

Program Participant Readiness Webinar: Driving Insights into Actions – Part 2

DIA

Welcome Session Chairs & Speakers!

Please provide feedback during the webinar via the Q&A feature; there will be a Q&A panel at the **end** of the presentation.

(No questions will be addressed *during* the presentations.)



Why Have we Called You all Here?

- ▶ The DIA Global Annual Meeting will host **thousands of professionals** in the biopharmaceutical and medical device communities from more than 50 countries.
- ▶ We have a **tremendous slate** of program participants coming from all over globe and spanning the entire life sciences spectrum!
- ▶ As program participants – moderators, session chairs, speakers, panelists and instructors – **you have a major role** in the success of this meeting!
- ▶ This webinar is designed specifically to provide guidance to you in preparation for the meeting. We are delighted to be working with you to support the development of an **outstanding experience** for all of our attendees.

Introducing Today's Presenters



**Meg
Richards**

Member of the DIA
Annual Meeting
Program Steering
Committee (AMPSC)



**Robin
Whitsell**

President
Whitsell Innovations,
Inc
Member of the DIA
AMPC



**Meredith
Kaganovskiy**

Sr. Project Manager,
Annual Meeting, DIA



**Pauline
Sylvester**

CE Manager, DIA



**Maureen
Lamplugh**

Annual Meeting Project
Specialist, DIA

A Quick Look at the Agenda ...

Time	Agenda Item	Speakers
11:00 AM	Welcome and Introductions	Meg Richards
11:05 AM	Building a Dynamic Presentation: Rethinking Audience Engagement	Robin Whitsell
11:30 AM	Epac: DIA's Online Presentation Management System	Maureen Lamplugh
11:40 AM	Summary of Upcoming Deadlines	Maureen Lamplugh
11:40 AM	Continuing Education Overview	Pauline Sylvester
11:45 AM	What to Expect On-site	Meredith Kaganovskiy
11:50 AM	Question and Answer	Meredith Kaganovskiy
12:00 PM	Adjournment	Meg Richards

Building a Dynamic Presentation: Rethinking Audience Engagement

Robin Whitsell

President - Whitsell Innovations, Inc

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Disclaimer

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@robinwhitsell



Start with the end in mind.

Start with the end in mind.



Source: "Beginning with the End in Mind" The 7 Habits of Highly Effective People, 1988 [Stephen R. Covey](#).

