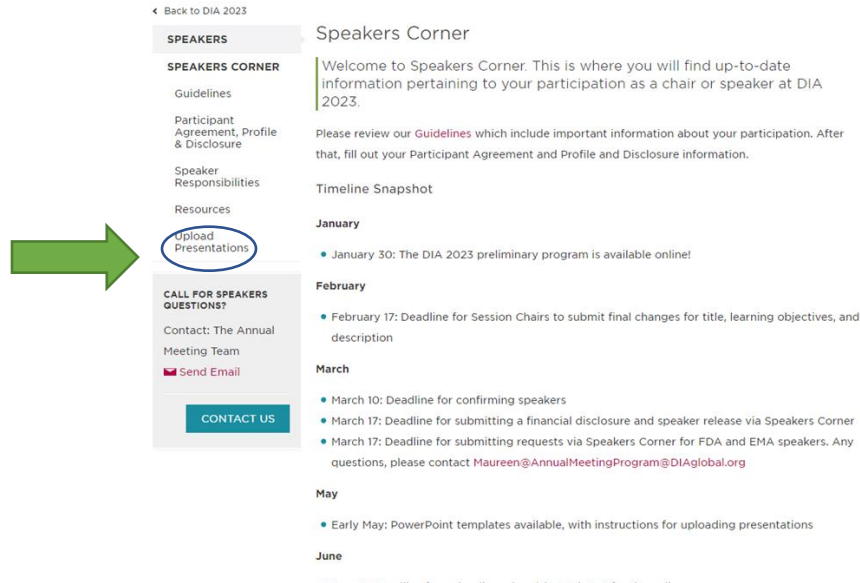


How To Upload Presentations for DIA2023

1. Go to Speakers Corner on the DIA 2023 webpage. [Visit here.](#)
2. In the left navigation, click on "Upload Presentation"



Back to DIA 2023

SPEAKERS

SPEAKERS CORNER

- Guidelines
- Participant Agreement, Profile & Disclosure
- Speaker Responsibilities
- Resources
- Upload Presentations**

CALL FOR SPEAKERS QUESTIONS?

Contact: The Annual Meeting Team

[Send Email](#)

[CONTACT US](#)

Speakers Corner

Welcome to Speakers Corner. This is where you will find up-to-date information pertaining to your participation as a chair or speaker at DIA 2023.

Please review our [Guidelines](#) which include important information about your participation. After that, fill out your Participant Agreement and Profile and Disclosure information.

Timeline Snapshot

January

- January 30: The DIA 2023 preliminary program is available online!

February

- February 17: Deadline for Session Chairs to submit final changes for title, learning objectives, and description

March

- March 10: Deadline for confirming speakers
- March 17: Deadline for submitting a financial disclosure and speaker release via Speakers Corner
- March 17: Deadline for submitting requests via Speakers Corner for FDA and EMA speakers. Any questions, please contact Maureen@AnnualMeetingProgram@DIAglobal.org

May

- Early May: PowerPoint templates available, with instructions for uploading presentations

June

3. If you have NOT yet completed a disclosure, you will be taken to the Participant Agreement page, you must complete your disclosure to continue on to Upload Presentations.

diaglobal.org/Speakers-Corner/Profile-Disclosure

end a Meeting Take a Course Get Involved Read, Watch, Listen Learn About D

1 Profile 2 Media 3 Resources 4 Contact Information

Participant Agreement

Welcome to DIA 2023 Global Annual Meeting

Thank you for agreeing to participate in the DIA Global Annual Meeting

To **COMPLI** your participation, please take a few moments to: Review the Program Participant Responsibilities listed below and check the "I have read" box.

Once you have confirmed your participation, please:

- Review/complete your contact information, including job title, affiliation, a brief biography (750-character limit) and academic degrees within Speakers Corner.
- Complete the Disclosure and Authorization for Presentation of Materials information within Speakers Corner. Be sure to complete the information and hit the Submit button on the Confirmation page for the information to be saved.

Responsibilities and Standards for Program Participants

We ask all participants, veteran and new, to review the responsibilities outlined below to determine your ability to commit to the Conference. These responsibilities and standards are in place to provide a clear understanding of the expectations for both DIA and the program participants (Chairs, speakers, panelists, instructors) to ensure a positive experience and a successful program.

