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

Program Offering Guidelines	Session	Forum	Workshop/Roundtable	Soap Box Session	Content Hub
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.		Workshops are designed for highly interactive learning e.g. simulation, role-playing, group activities etc.	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	No	No
Co-Presenter Permitted? *Sharing a presentation*	No	Yes		No	Yes
Recommended Number of Participants *(includes one Session Chair and speakers/panelists)*	3-4	2-3		1	1-2
PowerPoint Required	Yes for didactic sessions and encouraged for panel discussions to share background information			No (optional)	No (optional)
Meeting Room Setup for the Audience	Theater style, classroom style, 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, and/or a combination of these seating/group work styles	Theater style, classroom style, or mixed seating (a combination of the set-up styles). Seating sets are determined by DIA	Casual seating e.g. small cocktail rounds, 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	50-100	75-100	30-50