



# DIA Global Annual Meeting

## Program Participant Readiness Webinar: Driving Insights into Actions – Part 1

Wednesday, February 28, 2019  
10:00 – 11:00 AM ET

DIA



# Welcome Global Annual Meeting Session Chairs and Speakers!

Please feel free to provide feedback and questions during the webinar **via the Q&A feature**.

There will be a Q&A panel at the **end** of the session.

Questions and feedback will be addressed, at the end, during the Q&A panel discussion.



# Why Have we Called You all Here?

- ▶ This June, 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, YOU, coming from all over the 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



**Meredith  
Kaganovskiy**

Sr. Project Manager,  
Annual Meeting, DIA



**Jonathan  
Andrus**

Chief Business  
Officer

Clinical Ink

Member of the DIA  
Annual Meeting  
Program Committee



**Robin Whitsell**

President

Whitsell Innovations,  
Inc.

Member of the DIA  
Annual Meeting  
Program Committee



**Maureen  
Lamplugh**

Annual Meeting  
Project Specialist DIA



**Pauline  
Sylvester**

CE Manager,  
Americas, DIA

# During this Webinar, We will Cover



Global Annual Meeting Overview:  
Audience Profile and Session Formats



Planning a Stress-Free Session



Promoting your participation:  
Social Media Basics



Continuing Education and Credits



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!



# Think DIA

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

DIA



A large, diverse group of people, seen from above, are arranged in a large circle on a white background. In the center of this circle is a solid teal circle. Inside the teal circle, white text describes the DIA association. The people forming the outer circle are of various ages, ethnicities, and are wearing different colored clothing, creating a vibrant, multi-colored ring.

DIA is a **global** association that mobilizes life science professionals from **across all areas of expertise** to engage with patients, peers, and thought leaders in a **neutral** environment on the issues of today and the possibilities for tomorrow.



A top-down photograph showing a large number of hands of various skin tones stacked in a circular pattern on a light-colored floor. In the center of this circle is a solid green circle containing the white text 'DIA'.

# DIA

Neutral. Global. Multidisciplinary.





## MISSION

DIA is the **global forum** for knowledge exchange that **fosters innovation** to raise the level of health and well-being worldwide



## VISION

DIA is your **essential partner** in **catalyzing** knowledge creation and sharing to **accelerate** healthcare product development



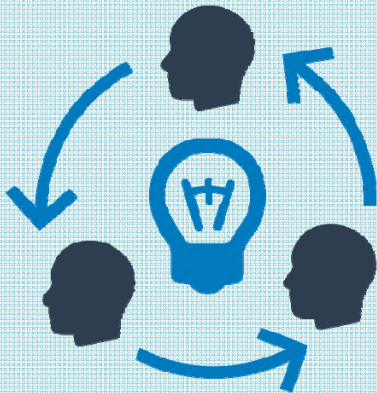
## CORE VALUES

**Neutrality**, Diversity, Integrity, Respect, Engagement, Trust, Dignity, Accountability, Passion, Responsibility

# DIA – Igniting Conversations and Bridging Gaps to Drive Positive Change in Healthcare



DIA is a **global** association that mobilizes healthcare and life science professionals...



...from across **all areas of expertise** to engage with patients, peers, and thought leaders...



...in a **neutral environment** on the issues of today and the possibilities for tomorrow

# Tens of Thousands of Individuals Sharing Knowledge to Advance Healthcare



Providing healthcare stakeholders with needed insights enabling them to bring safe, efficacious and accessible products to patients

Neutral

Global

Multidisciplinary

# About the Global Annual Meeting

Everyone passionate about working at the global intersection of science, healthcare, and regulation come together at DIA. No barriers, just dialogue among thought leaders and regulators who may not otherwise connect.

As the largest, longest-running event in the life sciences industry, this gathering is designed to foster the international exchange of actionable insights to improve health globally through the advancement of lifesaving medicines and technologies.





