

## Community Roundtable Discussion Reference Guide

This is an informational guide to aid in your role as a Community Roundtable facilitator. Any questions related to Community Roundtables may be directed to [AnnualMeetingProgram@DIAglobal.org](mailto:AnnualMeetingProgram@DIAglobal.org)

### Community Roundtable Discussion Overview

Community Roundtable Discussions are 60-minute DIA Community member-facilitated discussions that are inspired by sessions within the DIA 2025 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 Roundtable Discussions are designed to carry learning and debate from sessions to real-life application and discussion.

### Developing a Community Roundtable Discussion

- Community Roundtables are scheduled Monday, June 16 – Thursday, June 19.
- Community Roundtables may have up to two (2) facilitators.
  - DIA does not allow more than one participant from the same company to present within the same program offering (this includes Session Chairs and speakers). Should you believe that having more than one participant from the same company is crucial to your session's success, requests for session participants, from the same company, may be submitted to DIA, at [AnnualMeetingProgram@DIAglobal.org](mailto:AnnualMeetingProgram@DIAglobal.org), for consideration. **Please note - limiting the number of speakers from the same company is a Continuing Education best practice and mitigates perceived bias from within the audience.**
- PowerPoint presentations are NOT permitted.
- Develop a few questions to kick off and facilitate the discussion.
- Facilitators must adhere to all [DIA Guidelines](#).

### Executing a Community Roundtable

Plan to introduce the session and welcome any session participants (chair/speakers) if they were able to attend. Facilitate an open discussion. Facilitators should be prepared to open the discussion by posing the first question to the audience or framing a discussion point to start with.

**Best Practice Tip!** Develop 2-3 questions to pose to the audience should the discussion need reinvigorated or pulled back on track.

DIA will invite the session chair and speakers to participate in the corresponding Community Roundtable Discussion. Once speakers have agreed to participate, DIA will inform the Community Roundtable Discussion facilitator(s). Regardless of speaker availability, the Roundtable Discussion will be held. It is not uncommon for Community Roundtable Discussions to proceed without the involvement of session speakers and chairs.

#### **On-Site Room and AV Set-Up**

Community Roundtables will be equipped with wireless microphones for the presenter(s) and a hand-held microphone for attendees. There will be no screen or projector. PowerPoint presentations are not permitted.

There is no sign-up or pre-registration for Community Roundtable Discussions – attendance will be on a first-come, first-serve basis. The sessions will not be recorded.

**Questions?** Contact [AnnualMeetingProgram@DIAglobal.org](mailto:AnnualMeetingProgram@DIAglobal.org).