



DIA Global Annual Meeting

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

DIA

Welcome Session Chairs & Speakers!

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

(Questions will not 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



**Ann
Meeker-
O'Connell**

Vice President,
Global Head,
Quality Assurance
IQVIA

*Member of the
DIA Annual
Meeting Program
Steering
Committee*



**Jonathan
Andrus**

Chief Business
Officer
Clinical Ink

*Member of the
DIA Annual
Meeting Program
Committee*



**Jess
Warner**

Project Manager
DIA



**Meredith
Kaganovskiy**

Sr. Project
Manager, Annual
Meeting, DIA



**Robin
Whitsell**

President
Whitsell
Innovations, Inc.

*Member of the DIA
Annual Meeting
Program
Committee*



**Pauline
Sylvester**

CE Manager, DIA



**Maureen
Lamplugh**

Annual Meeting
Project Specialist
DIA

During this Webinar, We will Cover



Serving Up Knowledge: Preparing Presentations



Session Tools: Polling and the Catchbox



Promoting your participation: Social Media Basics



Continuing Education and Credits



What to Expect On-Site



DIA's Presentation Management System and Important Deadlines



This webinar is filled with a multitude of reference information and tips to aid in your role as a Program Participant for DIA!



Serving Up Knowledge

Jonathan Andrus, M.S, CQA, CCDM
Chief Business Officer, Clinical Ink &
Data and Data Standards Track Chair
– DIA 2019 Global Annual Meeting

Credit to Robin Whitsell for providing the base presentation for this section,
Building a Dynamic Presentation: Rethinking Audience Engagement

DIA

@datajonathan

- ▶ Why am I talking to you?
 - Conference Chair, Session Chair, Presentations, workshops, roundtables, two day long sessions and webinars
- ▶ At the end of the day:
 - Be Engaging
 - Be Conversational
 - Inject humor
 - Give Real Life Examples



Start with the **audience** in mind
and make sure that its aligned
with the session description.

*Nothing worse than going to a session that has
nothing or very little to do with the session
description.*



Leads to this

What Do People Hate?

- Overly long intros
- Too many facts (aka the data dump)
- Too many words on slides
- Disorganization
- Bad flow
- Redundancy with other presentations in the session

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 – consider engagement questions

