

DIA 2013 49th Annual Meeting Workshop FAQs

This is provided to you as a reference guide to DIA's policies and expectations related to your DIA 2013 49th Annual Meeting workshop. Any questions related to your workshop can be directed to the Annual Meeting team (annualmeetingprogram@diahome.org).

Important Dates to Remember

- Monday, May 6, 2013 Handout(s) to be uploaded to the EPAC system
- Thursday, June 6, 2013 PowerPoint presentation to be uploaded to the EPAC system

What is a workshop?

- A 90-minute conceptual workshop delivered in an interactive/simulation or role-playing format.
- Workshop chair must adhere to DIA guidelines, such as <u>DIA's Policy Concerning Promotion of Products and Services From the Podium at DIA-sponsored Programs</u> and manage the workshop.
- Onsite learning in the form of activities or demonstrations is required.
- No more than two (2) facilitators, who must be involved in the workshop, can be included (not to exceed 3 total participants).
- Workshop must include handout(s) for interactivity. The deadline to provide the final version of the handout(s) to DIA is Monday, May 6

What shall I expect onsite?

- No internet connectivity is available in the room. Therefore, please plan on demonstrating via screen shots from the podium.
- The workshop will be interactive; therefore, it will not be audio recorded.
- There will be no sign-in or pre-registration for your workshop (unless specifically pre-determined). Attendance will be on a first-come, first-served basis. The workshop room has a limited number of seats available. Maximum room capacity is 80 and cannot be expanded due to the Boston Convention and Exhibition Center's stringent regulations on maximum room capacity.
- · Each room will have:
 - > 1 Head table on the floor (no riser) with two chairs
 - > 1 Laptop
 - > 1 LCD projector
 - > 2 Screens
 - > 1 Wireless lavaliere
 - 2 Standing microphones for Q&A in the room
 - > 1 Wireless mouse to advance slides
 - 1 Self-sticking Flip Chart

Handouts and PowerPoint Presentation

Please note that both handouts and PowerPoint presentations will be made available for pre- and postmeeting access to registered attendees.

Preparing your handouts and presentation

- All presentations and handouts must be fair, balanced and free of commercial bias.
- Materials must not be commercial or promotional.

- For PowerPoint presentations, the company (including consultants and institution) logo may appear only on slide 1.
- For handouts, logos should be limited.
- Speaker clothing may not carry logos or other company-specific emblems.

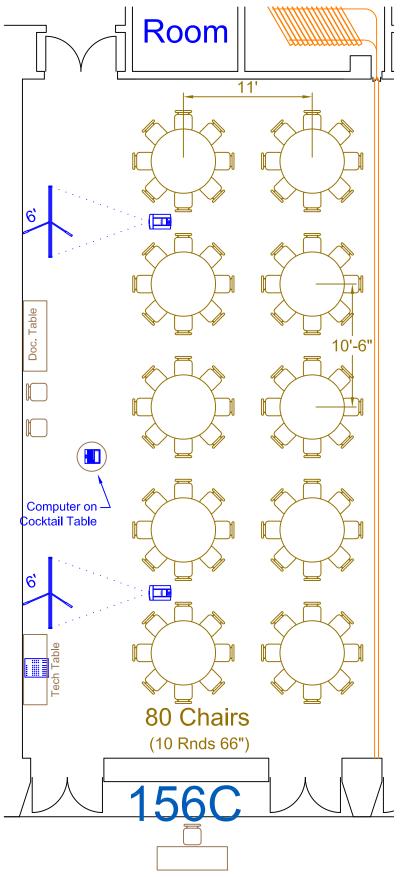
Please refer to the <u>DIA's Policy Concerning Promotion of Products and Services From the Podium at</u> <u>DIA-sponsored Programs for more information.</u>

Printing

- For handouts that are materials needed to guide attendees during the workshop, please plan to provide to DIA by Monday, May 6. The handout(s) may be sent by email to annualmeetingprogram@diahome.org. DIA will make appropriate copies and coordinate their availability in the workshop room. Should handouts not be provided by the designated deadline, the facilitator must bring a maximum of 100 copies to the Boston Convention and Exhibition Center.
 Please note that onsite printing is not available.
- Please do not ship any items directly to the Boston Convention and Exhibition Center.

PowerPoint Presentation

• PowerPoint Presentations that will be used during the workshop but do not need to be distributed must be uploaded to the DIA's EPAC system by **Thursday**, **June 6**.



Drug Information Association Annual Meeting, June 2013 BCEC - Boston, Mass.

Sessions

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