

DIA Annual Meeting

Collaborate to Innovate

June 24-28, 2012
Philadelphia, PA

Chair and Speaker Webinar



Webinar objective: To provide confirmed program participants with next steps and instructions on developing your Annual Meeting session, forum, workshop and symposium.

Audience:

This webinar is applicable to Chairs of sessions, workshops, forums and symposia. In addition, speakers who have been confirmed into the program will find this webinar beneficial.

- **Demographic and feedback from 2011 Annual Meeting Attendees**
- **DIA Policy Concerning Promotion at the Podium**
- **Chair Role and Responsibilities**
- **Speaker Responsibilities**
- **Program Development Schedule/Timeline**

- Preconference Program offered on Sunday, June 24
- Sessions (inclusive of workshops, forums and symposia) offered Monday, June 25 through Thursday, June 28
- Student Posters Monday, June 25
- SIAC Showcase on Tuesday, June 26
- Professional Posters, Tuesday, June 26 and Wednesday, June 27

Educational components: What are the differences?



Session

90 minute session delivered lecture-style from the podium. Each speaker is required to provide a PowerPoint Presentation.

Forum

90 minute forum is a blend of presentation and panel discussion.

Symposium

90 minute symposium that blends multiple presentations.

Workshop

90 minute workshop delivered in an interactive/simulation or role-playing format. Onsite learning in the form of activities or demonstrations is required.

SIAC Showcase

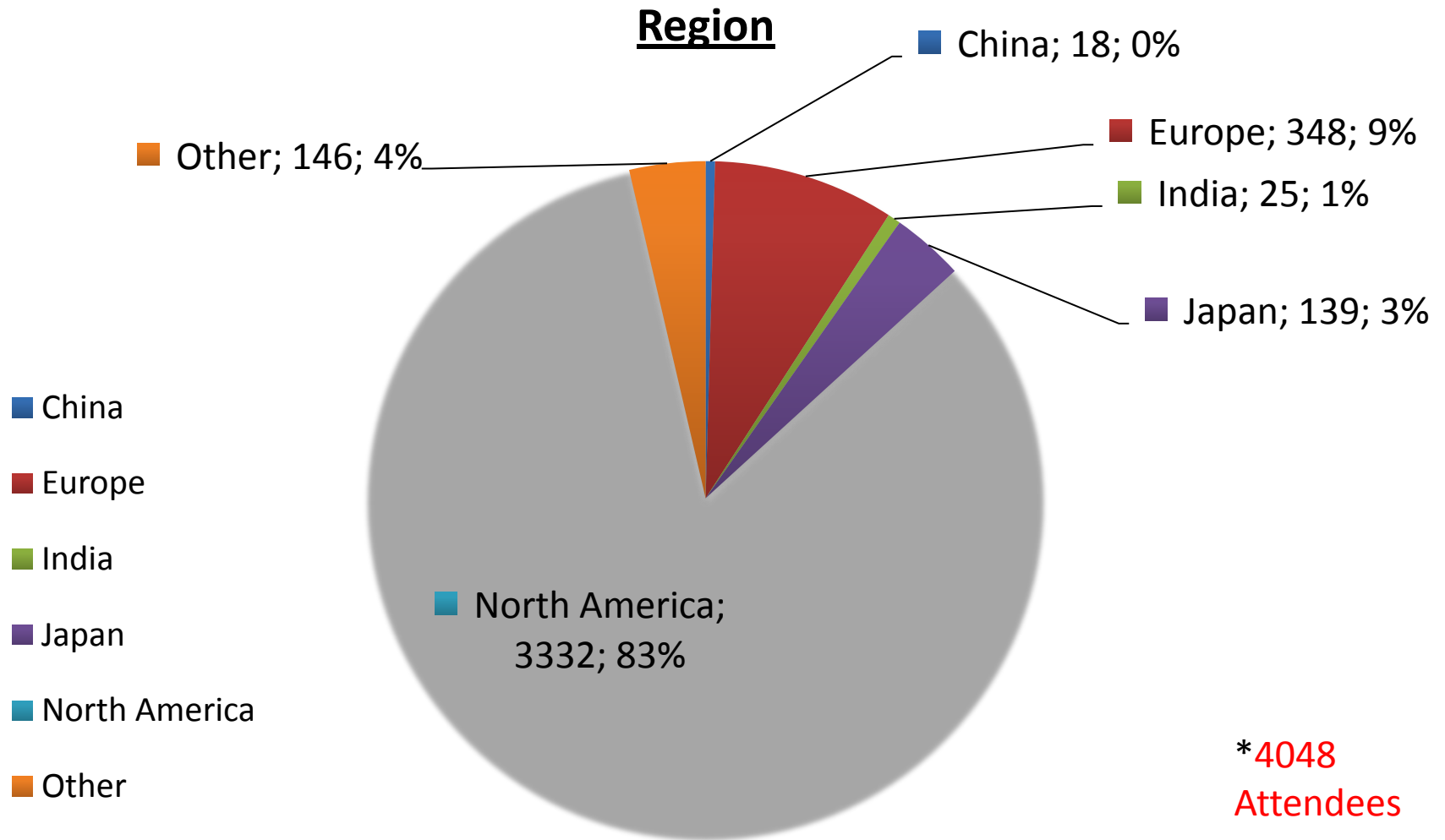
60 minute session delivered in the form of a session or forum.