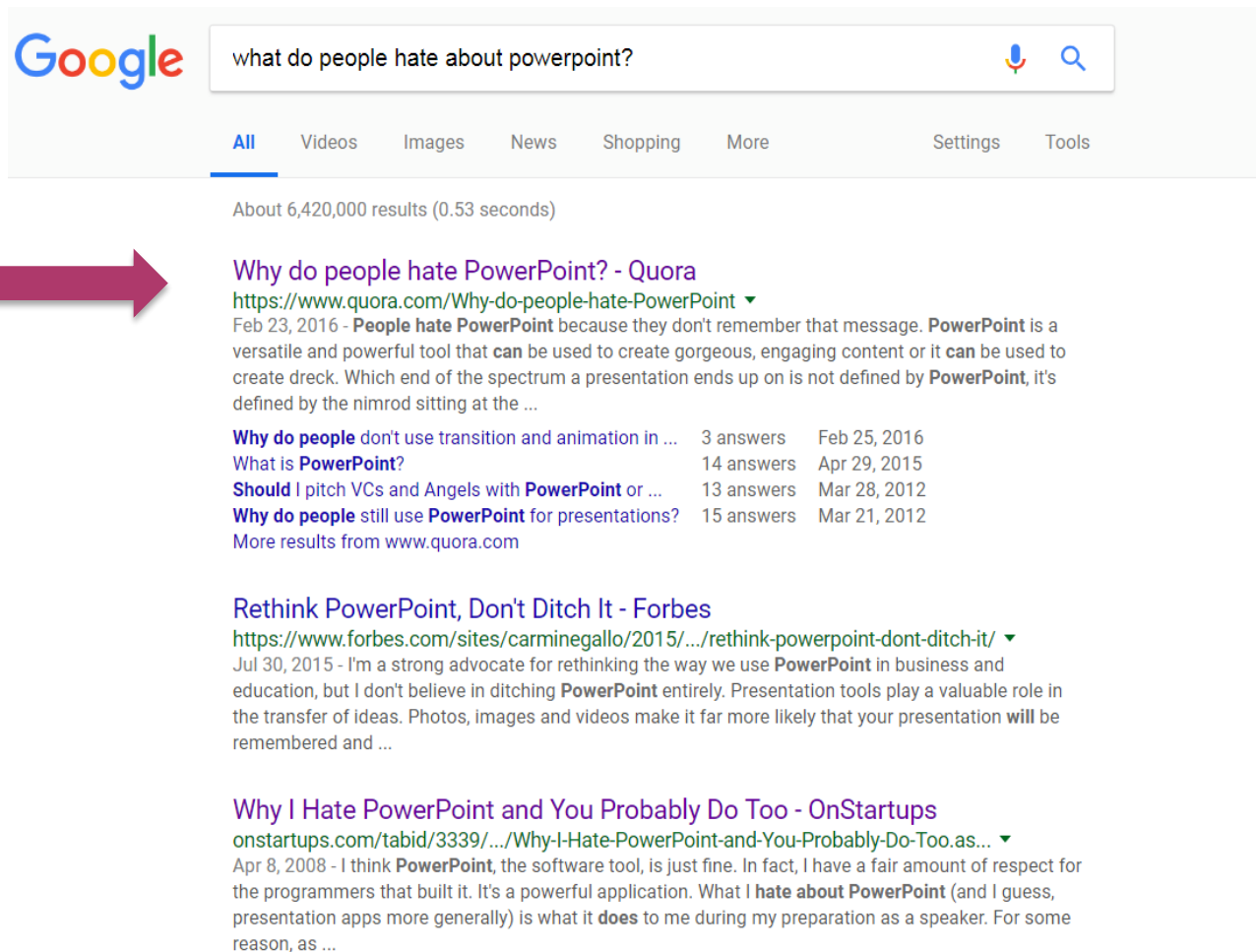
~~Start with the end in mind.~~

Source: "Beginning with the End in Mind" The 7 Habits of Highly Effective People, 1988 [Stephen R. Covey](#).

Start with the **audience** in mind.

Source: Robin Whitsell

Pet Peeves



Google

what do people hate about powerpoint?

All Videos Images News Shopping More Settings Tools

About 6,420,000 results (0.53 seconds)

Why do people hate PowerPoint? - Quora
<https://www.quora.com/Why-do-people-hate-PowerPoint> ▾
Feb 23, 2016 - **People hate PowerPoint** because they don't remember that message. **PowerPoint** is a versatile and powerful tool that **can** be used to create gorgeous, engaging content or it **can** be used to create dreck. Which end of the spectrum a presentation ends up on is not defined by **PowerPoint**, it's defined by the nimrod sitting at the ...

Why do people don't use transition and animation in ...	3 answers	Feb 25, 2016
What is PowerPoint ?	14 answers	Apr 29, 2015
Should I pitch VCs and Angels with PowerPoint or ...	13 answers	Mar 28, 2012
Why do people still use PowerPoint for presentations?	15 answers	Mar 21, 2012

More results from www.quora.com

Rethink PowerPoint, Don't Ditch It - Forbes
<https://www.forbes.com/sites/carminnegallo/2015/.../rethink-powerpoint-dont-ditch-it/> ▾
Jul 30, 2015 - I'm a strong advocate for rethinking the way we use **PowerPoint** in business and education, but I don't believe in ditching **PowerPoint** entirely. Presentation tools play a valuable role in the transfer of ideas. Photos, images and videos make it far more likely that your presentation **will** be remembered and ...

Why I Hate PowerPoint and You Probably Do Too - OnStartups
onstartups.com/tabid/3339/.../Why-I-Hate-PowerPoint-and-You-Probably-Do-Too.as... ▾
Apr 8, 2008 - I think **PowerPoint**, the software tool, is just fine. In fact, I have a fair amount of respect for the programmers that built it. It's a powerful application. What I **hate about PowerPoint** (and I guess, presentation apps more generally) is what it **does** to me during my preparation as a speaker. For some reason, as ...