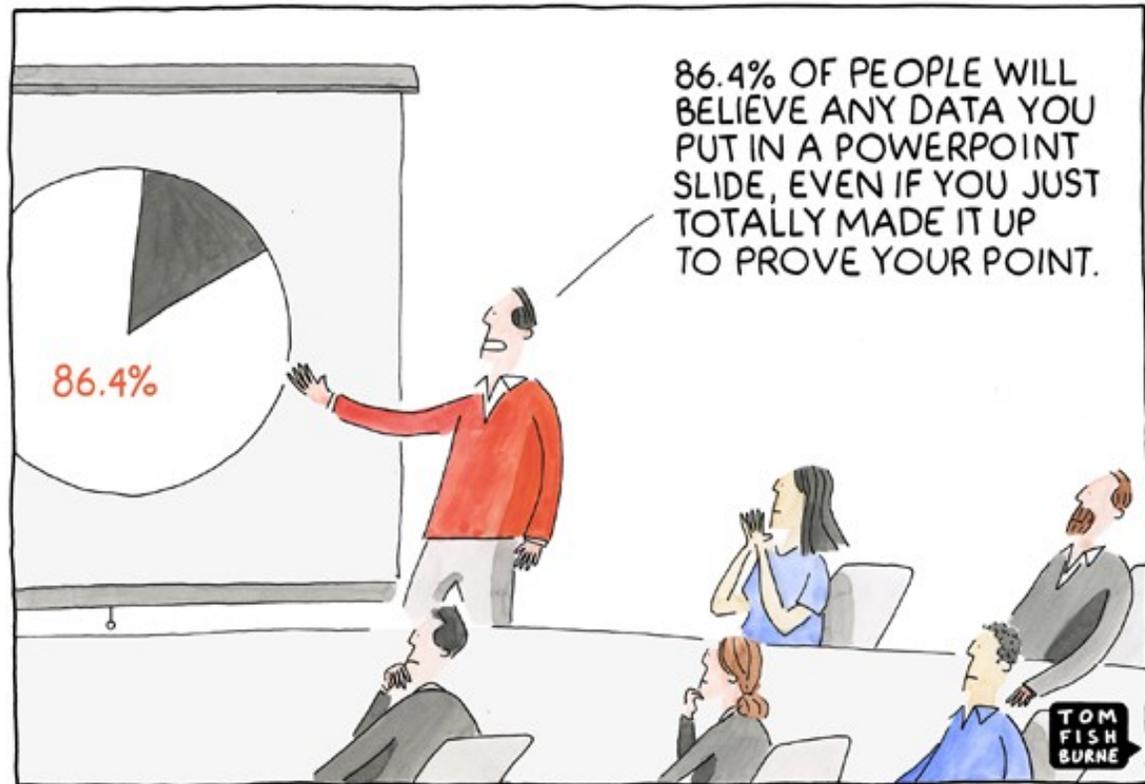
Quick Fixes



Slide Construction

- ▶ 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**

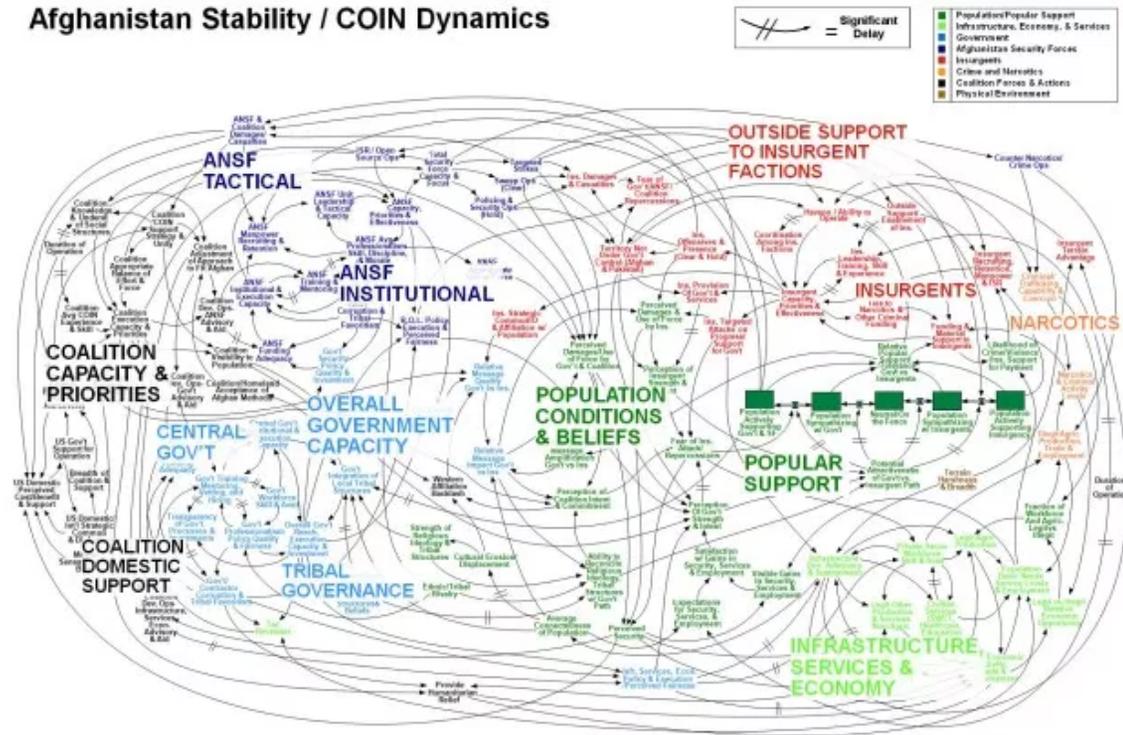
Best Practices for Presenting Data



© marketoonist.com

Please No

Afghanistan Stability / COIN Dynamics



WORKING DRAFT - V3

Consider Narrative Arch



Image: [https://www.pcworld.idg.com.au/slideshow/366369/world-worst-powerpoint-presentations//](https://www.pcworld.idg.com.au/slideshow/366369/world-worst-powerpoint-presentations/)



Time Management

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

Summary

- ▶ Aligned to session objectives
- ▶ Talk to your slides, don't read them
- ▶ Avoid information overload
- ▶ Engage with the audience
- ▶ Give Real Life Examples – when possible
- ▶ Have Fun!