# As Program Participants for the DIA Global Annual Meeting: You Play a Critical Role in Keeping our Gears Turning



# Brief Overview of the DIA Annual Meeting Audience Members and Expectations

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

DIA



**38%**

Director

**23%**

Manager

**11%**

Vice President

**7%**

Clinical

**6%**

President/CEO

# Key Reasons Why Folks Attend DIA



Access New Knowledge that Stimulates  
New Thinking



Leverage Communities for Continuous  
Leadership Connectivity



Connect with Global Influencers to  
Collaborate on Actionable Solutions



Address Specific Career Development Needs



# 13 Education Tracks



Clinical Safety and Pharmacovigilance



Clinical Trials and Clinical Operations



Data and Data Standards



Medical Affairs and Scientific Communication



Patient Engagement



Preclinical Development and Early-Phase Clinical Research



Project Management and Strategic Planning



R&D Quality and Compliance



Regulatory



Regulatory CMC and Product Quality



Statistics



Value and Access



Professional Development

# The DIA Global Annual Meeting Audience:



- ▶ While **primarily attended by individuals from North America**; will also attract individuals from Europe, Latin America and Asia Pacific and **our content is expected to reflect a global perspective**
- ▶ At its core includes individuals that have been **in the industry for 10+ years**.
- ★▶ **Expect more in-depth perspective** of the content and real world application versus high level overview.
- ★▶ Is very **SENSITIVE TO commercial bias**

Point from  
Evaluation

Most Critical  
Points about  
our audience

# 3 Goals to Keep in Mind when Your Preparing Content

1. Have a global focus or perspective
  - if applicable to your content
2. You are encouraged to have interdisciplinary content
  - Your topic may have a broader interest beyond the traditional participants that attend sessions within this track.
  - Many attendees opt to personalize their experience by mixing and matching sessions within a variety of tracks
3. Provide examples of real-world application.
  - What are the lessons learned and experiences to share?

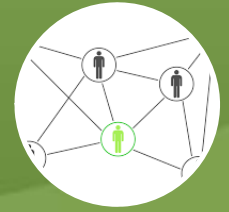
# Global Annual Meeting Learning and Session Formats