Chair Responsibilities:

- Adhere to established timelines.
- Read and adhere to DIA's Volunteer Code of Conduct
- Read and adhere to the **Event Safety Code of Conduct and the Waiver of Liability, Disclaimer and Release**
- Complete a Disclosure and authorization for presentation of materials.
- Provide DIA with a brief biographic sketch via Speakers Corner and a high-resolution headshot (in jpg format to AnnualMeetingProgram@DIAglobal.org) for the event program agenda and marketing purposes.
- Ensure the description and learning objectives, for your program offerings, are complete and match the content to be presented.
- Notify DIA immediately should a situation arise that would prevent your participation within the program.
- Work with your Program Committee and DIA Staff via text or video conference prior to the event to ensure a successful program.
- Submit PowerPoint slides, using the DIA template, prior to the event for review by the Program Planning Committee and for the CE review.
- Adhere to DIA policies regarding travel support.
- Support promotion of the meeting and suggest marketing outlets for DIA to pursue if applicable.

Speaker Responsibilities:

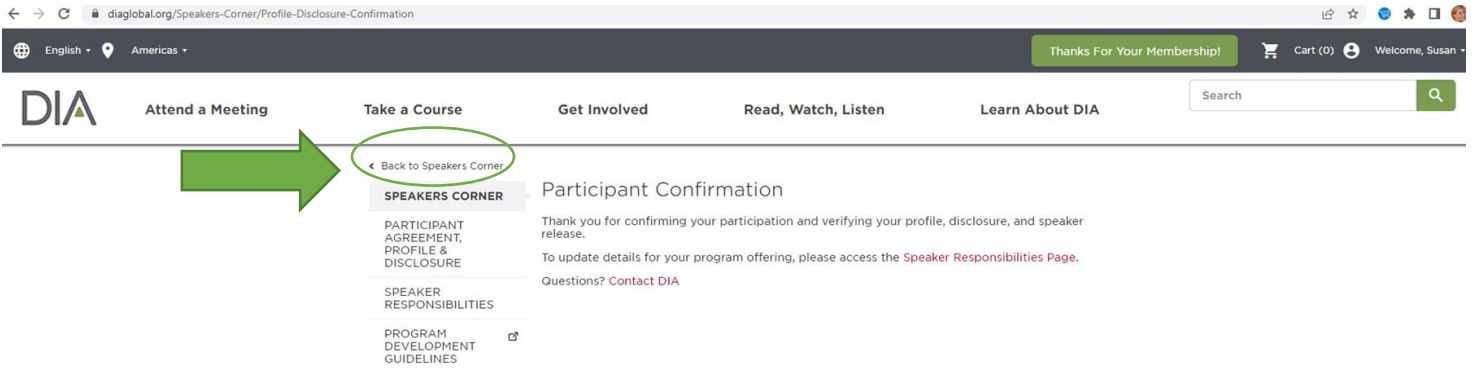
- Adhere to established timelines.
- Read and adhere to DIA's Volunteer Code of Conduct
- Read and adhere to the **Event Safety Code of Conduct and the Waiver of Liability, Disclaimer and Release**
- Complete a Disclosure and authorization for presentation of materials via the website.
- Provide DIA with a brief biographic sketch via Speakers Corner and a high-resolution headshot (in jpg format to AnnualMeetingProgram@DIAglobal.org) for display on the website.
- Notify DIA immediately should a situation arise that would prevent your participation within the program.
- Work with your assigned Session Chair and DIA Staff via text or video conference prior to the event to ensure a successful program.
- Submit PowerPoint slides, using the DIA template, prior to the event for review by the Program Planning Committee and for the CE review. Additional information will be provided in early May.
- Adhere to DIA policies regarding travel support.
- Support promotion of the meeting and suggest marketing outlets for DIA to pursue if applicable.

I have read and understand the Program Participants responsibilities and agree to comply.