What Do People Hate?

- ▶ Overly long intros
- ▶ Too many facts (aka the data dump)
- ▶ Too many words on slides
- ▶ Disorganization
- ▶ Bad flow

What Do People Hate?

- ▶ Non-working tech
- ▶ Rushing (time management problems)
- ▶ Too many slides
- ▶ Title/Abstract don't align with presentation

What Do People Hate?

- ▶ Obnoxious animations
- ▶ Being read to
- ▶ Charts: too many and too small
- ▶ Humorless
- ▶ No audience engagement

Quick Fixes



Image: <https://www.pinterest.co.uk/pin/425379127281475968/>

Title of Slide – Content Slide

Content: (Create presentation information here)

- ▶ Minimum recommended font size of 28
- ▶ Maximum recommended number of lines to be displayed per page is 8
- ▶ Keep information on the screen and away from the edges.
- ▶ File Naming Criteria: Keep it short, no slashes or commas etc.: **Smith_J_reference_v1**

Best Practices for Presenting Data

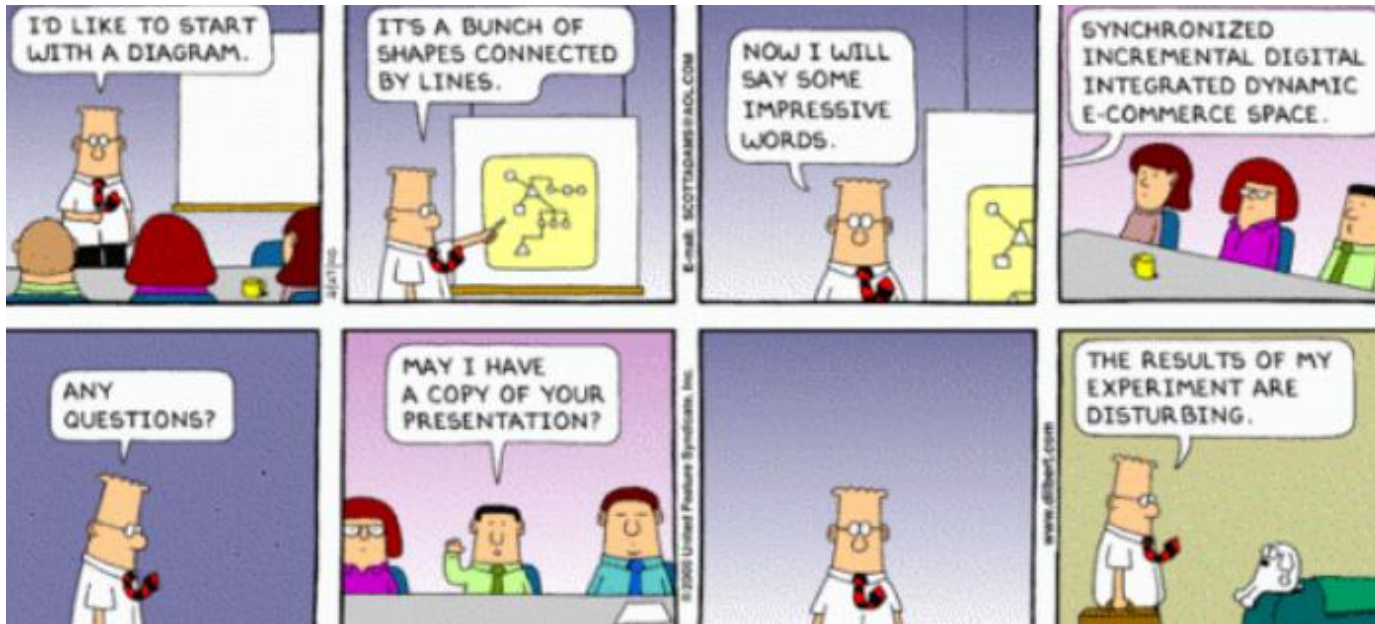


Image: <http://jeremywaite.tumblr.com/post/58238485007/really-bad-powerpoint-there-is-never-an-excuse>

