



DIA 2019

GLOBAL ANNUAL MEETING
SAN DIEGO | JUNE 23-27

CALL FOR DIA COMMUNITY ROUND TABLE DISCUSSIONS

SUBMISSION DEADLINE: MARCH 5

CALL FOR DIA COMMUNITY ROUND TABLE DISCUSSIONS

The DIA 2019 Global Annual Meeting schedule will highlight a series of 60-minute DIA Community-facilitated discussions that are inspired by sessions within the DIA 2019 program. This is an opportunity for DIA Community leaders to invite session speakers to continue the dialogue and develop connections at a reserved table within the DIA Community Zone.

SUBMISSION DEADLINE: MARCH 5

Step 1: Review the DIA 2019 Preliminary Program – Using our searchable program, identify sessions that would be of interest to either your Community OR a combination of Communities. Cross-Community round tables are highly encouraged. Remember, the purpose behind your session selection(s) is to **continue a conversation** that has been begun in the session.

Step 2: Complete a Request Submission Form – Once you have narrowed down your session choices, 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?” The answer is, there is a possibility that Communities may choose the same session(s) to invite to their round table. DIA will review all requests, following the close of the submission period to ensure a balanced distribution of round table discussions.

In preparation for completing the Request/Proposal form, please review our general submission requirements, a sample submission form, and post selection process listed below:

- Community Round Table facilitators must adhere to DIA guidelines (see [Program Development Guidelines](#) and [DIA Policy Concerning Promotion of Products and Services from the Podium at DIA-Sponsored Programs](#)).
- **All Community Round Table requests forms must be submitted via the online submission site by 11:59PM ET on March 5. Notifications will begin the week of March 18.**
- Community Round Tables will be scheduled Monday, June 24-Thursday, June 27. Please note, all accepted Community Round Table facilitators must be registered for the DIA 2019 Global Annual Meeting prior to attending the meeting. [Register here](#).

General Submission Requirements for the Community Round Table Discussion Request Forms

(Please read the following instructions carefully; incorrect or incomplete abstracts will not be considered.)

1. All request forms must be submitted online to <https://s.zoomerang.com/r/CRT2019AM>. The deadline for submissions is March 5, 11:59PM ET. This deadline will not be extended.
2. If you are collaborating with multiple Communities, please only submit one request form on behalf of the group.
3. Submitted forms must not overtly endorse or recommend a specific product or service. To review DIA's Policy Concerning Promotion of Products and Services from the Podium at DIA-sponsored Programs, [click here](#).
4. Proposed Round Table title must reflect the abstract content accurately and concisely.
5. Co-facilitators are permitted. Please reference co-facilitator's (name, affiliation, job title, and contact information) in the submission form.

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.
- Do not use the “back” button during the submission process.
- 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 round table discussions.

Potential Revisions

Please note that DIA and the DIA 2019 Global Annual Meeting Program Committee have the right to request authors to revise their form(s). Potential revisions include direction of topic or blending with another submission.

Notification Date

Submitters will be notified of the status of each form no later than the week of March 18.

Coordinating with Sessions: Inviting/Scheduling

DIA will contact each of the approved requested sessions to invite speakers and organize scheduling. Once the speakers have agreed to participate, DIA will inform the Community facilitator (noted as the lead in the submission form) on a rolling basis and will begin the process of determining the best time slot within the program to schedule the discussion (to include confirming the facilitators' and speakers' schedules). Should a speaker decline participation (e.g. due to their schedule), the Community may still proceed with hosting a discussion based on the session.

Questions? Contact Kristen Hagans at Kristen.Hagans@DIAGlobal.org.

Submission Deadline: March 5

Notification: Week of March 18

Meeting Dates: June 23-27

Location: San Diego Convention Center | San Diego, CA

Community Round Table Discussions: Monday, June 24-Thursday, June 27

Please submit all request forms online at:
<https://s.zoomerang.com/r/CRT2019AM>

Submit Your Request Forms Online at <https://s.zoomerang.com/r/CRT2019AM>