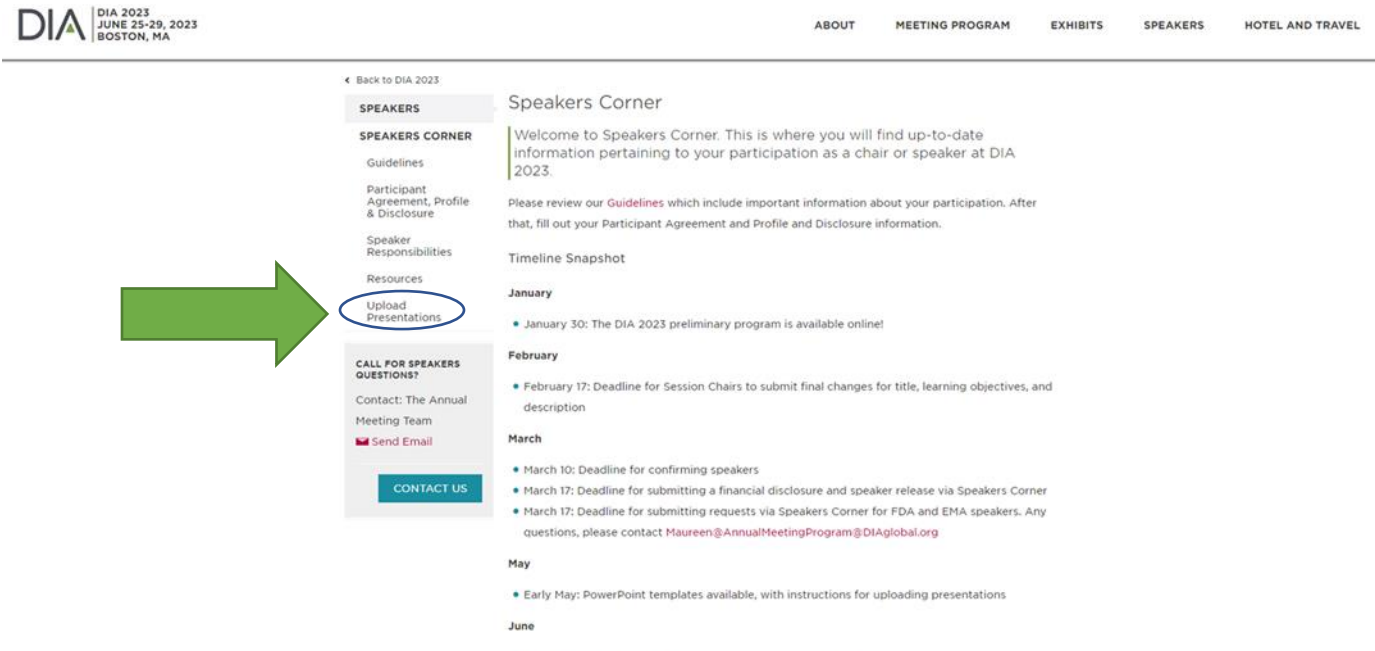
[Contact Us](#)

[NEXT](#)

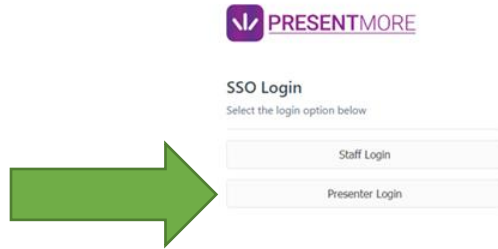
4. Once you submit your disclosure, “click” Back to Speakers Corner (in the upper left navigation bar)



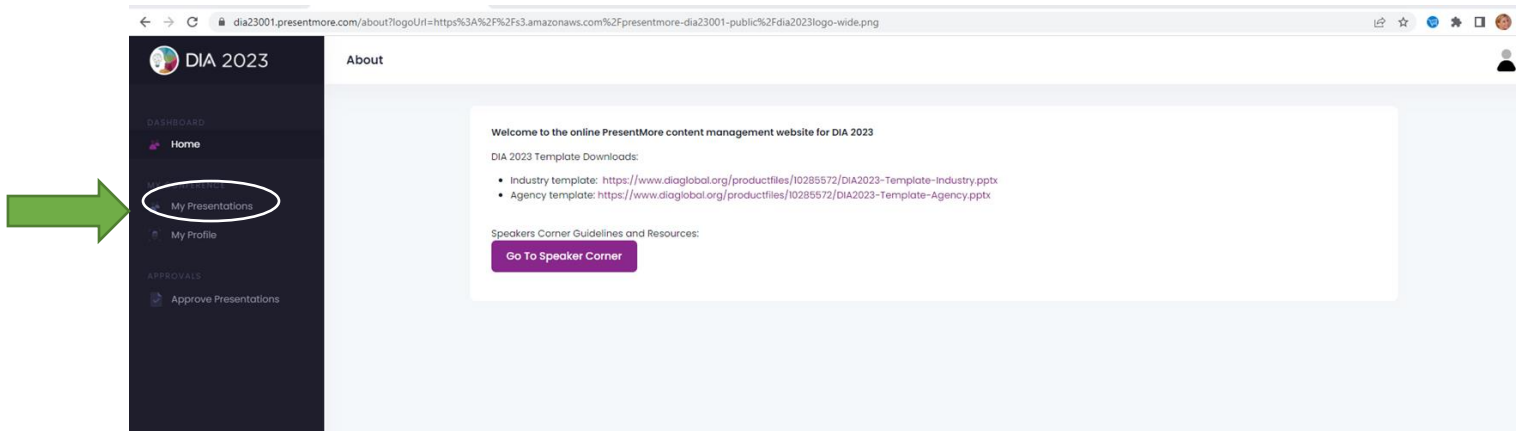
5. Once back to the Speakers Corner Page, In the left navigation, click on "Upload Presentation"