Session Tools: Polling and the Catchbox

Jess Warner
Project Manager - DIA

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

DIA

What is PollEverywhere?



Poll Everywhere **transforms one-sided presentations into two-way conversations with the audience.** This web-based audience response system lets you **embed interactive activities directly into your presentation.** The audience responds **on the web or via SMS texting** on their phones.

Polling is available only to those sessions in which the session chair has requested the use of PollEverywhere.

How Do I Add Questions to My Presentation?

Step 1

Choose from a large variety of question types, including multiple choice, open response, live word clouds, clickable images, up and down voting for Q&A, and rank order. Questions can include images and emojis.



Step 2

Provide your interactive questions to DIA. DIA will convert your questions into polling PowerPoint slides.



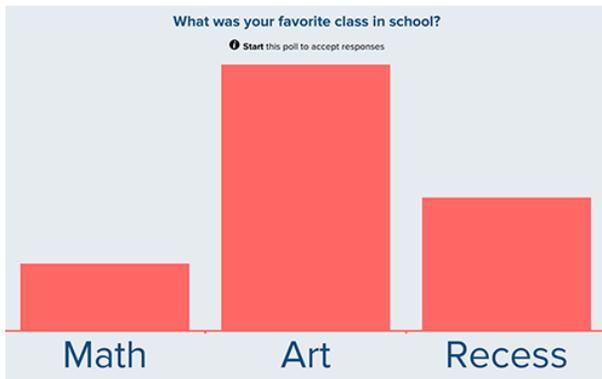
Step 3

Insert polling PowerPoint slides into final slide deck where you want them to appear in your presentation.

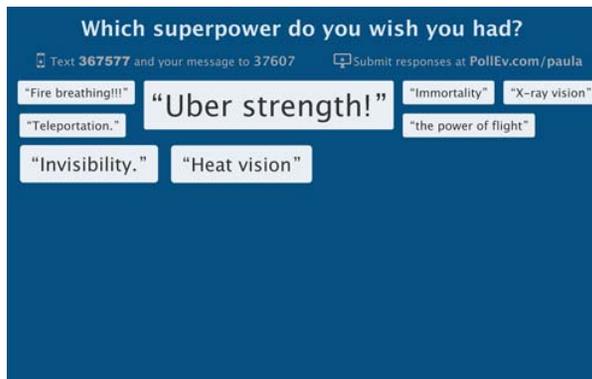
Sessions that have had polling requested, will receive an online question submission form via email from DIA.