Please No

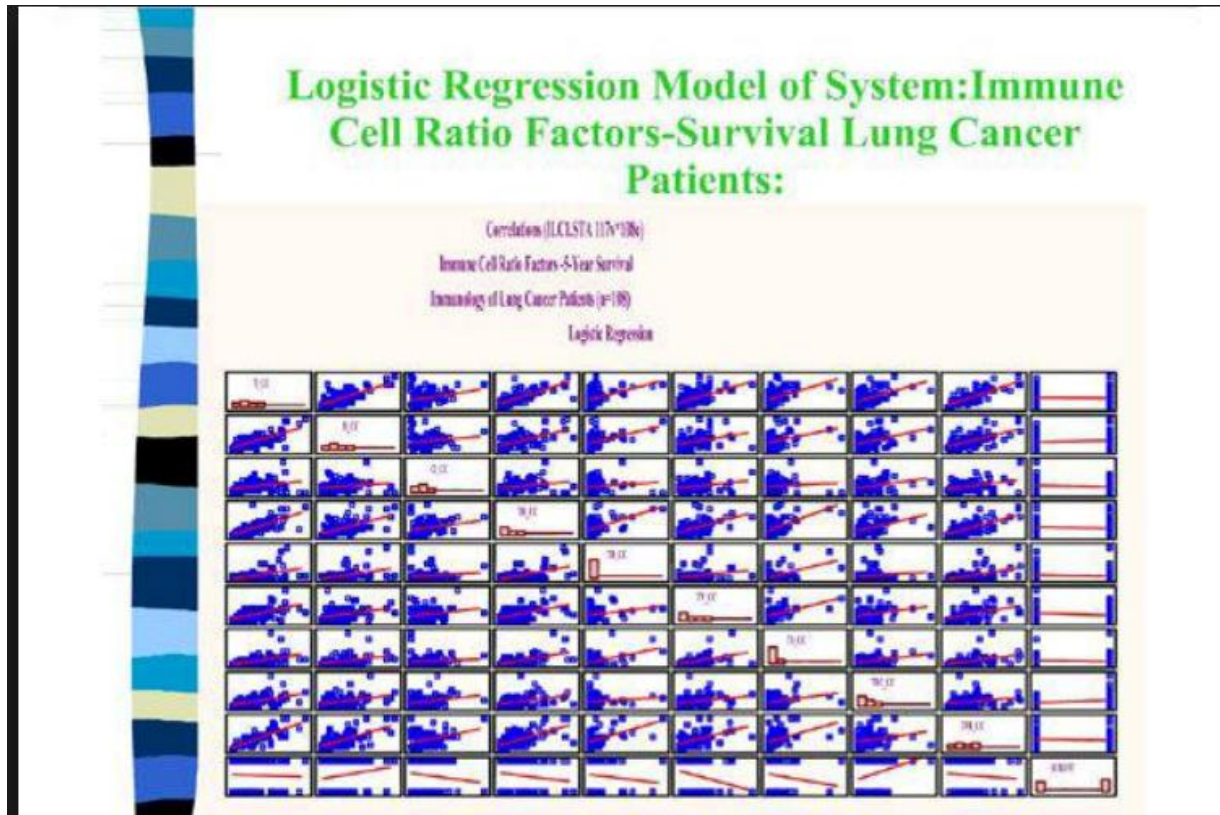


Image: <https://www.pcworld.idg.com.au/slideshow/366369/world-worst-powerpoint-presentations/>

Consider Narrative Arch



Image: <https://www.pcworld.idg.com.au/slideshow/366369/world-worst-powerpoint-presentations/>

Time Management

- Consider the clock
- Count slides
- About 1 slide/minute



Image: <https://www.pcworld.idg.com.au/slideshow/366369/world-worst-powerpoint-presentations//>

Dress Rehearsal



Image: <https://i.pinimg.com/originals/c0/c0/c7/c0c0c7913e1b67359004f69ce22404dd.jpg/>

Audience



Image: https://2012books.lardbucket.org/books/public-speaking-practice-and-ethics/section_08/8b83f74a79836e0c692d4556513fbd40.jpg//

Epac: DIA's Online Presentation Management System

Maureen Lamplugh
Annual Meeting Project Specialist - DIA

DIA

The Epac Presentation Management System

- ▶ Epac is the official website where you will upload your presentation. It opens on May 2, and all program participants will receive an email with instructions on how to access and use the Epac website.
- ▶ On this site, Chairs will be able to review each uploaded presentation and approve them.
- ▶ Approved presentations will be preloaded onto meeting room laptops.