- Track 01 Clinical Operations
- Track 02 Project/Portfolio Management and Strategic Planning
- Track 03 Innovative Partnering Models and Outsourcing Strategies
- Track 04 Nonclinical and Translational Development/Early Phase Clinical Development
- Track 05 Product Advertising and Marketing
- Track 06 Medical Writing and Medical Communications
- Track 07 Processes and Technologies for Clinical Research
- Track 08 Regulatory Affairs and Submissions
- Track 09 Medical Diagnostics and Devices
- Track 10 Public Policy/HealthCare Compliance/Regulatory Law
- Track 11 Compliance to Good Clinical Practice (GCP), Good Laboratory Practice (GLP), and Quality Assurance (QA)
- Track 12 Pharmaceutical Quality
- Track 13 Health Economics and Outcomes/Comparative Effectiveness Research/Health Technology Assessment
- Track 14 Clinical Safety and Pharmacovigilance
- Track 15 Statistical Science and Quantitative Thinking
- Track 16 Professional Development
- Track 17 Global Regulatory
- Track 18 Rare/Neglected Diseases
- Track 19 SIAC Showcase

DIA 2011

DEMOGRAPHICS AND ATTENDEE PROFILE

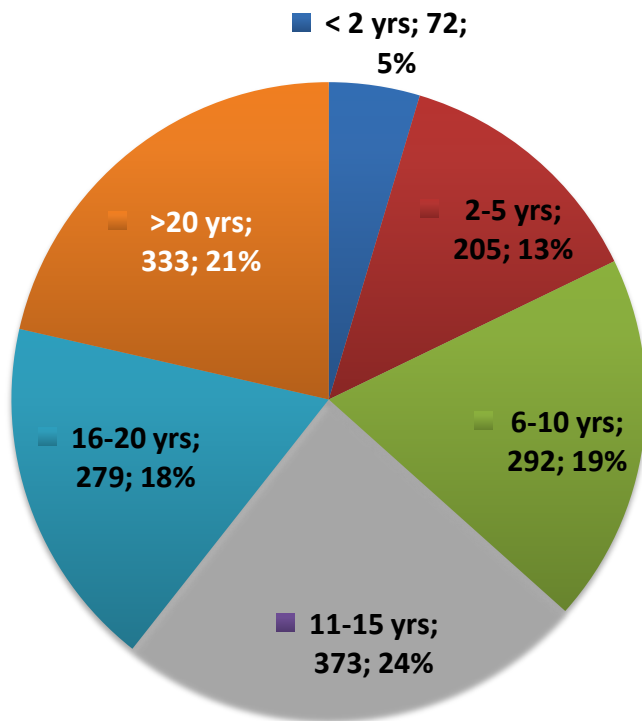
Overall Attendee Demographics: DIA 2011



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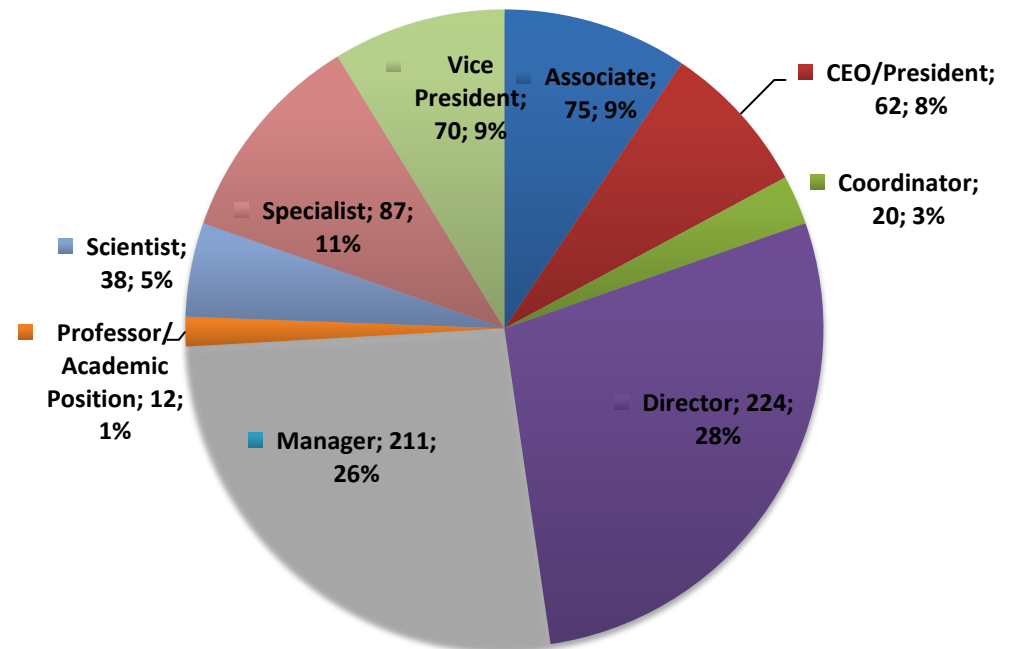


