

At a Glance: Guidelines and Formats for the Global Annual Meeting Program Offerings

Program Offering Guidelines	Session	Forum	Workshop	Content Hub
<p>Length of Program offering</p>	<p>60 min.</p> <p>*DIAMond sessions may be 60 or 90 minutes in length.</p>		<p>60 min.</p>	<p>30 min.</p>
<p>Session Format Notes</p>	<p>These sessions are designed to take attendees through methodology, the latest trends, hot issues, and in some cases, to provide foundational information. Stage sets may include talk show (forum).</p>		<p>Workshops are designed for highly interactive learning e.g., simulation, role-playing, group activities etc.</p>	<p>This non-traditional learning/networking hybrid is specifically designed for a small group to connect face-to-face with others that share the same interests to gain rapid insight in a subject of value.</p>
<p>Co-Chair / Co-Presenter Permitted?</p> <p><i>*Highly recommended to have only ONE Session Chair</i></p>	<p>No*</p>	<p>No*</p>	<p>No*</p>	<p>Yes</p>

Program Offering Guidelines	Session	Forum	Workshop	Content Hub
<p>Recommended Number of Participants (includes one Session Chair and speakers/panelists)</p>	4	4	3	1-2
<p>PowerPoint Required</p>	Yes	No (optional)	No (optional)	No (optional)
<p>Meeting Room Setup for the Audience</p>	<p>Theater style, classroom style, round tables, 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</p>		<p>Round Tables</p>	<p>Casual seating e.g., small cocktail rounds, couches, and high tables for standing</p>
<p>Average Number of Seats within the Meeting Rooms/Area</p> <p>Seating sets are determined by DIA and are based on historical attendance counts and the convention center space available to DIA</p>	125 - 260		75-100	30 - 50