Important Epac Access Notes

- ▶ If DIA does not have your presentation title, you will not be able to access the Epac website.
- ▶ If DIA does not know about a speaker, the speaker will not have access to Epac. **Please inform the Annual Meeting team of any speaker updates.** All changes will then be reflected on the Epac website.

Finding Epac

Step 1: Go to Speakers Corner

Step 2: Scroll over or down to the **UPLOAD PRESENTATION** button

Step 3: Log in using your DIA user id and password associated with your speaker responsibility

Back to DIA 2018

SPEAKERS

Speakers Corner

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 2018, in Boston, MA.

UPLOAD PRESENTATIONS

SPEAKER RESPONSIBILITIES

PROFILE DISCLOSURE

PROGRAM DEVELOPMENT GUIDELINES

CALL FOR SPEAKERS QUESTIONS?

Contact: The Annual Meeting Team

[Send Email](#)

CONTACT US

Preparing for DIA 2018

- **DIA 2018: Program Participant Readiness Webinar: Driving Insights into Actions - Part 1**
Gain insight on DIA's audience and best practices for building sessions to allow for a seamless session or workshop. [View presentation slides](#) or get the whole recording [here](#).
- **Social Starter Kit**
[Download your copy of the DIA 2018 Social Starter Kit](#) and begin sharing your contribution to the DIA Global Annual Meeting with your colleagues, peers, and start networking today.
- **Program Participant Resource Module**
[Access the new Program Participant Resource Module](#) to review tips and tricks for building sessions and preparing presentations, as well as important reminders, dates, and deadlines.

Presentation Templates

- [Standard Template](#)
- [US Agency Template](#)

UPLOAD PRESENTATION

Navigating Epac

- ▶ You will be directed to your offerings where you can upload your PowerPoint slides by clicking on “Click here” to select file(s) to upload

News

Welcome to Epac! Please see the Downloads Links area for: The official Annual Meeting PowerPoint 16:9 format templates.

My Conferences

DIA 2018 Global Annual Meeting (June 24-28, 2018)

Please click on a session or role below to view the session and upload your files for this conference

Jun 26 2018 3:30PM

Session Title: [DIA Insights: Expert Clinical and Regulatory Content - Timely Global and Regional Reports, New Digital Platform - Can We Help You?](#)

Presenter: [How to Submit an Abstract for the Global Annual Meeting](#)

Downloads & Links:

- [Program Development Guidelines](#)
- [DIA policy concerning promotion of products](#)
- [DIA2018 Template Standard](#)
- [DIA2018 Template Regulatory Agency](#)

How to Submit an Abstract for the Global Annual Meeting

[Maureen Lamplugh](#) (Bio)

Files:

There are no files to upload for this presentation

Special requirements

Note: After clicking upload, please wait for the upload to complete and the file to appear above, and then verify that your upload was successful by clicking on the file to download it.

A 2MB file can take between 15 and 60 seconds to upload, depending on your connection speed. Larger files will take longer.

[Click here to select file\(s\) to upload](#)

Summary of Upcoming Deadlines

Maureen Lamplugh
Annual Meeting Project Specialist - DIA

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Summary of Important Dates:

- ▶ **May 2-** Epac website opens for PPT upload. An email will be sent from Epac's administration team with instructions on how to upload presentations
- ▶ **June 15-** final deadline for upload of presentations to allow review time by Session Chairs
- ▶ **June 18-22** – presentation review period

Check your email for additional information
on these deadlines

List of Action Items- Make sure...

