



DIA 2018
GLOBAL ANNUAL MEETING
BOSTON | JUNE 24-28

CALL FOR ENGAGE AND EXCHANGE FACILITATORS

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This is an opportunity to contribute to the DIA 2018 Global Annual Meeting by submitting a workshop abstract for the DIA 2018 Engage and Exchange programming. **SUBMISSION DEADLINE: FEBRUARY 22**

Engage and Exchange is a fast-paced, informal, and highly interactive collaborative learning environment. The goal is to foster peer-to-peer networking and education, with attendees exchanging best practices and finding solutions to common challenges.

Format Notes

- Engage and Exchange (E&E) sessions are **60 minutes to an audience of no more than 50 people**, with content focused on case studies and solving real-world problems in a collaborative environment.
- It will take place in a dynamic workspace within the Exhibit Hall, during exhibit hours.
- Facilitators will be responsible for encouraging attendees to recall and analyze information, share personal experiences, draw conclusions, and/or practice new skills. **The focus of an E&E session is to have the attendees work together, and the role of the presenter(s) is to facilitate these discussions with less emphasis on a didactic presentation.**
- Facilitators will begin with a 10-15 minute presentation that is followed by 30 minutes of dedicated small group discussion (breakout groups) and concludes with 15-20 minutes of sharing and open discussion.
- Engage and Exchange sessions will be scheduled Monday, June 25-Wednesday, June 27. Please note, all accepted E&E facilitators must be registered for the DIA 2018 Global Annual Meeting prior to attending the meeting.
- Facilitators must adhere to DIA guidelines (see [Program Development Guidelines](#) and [DIA Policy Concerning Promotion of Products and Services from the Podium at DIA-Sponsored Programs](#)), as well as to manage the E&E session.
- E&Es may have up to two (2) facilitators.
- A handout(s) is permitted for interactivity. A final version of the handout(s) must be submitted to DIA by **Tuesday, May 8**.

In preparation for completing the submission form, please review the following general submission requirements and sample workshop abstract submission form.

All E&E proposals must be submitted via the online submission site by 11:59 PM ET on February 22. Notifications will begin the week of March 15.

For questions regarding the Engage and Exchange, please contact Brittany Ceriani at Brittany.Ceriani@DIAglobal.org.

E&E Workshop Abstract Submission Deadline:
February 22

Notification: Week of March 15

E&E Sessions: Monday, June 25 - Wednesday, June 27

Please submit all abstracts online at:
DIAglobal.org/Abstract

Submit Your Abstract at DIAglobal.org/Abstracts

CALL FOR ENGAGE AND EXCHANGE FACILITATORS

DUE BY FEBRUARY 22

General Submission Requirements for the Engage and Exchange Workshop Abstract

(Please read the following instructions carefully; incorrect or incomplete abstracts will not be considered.)

1. All abstracts must be submitted online to DIAglobal.org/Abstracts. The deadline for abstract submissions is **February 22, 11:59PM ET**. This deadline will not be extended.
2. Submitted abstracts must not overtly endorse or recommend a specific product or service. To review DIA's Policy Concerning Promotion of Products and Services from the Podium at DIA-sponsored Programs, [click here](#).
3. Proposed abstract title must reflect the abstract content accurately and concisely.
4. Co-presenters are permitted. Please reference co-presenters (name, affiliation, job title, and contact information) in the Abstract Details section.

Notification Date

Submitters will be notified of the status of each abstract no later than the week of March 15.

Please note that DIA and the DIA 2018 Global Annual Meeting Program Committee have the right to request authors to revise abstracts. Potential revisions include direction of topic, blending with another submission, or revising the proposed level of difficulty.

Abstract Submission Tips and Tricks

- Do not wait until the last day to submit an abstract. There is usually very high traffic on the website, and you want to avoid the risk of any technical difficulties.
- Do not use the "back" button during the submission process.
- Be certain to click "Submit" at the end of the process for a confirmation of receipt. If you do not get confirmation of receipt, DIA did not receive your abstract.

Questions? Contact Brittany Ceriani at Brittany.Ceriani@DIAglobal.org.

WORKSHOP ABSTRACT FORM: ENGAGE AND EXCHANGE SUBMISSIONS

Use this form to prepare your workshop abstract prior to visiting the DIA website. This will help ensure that you have all of your required information available when you submit your abstract. All abstracts must be submitted online by the designated deadline.

Submitter or Author Information

Prefix:	Country:
First Name:	Address Line:
Middle Name:	City:
Last Name:	State/Province:
Name Suffix:	Zip/Postal Code:
Degrees:	Phone:
Job Title:	Email:
Company:	

NOTE: If you are submitting on behalf of author, you are considered the SUBMITTER and will need to complete the required information for yourself and also for the AUTHOR. Submitters will be the contact for author regarding the status of the abstract.

Abstract Title (maximum 125 characters, including spaces) Titles should briefly describe the focus of the abstract as well as accurately reflect the content of the poster.

Track (Select one): Choose from the list of interest areas and select only one track that best fits your abstract. Refer to the call for abstracts announcement for a list of tracks.

Key Words (100 character limit, including spaces): One or more key words must be provided to highlight your workshop. Examples of key words: Personalized Medicine, Health Technology Assessment, Clinical Trial Agreements.

Level of Difficulty (Select one):

- Basic: Appropriate for individuals new to the topic/subject area.
- Intermediate: Appropriate for individuals who already have a basic understanding of the topic/subject
- Advanced: Appropriate for individuals with an in-depth knowledge of the topic/subject area.

Learning Objectives (400 character limit, including spaces): Please provide 2-3 learning objectives that clearly explain what participants should be able to do after attending this event. Click [here](#) for a list of suggested verbs to create these objectives.

Overview (250 character limit, including spaces): Please provide 2-3 sentences summarizing your abstract. This summary will be used as the overview description in the DIA program for marketing purposes.

Abstract Details (2,000 character limit, including spaces): Please provide complete details about your abstract. Information such as scientific, technical, process issues, design/methods, results/outcomes, case studies, statistics, key findings, etc., that would support why your abstract should be included. This information will be used by the Program Committee to learn more about the purpose of your abstract.

If the abstract is being submitted on behalf of a specific DIA Community, please note that here.

Workshop Interactivity (1,000 character limit, including spaces): Please describe the manner in which this workshop will be interactive and/or how the attendees will participate (role playing, simulation, etc.)

Notes to Authors:

- Engage and Exchange is a fast-paced, informal, and highly interactive collaborative learning environment. The goal is to foster peer to peer networking and education, with attendees exchanging best practices and finding solutions to common challenges.
- Engage and Exchange (E&E) sessions are 60 minutes to an audience of no more than 50 people, with content focused on case-studies and solving real-world problems in a collaborative environment.
- Facilitators will be responsible for encouraging you to recall and analyze information, share their personal experiences, draw conclusions, and/or practice new skills.
- The focus of an E&E session is to have you work together, and the role of the chairs and speakers should be to facilitate these discussions with less emphasis on a didactic presentation.

Room/equipment needs (200 character limit, including spaces): Please describe any room setup and/or equipment that you will need for your workshop.

Notes to Authors:

- It will take place in a dynamic workspace within the Exhibit Hall, during exhibit hours.
- Attendees will be sitting at round tables for group work.

Submit Your Abstract at DIAglobal.org/Abstracts