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

DIA



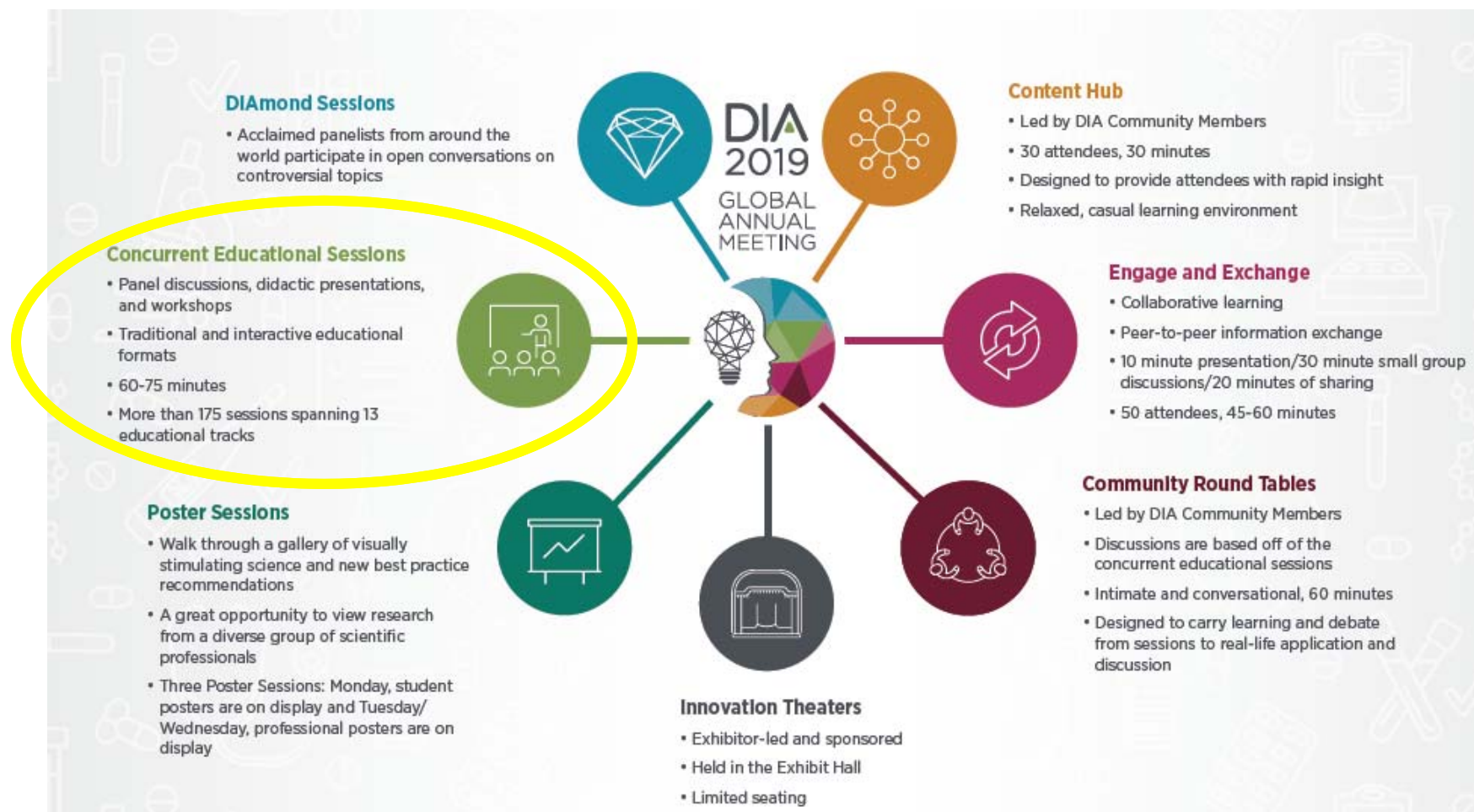
# A New Way to Approach Session Planning



Give as much attention to **PARTICIPATION**  
as you do to information

Conferences have grown beyond attending just to listen to someone speak; we have the internet for that. Instead, face-to-face events should be about engagement, participation, and discussion, as a means to learn beyond listening to information

# Learning Formats



# Session Formats: Staging Arrangements



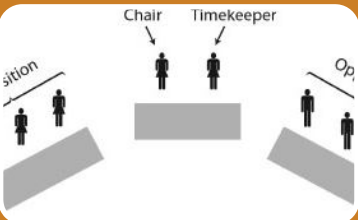
## Talk Show

- Panel discussions
- This set is perfect for hosting a conversation of 2 or more panelists; no head table is used, panelists often sit in nice chairs set in a semicircle to allow panelists to connect with one another and the audience



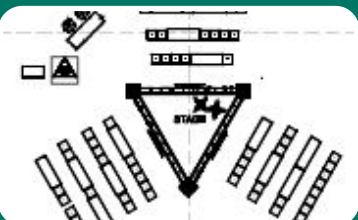
## Runway

- Didactic
- Works best with 1 speaker presenting at a time; great for story telling, this set brings the speaker closer to the audience; speaker(s) must be comfortable walking while talking.



## Debate

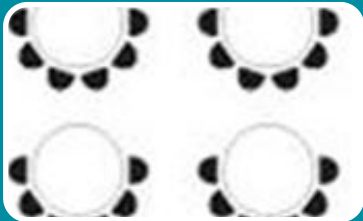
- Didactic
- Ideal for presenting opposing sides of an issue; the stage to be set with two lecterns or sets of tables with a central head table for moderators



## Theatre in the Round

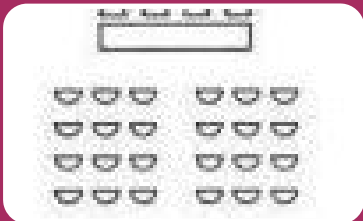
- Didactic or small moderated discussion
- Staging enhances presentations that can be shared via a storytelling method or via a moderated conversation; great for introducing a more immersive environment; allows for a strong connection between the speaker(s) and audience
- Warning: this is a 360° stage; speakers must be comfortable with being surrounded by the audience