Types of Questions

Multiple Choice



Open Response and Word Cloud



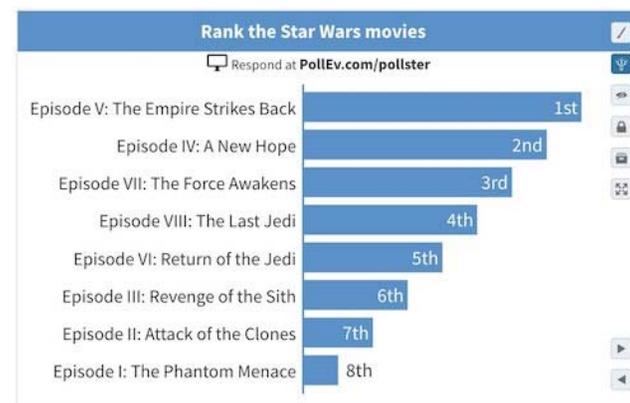
Clickable Images



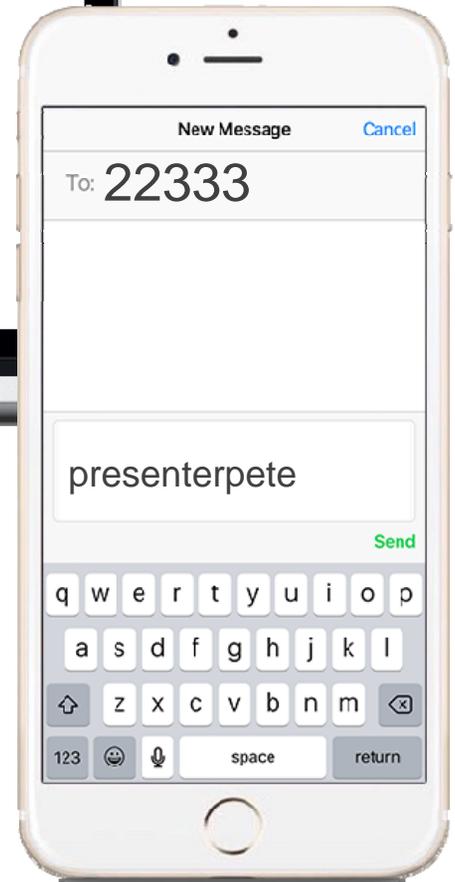
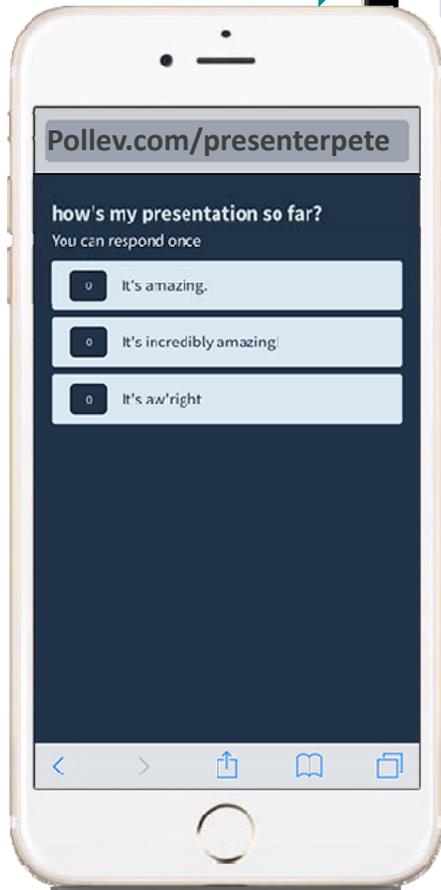
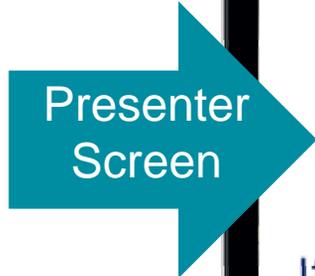
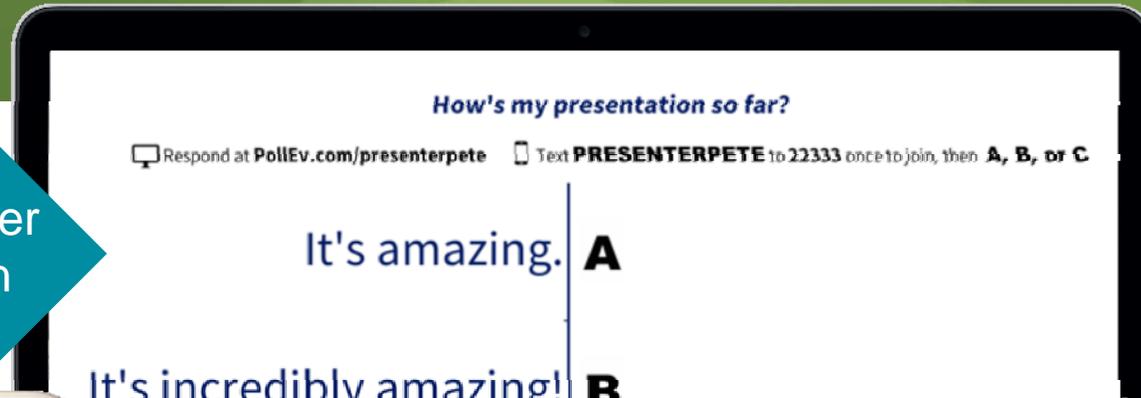
Up and Down Voting



Rank Order



Answering Questions During the Session



Another Session Tool!



Catchbox: Look Book



A guide to integrating the world's first throwable microphone into your session

This guide is available in Speakers Corner



Make Audience Participation Fast & Easy

With Catchbox, getting audiences to participate becomes as easy as throwing them the box. Because this is faster and easier than passing a handheld microphone, questions, comments, and discussion become more spontaneous and can occur throughout a presentation or lecture, not just at the end.

Catchbox assignments are in progress. An update will be sent shortly to the Session Chairs that have requested the use of the Catchbox.

DIA is doing its best to allocate the Catchboxes to as many sessions as possible.

