www.diahome.org

DIA 2014 50<u>th</u> Annual Meeting Workshop FAQs

This is provided to you as a reference guide to DIA's policies and expectations related to your DIA 2014 50th Annual Meeting workshop. Any questions related to your workshop can be directed to the Annual Meeting team (annualmeetingprogram@diahome.org).

Important Dates to Remember

- Tuesday, May 6, 2014 – Handout(s) to be uploaded to the EPAC system
- Thursday, May 29, 2014 – 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 DIA's Policy Concerning Promotion of Products and Services From the Podium at DIA-sponsored Programs 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, may 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 **Tuesday, May 6, 2014.**

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 San Diego Convention Center's stringent regulations on maximum room capacity.

- Each room will have:
  - ➤ 1 Head table on the floor (no riser) with three chairs
  - ➤ 1 Laptop
  - ➤ 1 LCD projector
  - ➤ 2 Screens
  - ➤ 1 Wireless lavaliere
  - ➤ 2 Standing microphones for Q&A in the room
  - ➤ 1 Self-sticking Flip Chart

Handouts and PowerPoint Presentation
- Handouts will be accessible pre-meeting to registered attendees. Handouts will have been uploaded to the EPAC website.
- 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 [DIA's Policy Concerning Promotion of Products and Services From the Podium at DIA-sponsored Programs](#) for more information.
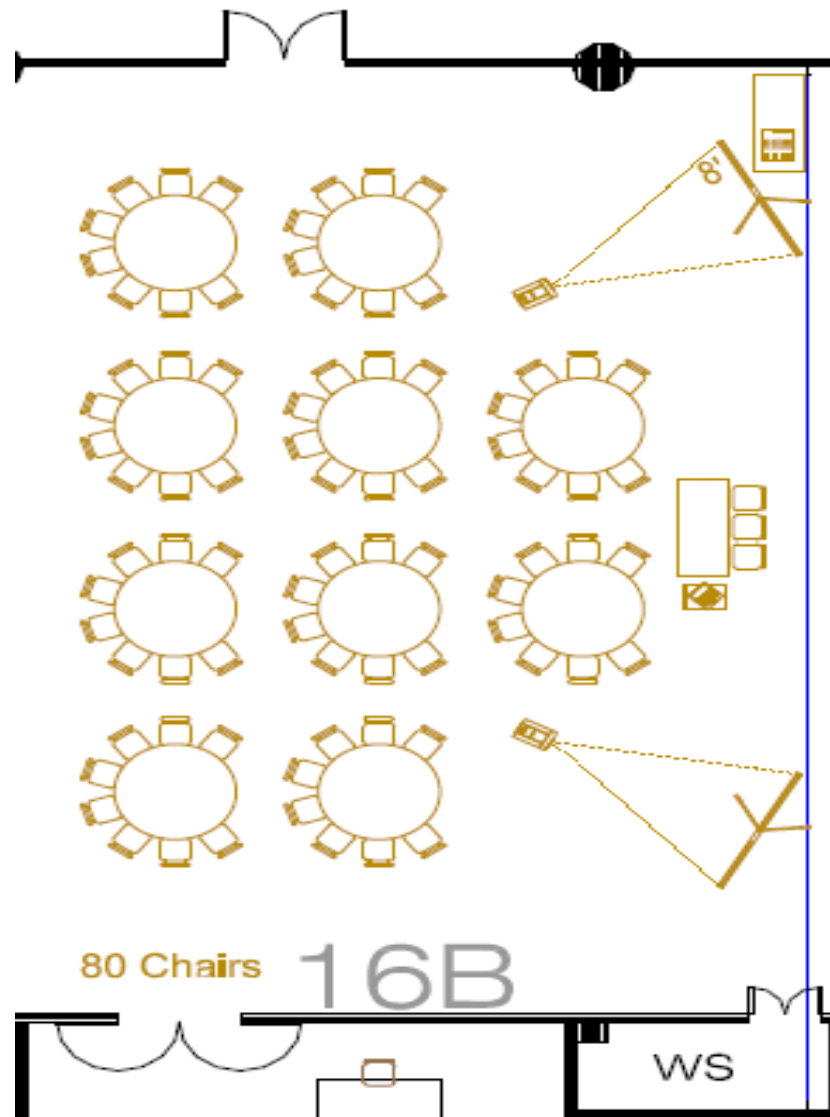
Printing
- For handouts that are materials needed to guide attendees during the workshop, please plan to provide to DIA by **Tuesday, May 6.** The handout(s) may be sent by email to annualmeetingprogram@diahome.org. DIA will make appropriate copies and coordinate their availability in the workshop room. Should handouts not be provided by the designated deadline, the facilitator must bring a maximum of 100 copies to the San Diego Convention Center. ***Please note that onsite printing is not available***.
- Please **do not** ship any items directly to the San Diego Convention 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, May 29, 2014**.

Annual Meeting Workshop Room Layout

80 Chairs 16B

WS

8'

As of 04/08/2014