# Session Formats: Seating Arrangements



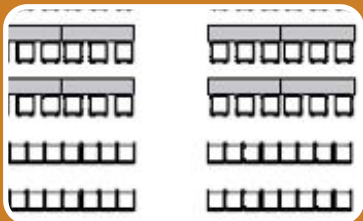
## Cabaret or Crescent Round Sets (Workshop Rooms)

- Either interactive or didactic presentations
- This seating style is great for bringing the audience in closer to the speaker(s). Works well for speakers that enjoy the storytelling method of presenting; seating works for both audience discussions or didactic presentations



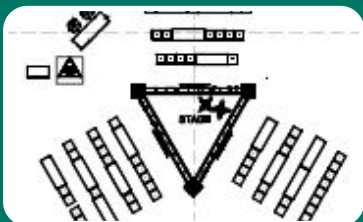
## Theatre Set

- Didactic
- Traditional meeting room seating; rows of tables with chairs or just chairs set facing the stage
- Ideal for topics that are meant to be informative and often have a large amount of data to present



## Mixed Seating

- Didactic
- A combination of classroom style, theatre seating, crescent rounds, and high cocktail tables give attendees the opportunity to choose how they would like to sit or even stand during the presentation.



## Theatre in the Round

- Didactic or small moderated discussion
- Staging enhances presentations that can be shared via a storytelling method or via a moderated conversation; great for introducing a more immersive environment; allows for a strong connection between the speaker(s) and audience
- **Warning:** this is a 360° stage; speakers must be comfortable with being surrounded by the audience



# Session Tools

Look for the request form at the end of April!

## ▶ Audience Response System (ARS)

- Our system allows presenters to embed interactive activities directly into their presentation. The audience responds via SMS texting on their phones or through the DIA App.
- Can be utilized with any session room format

## ▶ CatchBox

- A tossable microphone that makes Q&A lively
- Most effective in a workshop room set (e.g. crescent rounds)



# Session Planning Tools are Available NOW in Speakers Corner



## Planning Resources for Session Chairs!



## Tips for Q&A Success: As the Session Chair/Moderator

- Announce the Q&A session timing at the beginning of the session: This accomplishes two things:
  1. Your audience is reassured that they will get to ask their questions
  2. Your audience is encouraged to start thinking of questions.
- As the Q&A session begins, let your audience know how much time you have: "We have about fifteen minutes for your questions." and how the Catchbox will be used (prep notes will be kept at the podium; see copy on next page)
- Don't end the Q&A session abruptly. Let the audience know: "We have time for two or three more questions."
- When your speakers have finished answering questions, **repeat the main theme or key messages of your session, or repeat the call to action if applicable.** This technique will bring closure to the process and reinforce your messages.

DIA

# How to Have a Stress-Free Session

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

**DIA**

# Having a Strategy For Your Session is Key



- Understand the overall objective of your session
- Work with your presenters to ensure that their respective content aligns with and supports that objective
- Ensure that the content of each presentation compliments and, preferably, builds on each other

# Some Take-a-ways from Session Surveys - 2018

1. Need More Advance Content/Sessions
2. Increase efforts in encouraging sessions to deliver take-a-ways and to provide examples of real-world application
3. Ensure your session is being accurately described. The session description and learning objectives must match what will be presented.



# Overall Logistics

## ► How are you all going to connect?

- How often will you meet?
- Try to schedule regular calls early with everyone... trying to schedule ad hoc calls can be tricky (or impossible) – make sure that you take minutes/actions and share with all

## ► Timelines/Deadlines

- In addition to the DIA deadlines, set your own interim milestones to make sure you get things done
- FOLLOW UP with your speakers on slides and any other commitments – offer help, if needed – reach out to your shepherd, too.
- Ensure you leave time for speakers to get their slides cleared by their employers, if applicable (especially if they have to do so with drafts before they can share those with you)
- Proactively reach out to DIA for clarification if you're not sure – don't wait for the reminder

## ► YOU are accountable

- Set meetings, follow up on timelines, send reminders, etc.