Years in Industry



■ < 2 yrs ■ 2-5 yrs ■ 6-10 yrs
■ 11-15 yrs ■ 16-20 yrs ■ >20 yrs

Job Function



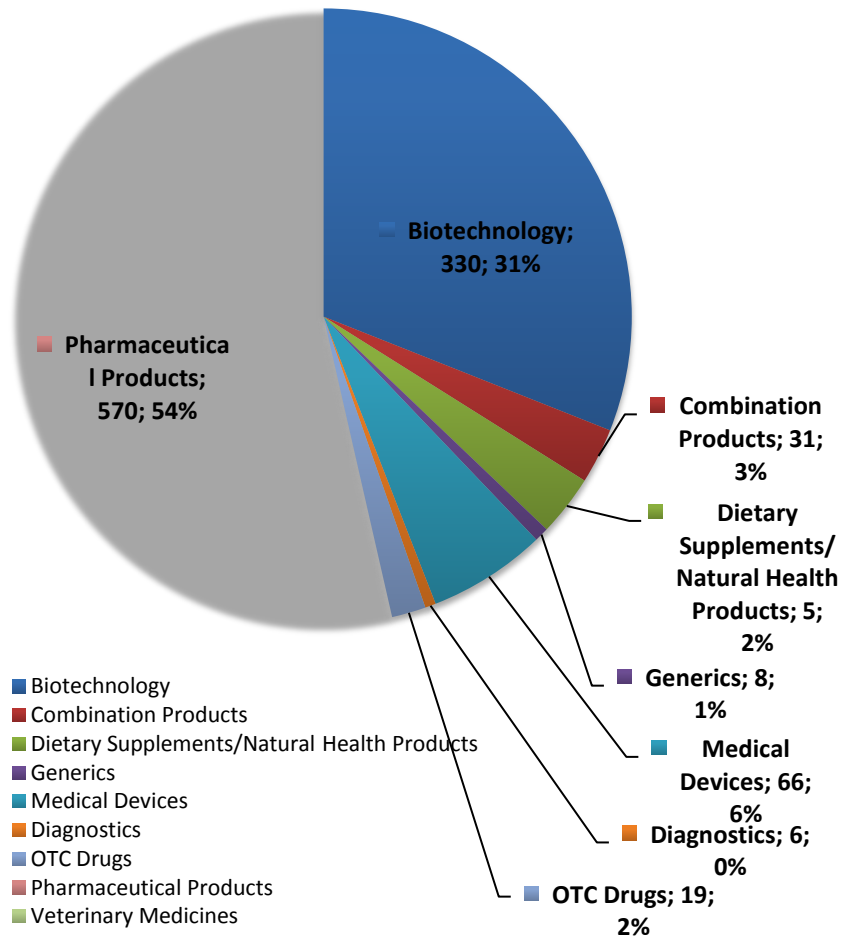
■ Associate ■ CEO/President
■ Coordinator ■ Director
■ Manager ■ Professor/ Academic Position
■ Scientist ■ Specialist
■ Vice President