What to Expect in the Meeting Room

The Catchbox will be kept by the podium with a quick set of instructions to prep the audience



The Catchbox will be ready for use, by the Session Chair, for the Q&A portion(s)



Aisle mics will NOT be on during your session as the Catchbox REPLACES the aisle mics



Questions?

If you have any questions, please contact
our Program Development Team at
AnnualMeetingProgram@DIAglobal.org

Shout it Out! Tips for Promoting Your DIA Session

Robin Whitsell, BA, BPh
Founder and President
Whitsell Innovations, Inc.

DIA

Robin Whitsell



How/Where/Why: Shout it Out!

- ▶ Your Network
- ▶ Your Peers
- ▶ Your Track
- ▶ Your Expertise



Image source: https://www.instagram.com/p/BuSyFKOne_D/?utm_source=ig_embed

Leverage LinkedIn

- ▶ Plan posts for LinkedIn at 4 weeks, 2 weeks, and the week before your presentation
 - Name of presentation
 - Location
 - Co-presenters' names
 - Hints of what attendees will learn
- ▶ Post more frequently if you have a relevant article to post – then tag your presentation



Reinforce the Message



Robin Whitsell, BA, BPh
President
Whitsell Innovations, Inc.
(919) 321-9017 extension 102
(919) 659-8332 direct
robin.whitsell@whitsellinnovations.com



<https://www.diaglobal.org/en/conference-listing/annual-meetings>

Tease With Twitter

- ▶ Set Twitter with teasers at weekly intervals, up to 2 months before (if you have enough content)
- ▶ Do a “Thrilled to Present!” the week before
 - Name of presentation
 - Location
 - Co-presenters’ names
 - Hints of what attendees will learn



DIA DIY

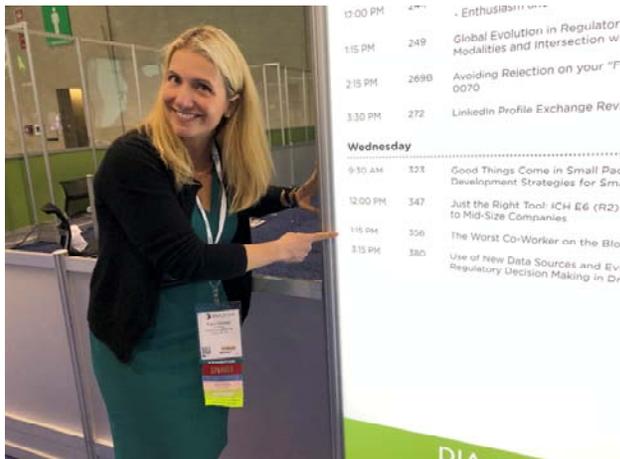
- ▶ DIA Social Media Starter Kit
- ▶ Add imagery to posts (DIA provides!)
- ▶ Don't forget to use the conference hashtag #DIA2019



Say it with a Selfie



- ▶ Post a selfie when you arrive at the conference
- ▶ Reiterate:
 - Name of presentation
 - Location
 - Co-Presenters' names
 - Hints of what attendees will learn



Happy to be at [#DIA2019](#)! Come see me present on *[topic]* on *[day]* at *[time]* in *[location]*.

Pro Tip: Don't Be Self Conscious

▶ Images are Popular

- Tweets with images receive:
 - ✓ 89% more favorites
 - ✓ 150% more retweets

Than tweets without them!

▶ And More Memorable

- After 3 days, people remember:
 - ✓ ~ 10% of information they hear
 - ✓ 65% if a relevant image is paired with that same information

source: <https://blog.bufferapp.com/the-power-of-twiters-new-expanded-images-and-how-to-make-the-most-of-it>

And <http://www.brainrules.net/vision>



Be Hashtag Happy

- ▶ While attending other sessions, post pearls to the conference hashtag

#DIA2019



Example from last year

Hone in With That Hashtag

- ▶ On the day(s) of your presentation, tweet the details of your presentation
- ▶ “Join me today at *[date/location/time]* to talk about...”

Join me today at the Content Hub at 2pm to talk about Powerful Presentations! [#DIA2019](#)



Don't!

