



DIA2023

GLOBAL ANNUAL MEETING

BOSTON, MA
JUNE 25-29

SUBMISSION DEADLINE: MARCH 15

CALL FOR COMMUNITY ROUND TABLE DISCUSSIONS

Community Round Table Discussions are 60-minute DIA Community member-facilitated discussions that are inspired by sessions within the DIA 2023 program. This is an exclusive opportunity for DIA Community members to continue the dialogue and develop connections with current and potential new Community members. Community Round Table Discussions are designed to carry learning and debate from sessions to real-life application and discussion.

Community Round Table Discussion Request Submission Form

Step 1: Review the DIA 2023 Preliminary Agenda

Identify the session(s) that would be of interest to either your Community or a combination of Communities. Cross-Community Round Tables are highly encouraged. Remember, the purpose behind your session selection(s) is to continue a conversation that has begun in the session. **Note: For session details including description and speakers, view the searchable program.**

Step 2: Complete a Request Submission Form

Once you have determined your session choice(s), complete the submission form. If you are collaborating with multiple Communities, please only submit one request form on behalf of the group. You may be asking, "why is the submission form being referred to as a Request Submission Form?" There is a possibility that Communities may choose the same session(s) to invite to their Round Table. DIA will review all requests following the close of the submission period to ensure a balanced distribution of round table discussions.

General Submission Requirements

1. All Community Round Table proposals must be submitted by a member of a DIA Community. Proposals by nonmembers will not be considered. Not a member? [Visit here](#) to join a community.
2. Community Round Table submitters and facilitators must adhere to DIA guidelines (see Guidelines and Formats for Program Offerings and [DIA Policy Concerning Promotion of Products and Services from the Podium at DIA-Sponsored Programs](#)).
3. All Community Round Table proposals must be submitted via the online [Request Submission Form](#) by 11:59PM ET on March 15. Notifications will begin the week of April 3.
4. Community Round Table Discussions will be scheduled Monday, June 26-Thursday, June 29. All accepted Community Round Table Discussion facilitators must be registered prior to attending the DIA 2023 Global Annual Meeting. [Register here](#).
5. Co-facilitators are permitted. Please reference their name, affiliation, job title, and contact information in the submission form.
6. If you are collaborating with multiple Communities, please only submit one request form on behalf of the group.
7. For questions regarding Community Round Table Discussions, please contact Lynda Fisher at Lynda.Fisher@DIAglobal.org.

Request Submission Form Tips and Tricks

- Do not wait until the last day to submit a request form. There is usually very high traffic on the website, and you want to avoid the risk of any technical difficulties.
- Be certain to click "Submit" at the end of the process for a confirmation of receipt. If you do not get confirmation of receipt screen, DIA may not have received your request form.

Post Submission Information

Decisions

DIA will review all requests, following the close of the submission period to ensure a balanced distribution of Community Round Table Discussions. Notifications will begin the week of April 3.

Potential Revisions

Please note that DIA and the DIA 2023 Global Annual Meeting Program Committee have the right to request submitters revise their form(s). Potential revisions include blending with another submission.

Scheduling Sessions and Inviting Speakers

DIA will notify Community Chairs and submitters of each accepted Community Round Table and provide scheduling information. Many factors and schedules are considered for the creation of the Community Round Table Discussion schedule. DIA will invite the speakers of each of the approved sessions to participate in the corresponding Community Round Table Discussion. Once speakers have agreed to participate, DIA will inform the Community Round Table Discussion facilitator. Regardless of speaker availability, the Round Table Discussion will be held. It is not uncommon for Community Round Table Discussions to proceed without the involvement of session speakers and chairs.

Questions? Contact Lynda Fisher at Lynda.Fisher@DIAglobal.org.

Submission Deadline: March 15

Notifications Sent: Week of April 3

Community Round Table Discussions: June 26-29

Please submit all request forms online at:

<https://www.surveymonkey.com/r/CFRT2023>