***4048 Attendees**

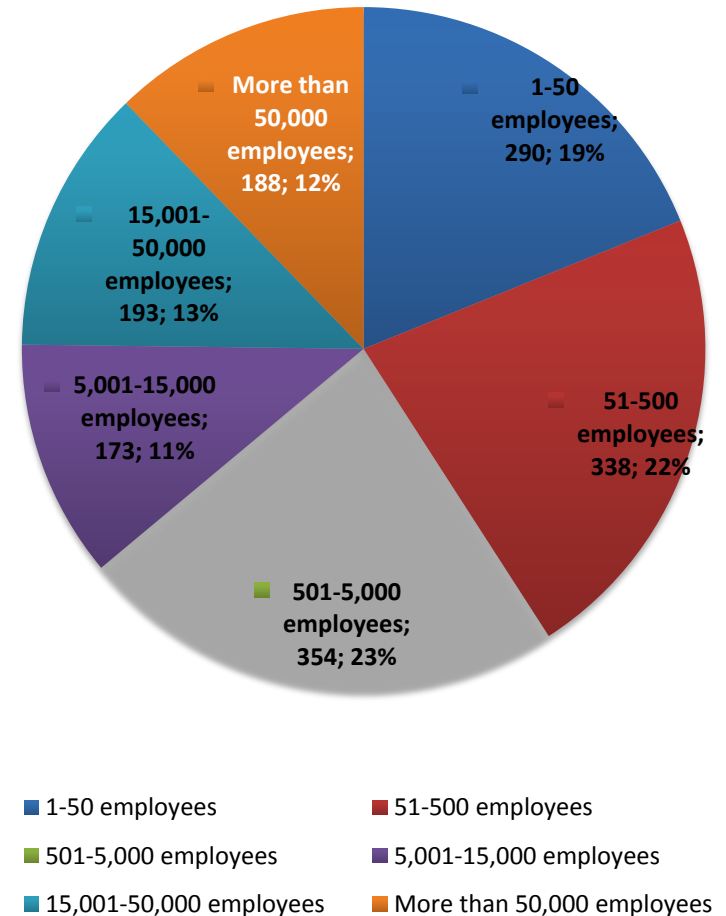
Overall Attendee Demographics: DIA 2011



Product Responsibility



Organizational Size



*4048 Attendees

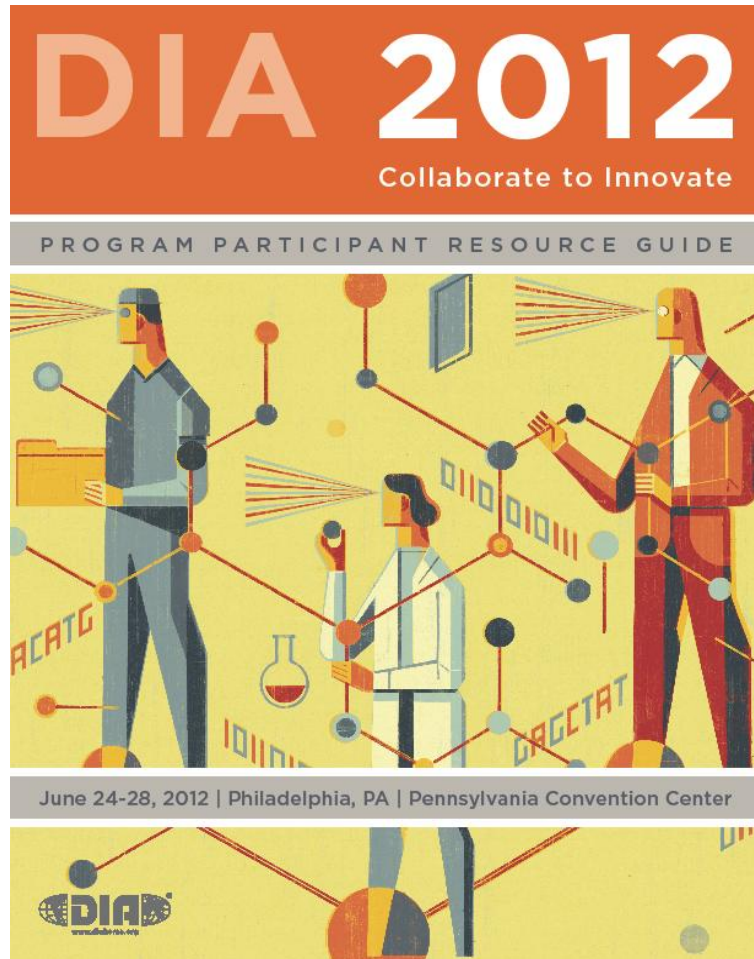
DIA 2011

ATTENDEE FEEDBACK

- “content was too basic and often did not match the topic advertised for the session.”
 - Learning for DIA 2012 >> encourage and challenge content description as needed
- “For people with experience in the industry, there was not much of a depth in the sessions I attended.”
 - Learning for DIA 2012 >> review level identified

- “presenters need to provide more in depth content rather than providing general information on certain topics.”
 - Learning for DIA 2012 >>minimize presentations on current practices but encourage tips/tricks, how to ideas for improvement

**Your role is critical to the success
and quality of the
DIA Annual Meeting.**



- Familiarize yourself with DIA policy related to:
 - DIA Policy regarding Promotion of Products and Services from the Podium
 - program format/structure
 - Recruitment of speakers
 - Presentation deadlines
 - Important marketing timelines
 - Continuing education guidelines
 - And more!

- All presentations must be fair, balanced and free of commercial bias.
- Company logo may appear only on Slide 1.
- Speaker clothing may not carry logos or other Company-specific emblems.

CHAIR ROLE AND RESPONSIBILITIES ***(SESSIONS, FORUMS, WORKSHOPS)***

- Ensure the quality of the session.
- Develop a balance of topics and speakers.
 - Confirmed speakers should work with the chair as well as the other speakers to ensure good presentation flow of overall content.
- Avoid biased or potentially biased presentations.
- Be an active participant.

- Each session is limited to no more than one supported participant per session.
 - Supported speakers include full-time government/regulatory employees. Full-time academic and not-for-profit employees will be considered if budget allows.

All requests for support must be sent to the US DIA Office for approval before individuals are invited.

Ensure that there is good representation/diversity in your session.

More than 1 participant from the same company (including the Chair) in any given session is not permitted.

- FDA, EMA, EU Agencies, MHRA, Health Canada and SFDA-China speakers may not be contacted directly by Session Chairs.
- Per regulatory policy, DIA will make an official request for the participation of speakers from these organizations.
- Please provide names of requested Agency speakers as early as possible to allow ample time for invitation review and response.

