#)



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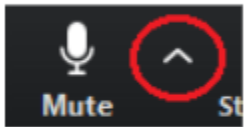
Audio and Camera: Final Check



Be sure to check your audio (speakers and mic) and video camera **AFTER** you the join the meeting.

Re-check Audio and Video

After you have joined the meeting, hover your mouse near the bottom of the zoom window to see the controls. Click on the arrow next to the microphone control to confirm you are on the microphone you intend to use.



Make sure that your microphone is not muted so attendees can hear you. You may mute and un-mute by clicking the microphone symbol.

Next, click on the arrow next to the video control and confirm you are on the camera you have previously tested and intend to use.



Zoom tech check sessions with our AV provider offered June 3 and June 8th



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Using the DIA Virtual Background

- ▶ If you wish to use [DIA's Virtual Background](#) (not required) save DIA's Virtual Background to your computer
- ▶ Once in a Zoom Meeting, click the up arrow next to the video icon and select "Choose Virtual Background"
- ▶ Select the "+" to upload the DIA Background image and close



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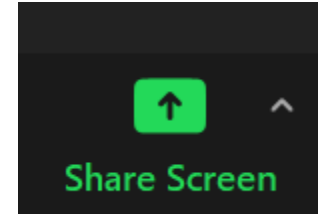
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Remote Speakers: Sharing Slides

▶ We ask that remote speakers share your own slides.

▶ **Steps:**

1. Have the PowerPoint file open on your computer.
 - Set up the presentation by: Clicking Slide Show, Set Up Slide Show, check Browsed by individual window in upper left AND advance slides manually in center right. Click “Ok”
 - Put in Presentation Mode and resize as needed.
2. In your Zoom Toolbar, select “Share Screen”
3. A window will open with selections of what you are able to share. Select just the PowerPoint file. DO NOT share your screen.
4. Click the blue “Share” button at the bottom right of the window.
5. Use arrows at the bottom of the PowerPoint to advance or your left/right arrows on your keyboard.



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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 on site and available as PDF for attendees.

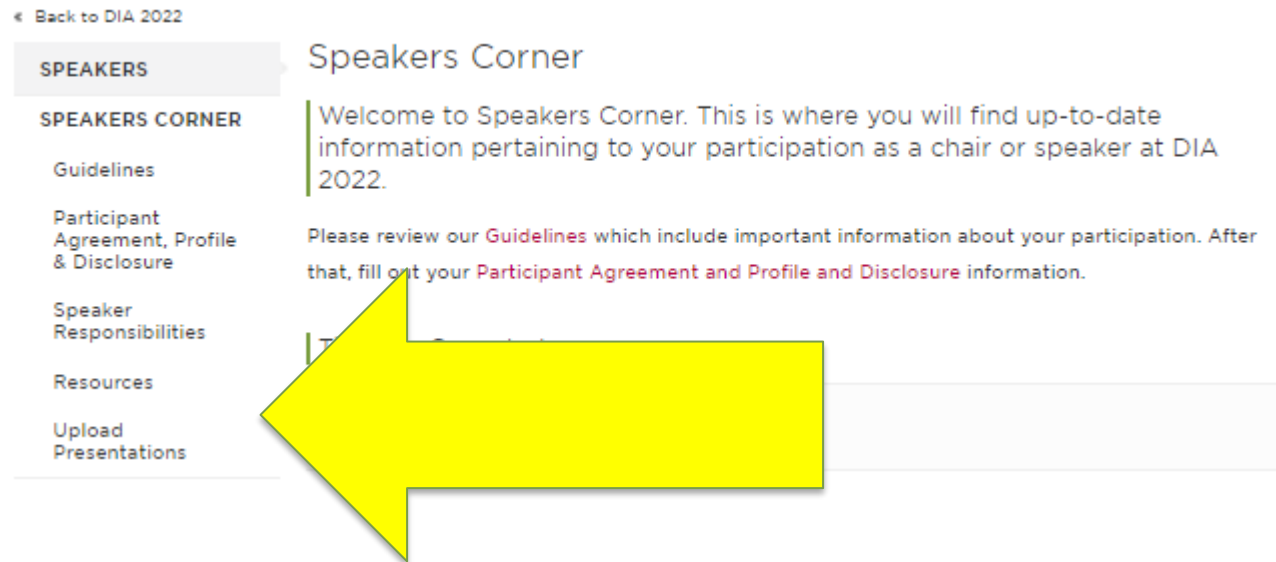


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Finding Epac



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

Even though remote speakers will share your own slides, we still need your presentation uploaded into Epac system.



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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. At the top left, there is a 'News' section with a welcome message and a 'Downloads & Links' section with several links. Below this is a 'My Conferences' section for the 'DIA 2022 Global Annual Meeting'. A session titled 'June 22, 2022 9:15AM' is listed 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 session details page is open, showing the title 'How to Submit an Abstract for the Global Annual Meeting' and the presenter's name. A 'Files' section contains a checkbox for 'There are no files to upload for this presentation'. A note below explains the upload process. At the bottom of the page, a button labeled 'Click here to select file(s) to upload' is highlighted with a large yellow arrow pointing to it.



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Summary of Important Dates



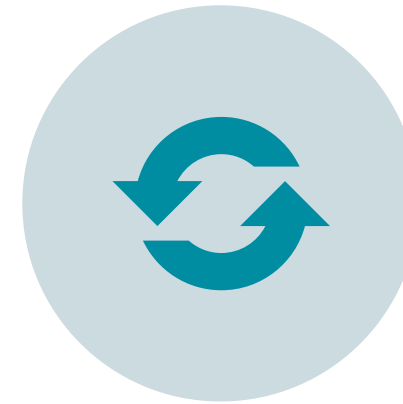
JUNE 9

DEADLINE FOR SUBMITTING
PRESENTATION SLIDES



JUNE 10-16:

REVIEW OF PRESENTATIONS - FOLLOW-
UP WITH SPEAKERS AS NECESSARY



JUNE 16

EPAC CUTOFF FOR UPLOADS



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Thank You for your Participation in DIA!



If you have questions, please contact us at:
AnnualMeetingProgram@DIAglobal.org



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