6. Choose Presenter Login

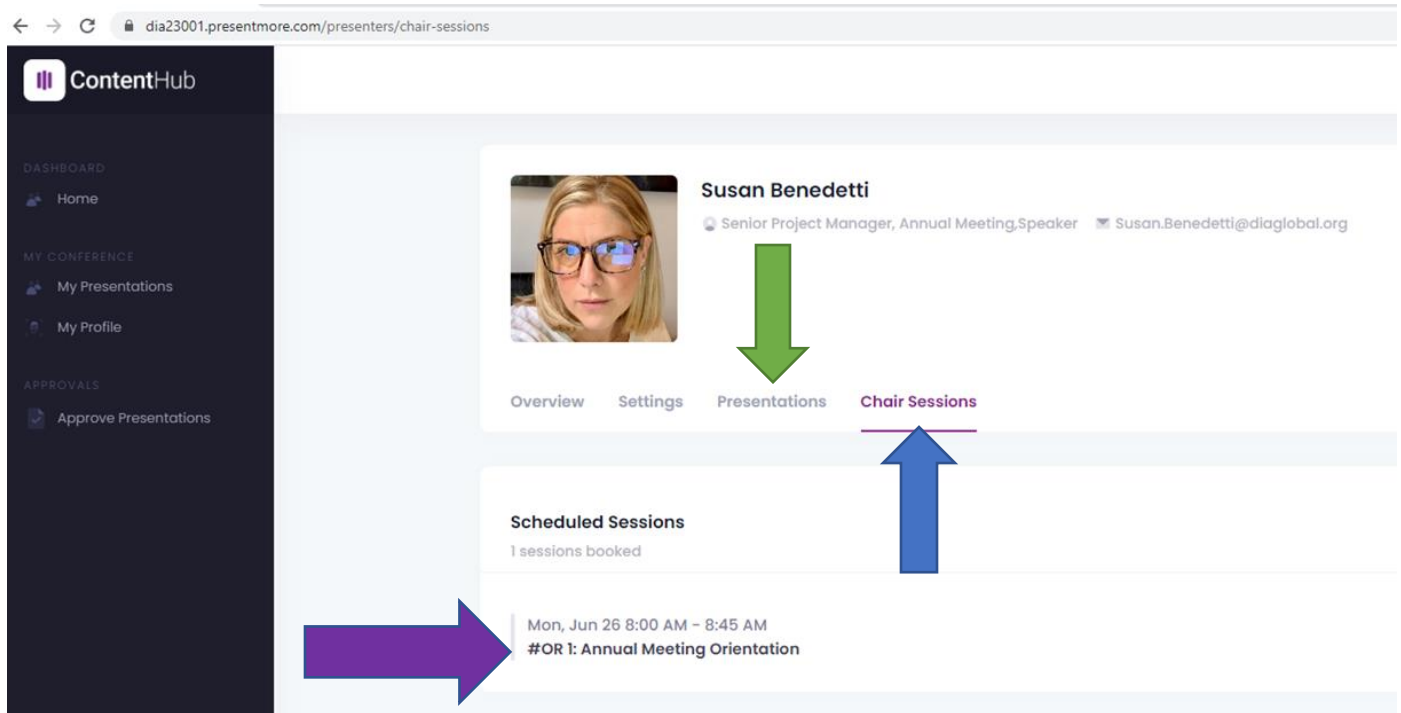


7. In the left side navigation bar, "Click" on My Presentations



8. If you are a speaker “click “on Presentations, if you are a chair “click” on Chair Sessions

9. “Click” on the session or presentation you wish to upload a presentation for



ContentHub

DASHBOARD

- Home

MY CONFERENCE

- My Presentations
- My Profile

APPROVALS

- Approve Presentations

Susan Benedetti

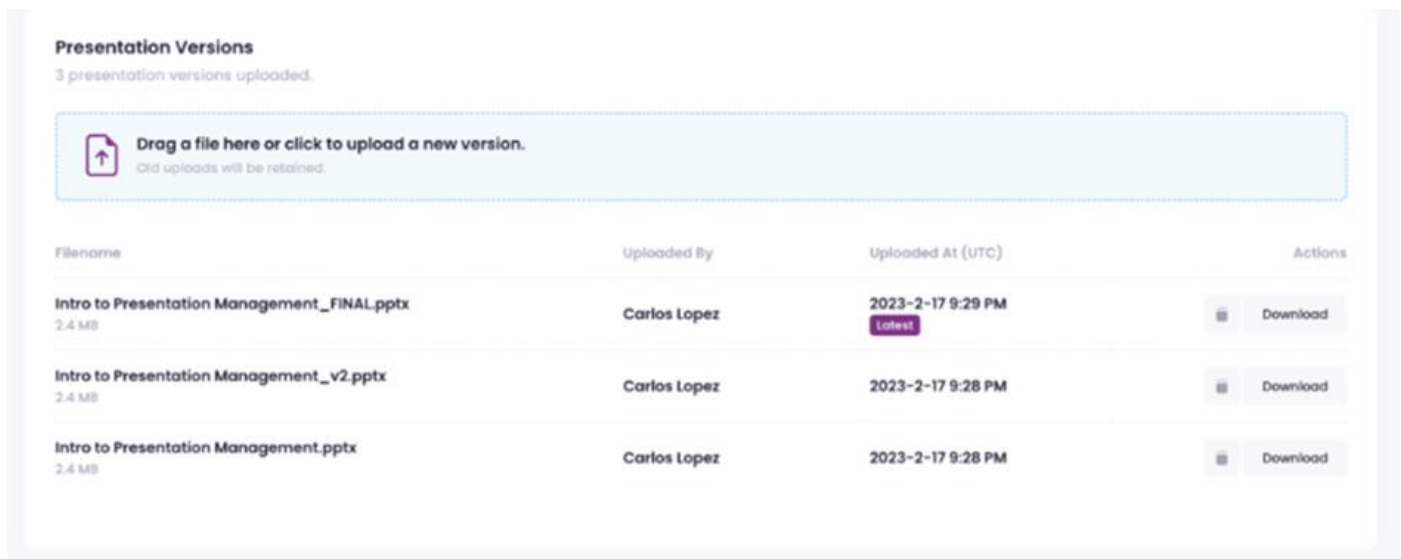
Senior Project Manager, Annual Meeting, Speaker | Susan.Benedetti@diaglobal.org

Overview Settings Presentations **Chair Sessions**

Scheduled Sessions

1 sessions booked

Mon, Jun 26 8:00 AM – 8:45 AM
#OR 1: Annual Meeting Orientation



Presentation Versions

3 presentation versions uploaded.

Drag a file here or click to upload a new version.
Old uploads will be retained.

Filename	Uploaded By	Uploaded At (UTC)	Actions
Intro to Presentation Management_FINAL.pptx 2.4 MB	Carlos Lopez	2023-2-17 9:29 PM Latest	Download
Intro to Presentation Management_v2.pptx 2.4 MB	Carlos Lopez	2023-2-17 9:28 PM	Download
Intro to Presentation Management.pptx 2.4 MB	Carlos Lopez	2023-2-17 9:28 PM	Download

An example of what the upload page may look like for a presentation with multiple online versions.