- Meet with speakers via teleconference and/or email
- Provide session description, learning objectives and difficulty level.
- Obtain draft outline of presentation, if necessary.
- Review presentations and provide feedback.

Ensure there is little or no presentation overlap between speakers.

CHAIR ROLE AND RESPONSIBILITIES ***(SYMPOSIA)***

- Be an active moderator.
- Develop symposium title, description and learning objectives based on the confirmed presentations.
- Engage with confirmed speakers regarding presentation and any alterations needed to define a quality symposium.
- Avoid biased or potentially biased presentations.

The DIA Annual Meeting Team will assist in scheduling conference calls with approved speakers to assist in the development of the following:

- Symposium title
- Learning objectives
- Symposium level
- Symposium description

SPEAKER ROLE AND RESPONSIBILITIES

- Ensure the quality of the session.
- Work with the chair as well as the other speakers to ensure good presentation flow of overall content.
- Avoid biased or potentially biased within your presentation.
- Be an active participant.

- Co-presenters are not allowed
- Be sure to know how much time you are allotted to present
- Familiarize yourself with the other speakers that are scheduled in the session.
- Ask questions, be informed and eliminate overlap amongst overall presentations.
- Review DIA's Podium Policy Regarding Promotion of Products and Services from the Podium

Innovation!

You have the opportunity of ensuring that your session/presentation is comprehensive, informative, leading-edge, featuring new rather than already existing information.

- All participants of the DIA Annual Meeting must provide a speaker disclosure and audio-visual release.
- Compliance is necessary in order to be printed in the Annual Meeting Program.

Quick points to know...



- Rooms are not equipped with internet connection. Each room will have its own DIA Laptop. Personal laptop may not be used as it will interfere with audio-visual equipment. Please plan accordingly.
- DIA will provide a PowerPoint template for Chairs and Speakers to use.
- Upcoming webinars will be scheduled to discuss the following topics:
 - Best Practices in Leading an DIA Annual Meeting Offering
 - Best Practices in Presenting at a DIA Annual Meeting

2012 Program Development Timeline



Deadline	Task item
November 16, 2011	Annual Meeting Speaker's Corner Open!
December 5, 2011 COB	<u>Deadline</u> Chairs must submit speaker information to the Annual Meeting Speaker's Corner.
January 9, 2012	<u>Deadline</u> for session details, speaker names to make the printed Preliminary Program Announcement
February 1, 2012	Printed Preliminary Program to print
March 1, 2012	Final requests for FDA participants to DIA

2012 Program Development Timeline (cont)



Deadline	Task item
April (month of)	Best Practices Webinar for both Chairs and Speakers will be available for viewing.
April (late)	Official 2012 Annual Meeting PowerPoint Template available
April 26, 2012	Completion of ONSITE FINAL PROGRAM
June 7, 2012	1 st upload of presentations Random drawing to win a (1) Kindle Fire will be made available. Review the Program Participant Resource Guide for more information
June 14, 2012	Final upload of presentations due
June 18-22, 2012	Chairs to review presentations and conduct calls with speakers as needed
June 24/28, 2012	DIA 2012 Annual Meeting, Philadelphia, PA

All Chairs will need to visit the Annual Meeting Program Development Website to ensure that the details you submitted or any missing information is provided to DIA, including:

- Audio visual and disclosure information
- Biography
- Session title
- Learning objectives
- Session level
- Session description

All Speakers will need to visit the Annual Meeting Program Development Website to ensure that the details you submitted or any missing information is provided to DIA, including:

- Audio visual and disclosure information
- Biography
- Presentation title

Stay tuned..



You will receive an email shortly from a member of the DIA Annual Meeting Team.

This email will provide you with details regarding the access to the Annual Meeting Program Development Website.

The DIA Annual Meeting Team is here to assist you at anytime.

Contact annualmeetingprogram@diahome.org

Thank you!