DON'T:

- ▶ Repeat content inside the same window (think of your audience)

- ▶ Spam-post vacuous content

- Unnecessarily noisy
- Compromises credibility
- Alienates followers and other attendees
- Easy to ignore



~~Come Visit our Booth!~~



Come to Booth #1140 to talk about
medical device writing for
MedDev, Rev 4 [#DIA2019](#)
[#MedicalWriting](#)

Chronicle

- ▶ Keep a running list of conference highlights and gems for post-conference engagement
- ▶ Post-conference still use the #DIA2019 hashtag, when referencing conference learnings
- ▶ Do not forget attributions for speakers



<http://www.asurest.com/assets/seven-tips-for-writing-your-personal-property-disposition-list/>

Questions? Comments?

Thank you

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?

#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)

Faculty Disclosure

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)

IF you haven't already submitted a disclosure, please visit Speakers Corner to complete a brief online disclosure form.

Deadline to
Disclosure: May 2

What to Expect On-site at DIA 2019

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.
 - Early arrival also provides Session Chairs and speakers to quickly meet and review last minute notes.

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 *(if applicable)*, 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 Epac, 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.

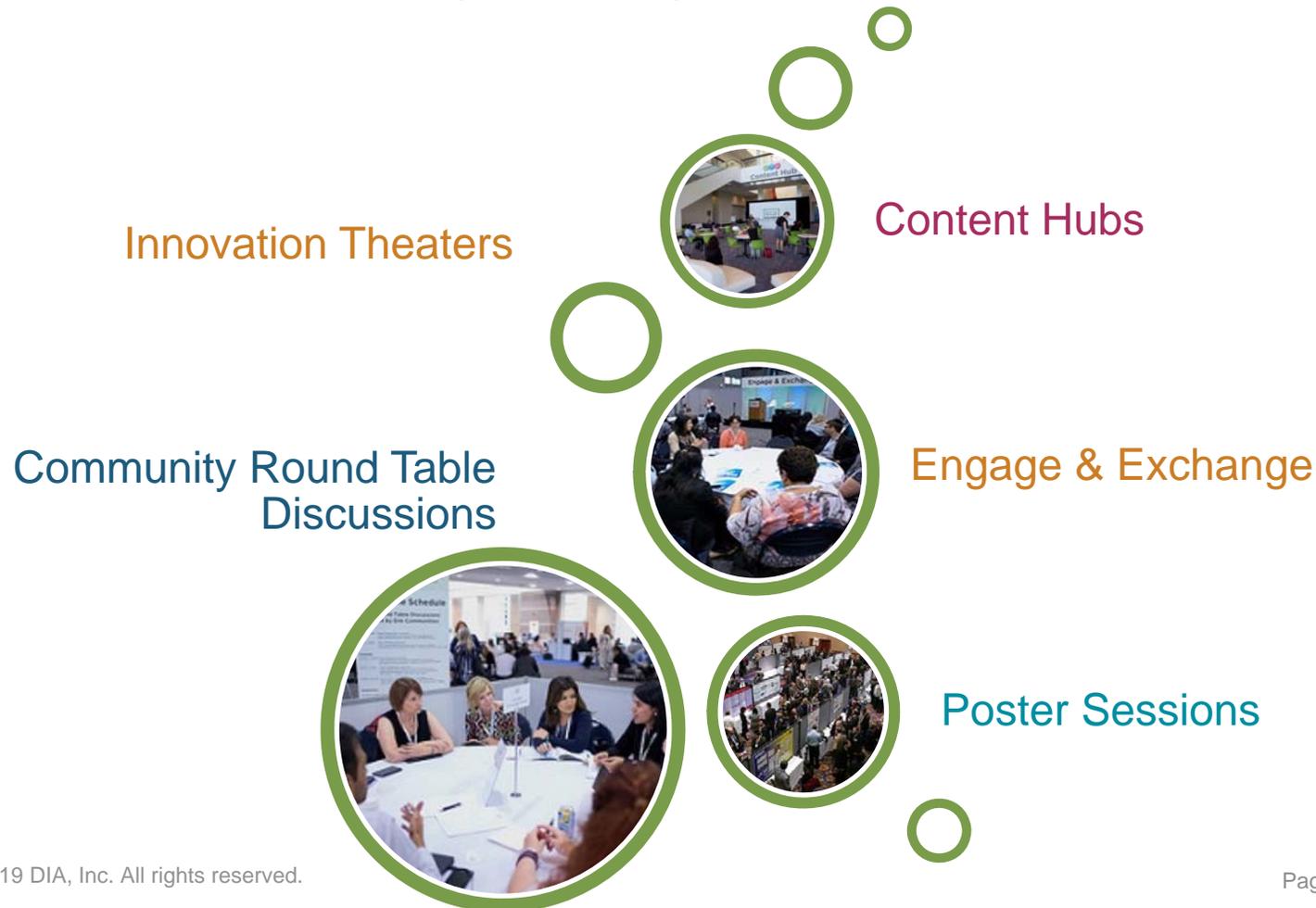
▶ **No - promotional materials may not be distributed in either the meeting rooms or any other locations throughout the Convention Center.**

- 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!