- ▶ **you have booked your hotel room if needed**
- ▶ **you have registered for the meeting**
 - Refer to your Welcome letter (email) for quick housing and registration links
- ▶ **you have a completed disclosure and speaker release information on file for DIA 2018**
 - Prior to the meeting, program participants without a completed disclosure and/or speaker release on file will not be able to participate in the program - *per our accreditation providers' guidelines*
- ▶ **DIA has the most complete session information on file**
- ▶ **DIA has your photo and bio on file**
 - **FASTEST way to check** – view the online program at <http://www.diaglobal.org/en/flagship/dia-2018/program/sched>

Need Assistance

- ▶ Whenever you have a question or need assistance, please send an email or call Maureen Lamplugh at:
 - AnnualMeetingProgram@DIAglobal.org
 - +1-215-442-6115



Continuing Education Overview

Pauline Sylvester
CE Manager - DIA

DIA

This Year's CE Accreditation Offering



How Do I Know What CE My Session is Designated for?

Monday, June 25 • 11:00am - 12:15pm

#106: Signal Management: Separating Needles From Haystacks

Sign up or log in to save this to your schedule and see who's attending!

<http://sched.co/DWnm>

Tweet

Share

Component Type: Session

Level: Intermediate

CE: ACPE 1.25 Knowledge UAN: 0286-0000-18-519-L04-P; CME 1.25; IACET 1.25; RN 1.25

The session will discuss signal management throughout the lifecycle and how to transition from the pre-approval to the post approval setting. In the post-approval setting, we will concentrate on signal management requirements in EudraVigilance and provide some examples of how companies are addressing the requirements.

The speakers have broad experience and represent the perspectives of CROs, large pharma and small biotech companies.

Learning Objectives

Describe the key elements of a signal management process throughout the lifecycle; Identify the requirements of signal management in EudraVigilance and formulate best practices.

Credit information can be viewed within the online program

DIA Policy Concerning Promotion of Products and Services from the Podium at DIA-Sponsored Programs

Very Important!

- ▶ **All presentations must be fair, balanced, and free of commercial bias.**
- ▶ Company logo (if you represent a commercial interest) may not appear on any slides in the presentation.
- ▶ Speaker clothing may not carry logos or other company specific emblems.
- ▶ Review the Promotion from the Podium Guidelines Document (refer to Speakers Corner)

Very Important!

- ▶ **Required by all accrediting bodies**
- ▶ Disclosure of Relationships - must be submitted, reviewed and, if needed, resolved prior to date of event
- ▶ Disclosure summary provided to attendees prior to the event, and in the meeting room
- ▶ Last minute faculty replacements, at the podium (documented)

What to Expect On-site at DIA 2018

Meredith Kaganovskiy, CMP
Sr. Project Manager, Annual Meeting - DIA

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Program Participants Have Special Access to:

▶ Speaker Registration Desk

- Located within the main registration area
- ALL program participants are to check-in at Speaker Registration (Session Chairs, Instructors, Speakers etc.)
- Here you will pick up your name badge and other important meeting materials; Please note: name badges are to be worn at all times in the Convention Center.

▶ Speaker Ready Room/Lounge

- This is your space for reviewing your slides, meeting with co-presenters, and taking a timeout to relax between presentations

▶ Speakers' & Regulators' Reception

- All Session Chairs and Speakers are invited to this reception that is traditionally held on Wednesday evening

You will receive additional information via email

Prior to Your Session(s)

- ▶ Arrive at your session 20 minutes in advance.
 - DIA will have room monitors stationed at each meeting room to greet you, check you in to your session, provide key information e.g. AV and Accreditation notes, and to make sure you are all set for a successful session.

During Your Session(s)

► What to Expect in the Meeting Room

- Each room will have its own DIA Laptop.
 - Presentations will be pre-loaded to the laptop.
- Standard equipment includes a wired microphone at the lectern, tabletop microphones for head tables, wireless handheld microphones for Q&A.
 - There is no wireless mouse
- **IF** an internet connection is required for your presentation and/or you have video imbedded into your slide deck, please notify DIA staff as soon as possible.

During Your Session(s)

▶ **Have fun!**

And remember...

▶ **No - Personal Laptops May be Used for Presentation**

- **TIP:** in addition to having your presentation(s) uploaded to EP@C, bring a backup copy of the presentation file via a USB; Note: you may only upload in the Speaker Preparation Room, not in the meeting room.

▶ **No - promotional materials may not be distributed in either the meeting rooms or any other locations throughout the Convention Center.**

- Handouts, for short courses, workshops, and E&Es, that are related to your presentation must be reviewed by the Annual Meeting Team for approval.

