



**DIA 2024**  
GLOBAL ANNUAL MEETING  
SAN DIEGO, CA | JUNE 16-20

**60<sup>TH</sup> ANNIVERSARY**

**CHARTING NEW HORIZONS**

**SUBMISSION DEADLINE: MARCH 5**

## **CALL FOR COMMUNITY ROUNDTABLE DISCUSSIONS**

Community Roundtable Discussions are 60-minute DIA Community member-facilitated discussions that are inspired by sessions within the DIA 2024 program. This is an exclusive opportunity for DIA Community members to continue the dialogue and develop connections with current and potential new Community members. Community Roundtable Discussions are designed to carry learning and debate from sessions to real-life application and discussion.

### **Community Roundtable Discussion Request Submission Form**

#### [Step 1: Review the DIA 2024 Preliminary Agenda](#)

Identify the session(s) that would be of interest to either your Community or a combination of Communities. Cross-Community Roundtables are highly encouraged. Remember, the purpose behind your session selection(s) is to continue a conversation that has begun in the session. **Note: For session details including description and speakers, view the searchable [program](#).**

#### [Step 2: Complete a Request Submission Form](#)

Once you have determined your session choice(s), complete the submission form. If you are collaborating with multiple Communities, please only submit one request form on behalf of the group. You may be asking, "why is the submission form being referred to as a Request Submission Form?" There is a possibility that Communities may choose the same session(s) to invite to their roundtable. DIA will review all requests following the close of the submission period to ensure a balanced distribution of roundtable discussions.

### **General Submission Requirements**

1. All Community Roundtable proposals must be submitted by a member of a DIA Community. Proposals by nonmembers will not be considered. Not a member? [Visit here](#) to join a community.
2. Community Roundtable submitters and facilitators must adhere to DIA guidelines (see Guidelines and Formats for Program Offerings and [DIA Policy Concerning Promotion of Products and Services from the Podium at DIA-Sponsored Programs](#)).
3. All Community Roundtable proposals must be submitted via the online [Request Submission Form](#) by 11:59PM ET on March 5. Notifications will begin the week of March 25.
4. Community Roundtable Discussions will be scheduled Monday, June 17-Wednesday, June 19. All accepted Community Roundtable Discussion facilitators must be registered prior to attending the DIA 2024 Global Annual Meeting. [Register here](#).
5. Co-facilitators are permitted. Please reference their name, affiliation, job title, and contact information in the submission form.
6. If you are collaborating with multiple Communities, please only submit one request form on behalf of the group.
7. For questions regarding Community Roundtable Discussions, please contact [AnnualMeetingProgram@diaglobal.org](mailto:AnnualMeetingProgram@diaglobal.org).

### **Request Submission Form Tips and Tricks**

- Do not wait until the last day to submit a request form. There is usually very high traffic on the website, and you want to avoid the risk of any technical difficulties.
- Be certain to click "Submit" at the end of the process for a confirmation of receipt. If you do not get confirmation of receipt screen, DIA may not have received your request form.

### **Post Submission Information**

#### **Decisions**

DIA will review all requests, following the close of the submission period to ensure a balanced distribution of Community Roundtable Discussions. Notifications will begin the week of March 25.

#### **Potential Revisions**

Please note that DIA and the DIA 2024 Global Annual Meeting Program Committee have the right to request submitters revise their form(s). Potential revisions include blending with another submission.

### **Scheduling Sessions and Inviting Speakers**

DIA will notify Community Chairs and submitters of each accepted Community Roundtable and provide scheduling information. Many factors and schedules are considered for the creation of the Community Roundtable Discussion schedule. DIA will invite the speakers of each of the approved sessions to participate in the corresponding Community Roundtable Discussion. Once speakers have agreed to participate, DIA will inform the Community Roundtable Discussion facilitator. Regardless of speaker availability, the Roundtable Discussion will be held. It is not uncommon for Community Roundtable Discussions to proceed without the involvement of session speakers and chairs.

Questions? Contact [AnnualMeetingProgram@diaglobal.org](mailto:AnnualMeetingProgram@diaglobal.org).

**Submission Deadline:** March 5

**Notifications Sent:** Week of March 25

**Community Round Table Discussions:** June 17-19

**Please submit all request forms online at:**  
<https://www.surveymonkey.com/r/CFRT24>