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

Opening
May 2

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 2019.

UPLOAD PRESENTATIONS

SPEAKER RESPONSIBILITIES

Please review the [Program Development Guidelines](#) that includes important information about your participation.

PROFILE DISCLOSURE

Preparing for DIA 2019

PROGRAM DEVELOPMENT GUIDELINES

- **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.

CALL FOR SPEAKERS QUESTIONS?

Contact: The Annual Meeting Team

[Send Email](#)

CONTACT US

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 files(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)

Special requirements

Files:
 There are no files to upload for this presentation

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

DIA

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 14-** final deadline for upload of presentations to allow review time by Session Chairs
- ▶ **June 17-21** – presentation review period

Additional information
on these deadlines will
be shared via email

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 2019**
 - 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**
 - Note: at this time we cannot accept Session Title or Learning Objective changes due to CE
- ▶ **DIA has your photo and bio on file**
 - **FASTEST way to check** – view the online program at <https://www.diaglobal.org/en/flagship/dia-2019/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



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



DIA

MORE Planning Resources in Speakers Corner

▶ DIA 2019 Meeting Room Fact Sheet

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

▶ Q&A Success Quick Tips Card

▶ Look Books for polling, the Catchbox, and session formats

▶ Social Media Starter Kit

- Includes cut/paste copy for a variety of social media platforms and images!

▶ Program Participation Readiness WEBINAR CLIPS

- For both Parts 1 and 2 *(to be posted shortly)*

▶ *and so much more!*



DIA 2019 Meeting Room Fact Sheet
San Diego Convention Center

DIA is excited to be offering more new, traditional, and overall FLEXIBLE meeting room sets at this year's Global Annual Meeting. We did our best to accommodate as many session format requests as possible. Please refer to your meeting room assignment notification letter for your session's best room. Meeting rooms are listed in numeric order within the grid below. If you have any meeting room questions, please contact Meredith Kagenovska, Sr. Project Manager, Annual Meeting, at meredith.kagenovska@diaconline.org.



Level	Room	Session Formats Allowed by Room	Seating	Audience Seating	Seating Capacity	Notes
Upper Level	300	Traditional Workshop	Podium, head table* *Note: diagrams show max seating for stage	Mixed Seating: Classroom round, classroom, theater seating, and high podium tables	300	Standard: DIA laptop, 1 screen, podium mic, table top mic, wireless slide mic (unless session is using the Catchbox mic), conference monitor
Upper Level	301	Traditional Workshop	Podium, head table* *Note: diagrams show max seating for stage	Mixed Seating: Classroom round, classroom, theater seating, and high podium tables	300	Standard: DIA laptop, 1 screen, podium mic, wireless headset mic, wireless slide mic (unless session is using the Catchbox mic)
Upper Level	302	Traditional Workshop	Podium, head table* *Note: diagrams show max seating for stage	Mixed Seating: classroom and theater seating	300	DIA laptop, 1 screen, podium mic, wireless headset mic, wireless slide mic (unless session is using the Catchbox mic), remote for advancing slides
Upper Level	303	Traditional Workshop	Podium, head table* *Note: diagrams show max seating for stage	Mixed Seating: classroom, and theater seating	300	Standard: DIA laptop, 1 screen, podium mic, table top mic, wireless slide mic (unless session is using the Catchbox mic)
Upper Level	304	Talk Show, Traditional Workshop	note chairs* set in wide semicircle with coffee tables, podium optional *Note: diagrams show max seating for stage	Mixed Seating: Classroom round, classroom, theater seating, and high podium tables	304	DIA laptop, 1 screen, wireless handheld or LAV, wireless slide mic, remote for advancing slides, conference monitor

Thank You for your Participation in DIA!