10. Click on the Presentation title you wish to upload slides for

Details

Name
#OR 1: Annual Meeting Orientation

Scheduled
true

Room
Room 253A

Start Time
2023-6-26 8:00 AM

End Time
2023-6-26 8:45 AM

Time Zone
America/New_York

Session Chair
Susan Benedetti

Presentations

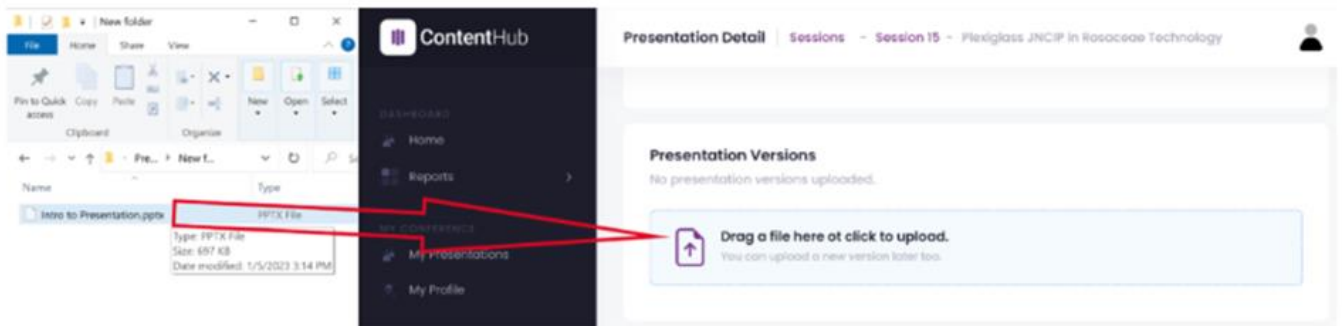
1 presentations booked

Navigating and Networking Your Way Through DIA
With Chris Matheus
#OR 1: Annual Meeting Orientation in Room 253A
Mon, Jun 26 8:00 AM - 8:45 AM

17: Networking Opportunities

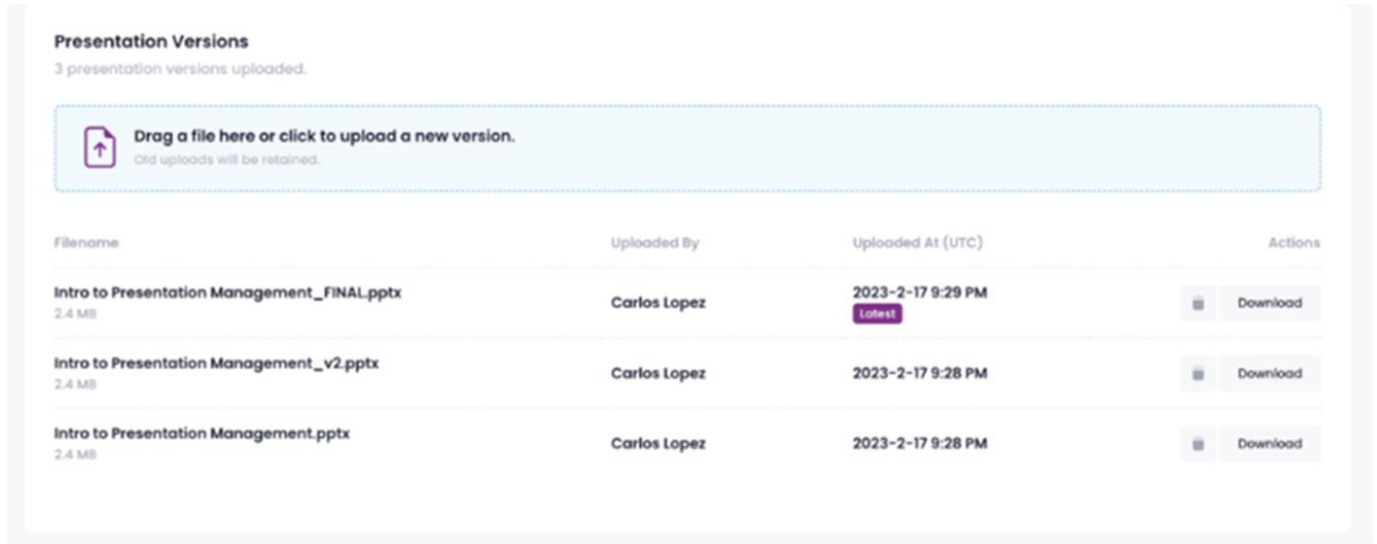
View

11. You can either drag a file into the specified area on the page, or click it into select the file you'd like to upload.






- Drag your presentation file here and drop it in.
- Or simply click to select a file from folder.

- **PresentMore allows you to upload multiple files to your Presentation, but only the most recent upload is considered your actual file. When you upload a new file, it will be labeled as “Latest”.**
 - You can delete the latest version, and the second latest becomes the latest.
 - Click the Trash icon to delete a file. When you do that, the file with the next newest date stamp will become the Latest – and will be the file pushed to the room.
 - If you plan to launch a video during your presentation, please embed the video file into your presentation



Presentation Versions
3 presentation versions uploaded.

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Intro to Presentation Management.pptx 2.4 MB	Carlos Lopez	2023-2-17 9:28 PM	 Download

An example of what the upload page may look like for a presentation with multiple online versions.

- **Once your file has been uploaded it has been received by PresentMore and is ready for presenting! If for any reason you'd like to download your file to verify you uploaded the correct one click the “Download” button and the file will download to your system's typical download location.**
- **If you make any edits to this file be sure to re-upload it to PresentMore, making this new version the latest!**