▶ **No - Video cameras and/or audio equipment are allowed in the meeting room(s).**

After to Your Session(s)

- ▶ Enjoy other people's sessions and activities
 - Take full advantage of being at the DIA Global Annual Meeting!

Innovation Theaters



Content Hubs

Community Round Table Discussions



Engage & Exchange



Poster Sessions



We'll do our best to triage as many questions as possible.



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OTHER Session Planning Resources

All resources are available on Speakers Corner!

▶ Session Planning Check List

▶ Session Room Fact Sheet

- a high level summary of information to aid in your session planning

▶ Program Participant Module

DIA Global Annual Meeting: Program Participant Resource Module

START DETAILS

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Hello and welcome to the DIA Speaker and Session Chair Resource Module. The goal of this resource center is to enable DIA Speakers and Moderators to create

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DIA GLOBAL ANNUAL MEETING BOSTON | JUNE 24-28
driving insights to action!

SESSION BUILDING CHECKLIST – PRE-MEETING

WE HAVE THE KNOWLEDGE, THE EXPERTS, AND NOW IT'S TIME TO BRING IT ALL TOGETHER!

PLANNING TOOLKIT

- [Speakers Corner](#)
- [Program Participant Guidelines](#)
- [Program Participant Webinar—Part 1](#)
- [Timeline Card](#)

This Checklist!

Advantages of Planning Ahead

March-May are key pre-planning months for developing DIA Global Annual Meeting Sessions.

By starting your planning early, Session Chairs can take advantage of the new session room formats and tools to create the best possible learning environment for DIA attendees.

Program Participants, please remember! Your role is critical to the success and quality of the DIA Annual Meeting.

Tips for Producing a Great Session

DIA 2018: Program Participant Readiness Webinar: Driving Insights into Actions - Part 1
Gain insight on DIA's audience and best practices for building sessions to allow for a seamless session. [View presentation slides](#) or get the whole recording [here](#).

Speakers Corner

Your one stop shop for session information, guidelines, disclosures, and the all important [DIA Policy Concerning Promotion of Products and Services from the Podium at DIA-Sponsored Programs](#)

"...I'm excited about new learnings, meeting new people, and the feeling I have after every DIA conference where I'm eager to look into something new or apply something new in my every-day work."

— Juan Castano, MBA, PMP, Associate Director, Asset Planner, Pfizer, Inc.
Annual Meeting Program Committee Member

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driving insights to action!

PRE-MEETING CHECKLIST

SESSION CHAIRS

- Review your description, learning objectives and difficulty level. **It's important to deliver what is being published.** You may view your session information online via [the Program](#) or [Speakers Corner](#). If changes are needed, this can be done easily via Speakers Corner.
 - April 12: Deadline for information to be included in printed Final Program
- Confirm your speakers. Please be sure to have your speakers named ABAP and turned into DIA via Speakers Corner.
- Organize a few planning calls with your speakers to ensure good presentation flow and to establish a single understanding for the goals/objectives for the session
- Determine a session format; include your speakers in this process by discussing the options as a group
 - April 4: Deadline for Session Chairs to complete Session Format Survey
- Motivate your speakers to develop a presentation that is truly interesting, energizes thought, and stimulates action or change in the attendee.
- Encourage your speakers to prepare their presentations in advance to give you time to review and ensure that the objective of the offering is met.
 - May 2: PowerPoint templates are available, with instructions for uploading presentations
 - June 15: The deadline for submitting slides to DIA
 - June 18-22: Review of presentations by chairs and DIA staff - Follow-up with speakers as necessary
- Plan to engage the audience. You want them alert, thinking, asking questions, and learning something.

SPEAKERS

- Make sure your presentation title has been submitted to DIA via Speakers Corner
- Disclosure and Speaker Authorization must be completed in order to participate onsite.
- Work with your chair as well as other speakers to ensure good presentation flow from your presentation to others.
- Present in a way that speaks to the audience.
 - Be creative. Talk, don't give a speech
 - Pose questions for thought
 - No more than 20 minutes!
- Prepare your presentation by June 4 to allow time for your chair and other speakers to review

Thank You for Attending!

- ▶ Call/write with questions
- ▶ We look forward to a very exciting and productive meeting in June!