# Think Outside the Box

- ▶ Consider different ways of presenting information
  - Presentations, Panel Discussions
  - Live Polling
  - Debate
  - If you don't have a case study, can you make one up?
- ▶ Be open to working with different room setups – be flexible

DIA Resources:  
Visit [Speakers Corner](#) for Look Books on Polling, Using a Catch Box Mic, and Session Formats

# You have experts – manage them appropriately

- ▶ Your role as session chair is to lead these experts for 60-75 minutes
  - What expertise and perspective do they bring? Make sure you leverage it!
- ▶ Weave key takeaways throughout the session, but watch for redundant content
  - Repetition of a message can be good when appropriate, but redundancy of message is not!
  - Ideal if speakers refer to points that other speakers in the session made – requires coordination in advance
  - Ask your speakers to end their presentations with a takeaways/summary slide
- ▶ Rehearse in advance
  - By teleconference, before the meeting
  - In person, at the meeting – share a drink/meal and rehearse!
  - Time the presentations and make sure you leave time for Q&A

# Timing is key...

- ▶ Ask your presenters to arrive in the room at least 15 minutes before the session – reduces anxiety for you!
  - Ensure you have contact info as well for any last minutes issues
- ▶ Nothing derails a great session more than by having one (or more!) of your speakers speak *much* longer than you had planned...
  - Review slides in advance – good rule of thumb is no more than 1 slide per minute of presentation time
- ▶ Not having adequate time for Q&A is a common complaint – don't let this happen to your session
  - Let your speakers know that you will give them a time check

# Speaking of Q&A ...

- ▶ Prepare a few questions to kick things off, just in case
  - Share your questions with the panel in advance to allow them to prepare
  - Consider prompting people who you know will attend the session to ask questions (personal touch)
  - Ask your presenters to share some questions, too
    - If there is a point that they want to make that wasn't in their presentation, or something they want to emphasize. These make great questions!

DIA Resource:  
Plan for Q&A success with our [guide with quick tips](#) and tricks to make a big difference in your session/forum



# Be grateful!

- ▶ Thank your presenters!
  - At the session and via email after the annual meeting



# Shout it Out! Tips for Promoting Your DIA Session

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

DIA

# Robin Whitsell



# Why So Noisy?

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



Image source: [https://www.instagram.com/p/BuSyFKOne\\_D/?utm\\_source=ig\\_embed](https://www.instagram.com/p/BuSyFKOne_D/?utm_source=ig_embed)

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# 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



*I'm speaking!*

~2 Weeks Before the Meeting if  
you aren't able to add it to your  
signature sooner



Be sure to insert this direct link to the DIA 2019 website:

[http://www.diaglobal.org/en/flagship/dia-2019?utm\\_medium=socialmedia&utm\\_source=socialmedia&utm\\_content=DIA\\_2019\\_speaker\\_badge&utm\\_campaign=19001&utm\\_type=ag](http://www.diaglobal.org/en/flagship/dia-2019?utm_medium=socialmedia&utm_source=socialmedia&utm_content=DIA_2019_speaker_badge&utm_campaign=19001&utm_type=ag)

<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



# 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
- ▶ 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-twitlers-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:

- ▶ Add your “I’m Speaking” too far in advance
- ▶ 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](#)

- ▶ Repeat the same content in a short time window

# Chronicle

- ▶ Keep a running list of conference highlights and gems for post-conference engagement



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

# Continuing Education Overview

Pauline Sylvester  
CE Manager - DIA

DIA

# DIA Applies for CE Accreditation From



# How Do I Know What CE My Session will be 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 will be viewable within the online program

CE credit calculations and Assignments are expected to be available by mid April



# 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.**
- ▶ Presentation must not be commercial or promotional.
- ▶ 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

# Next Steps and Deadlines

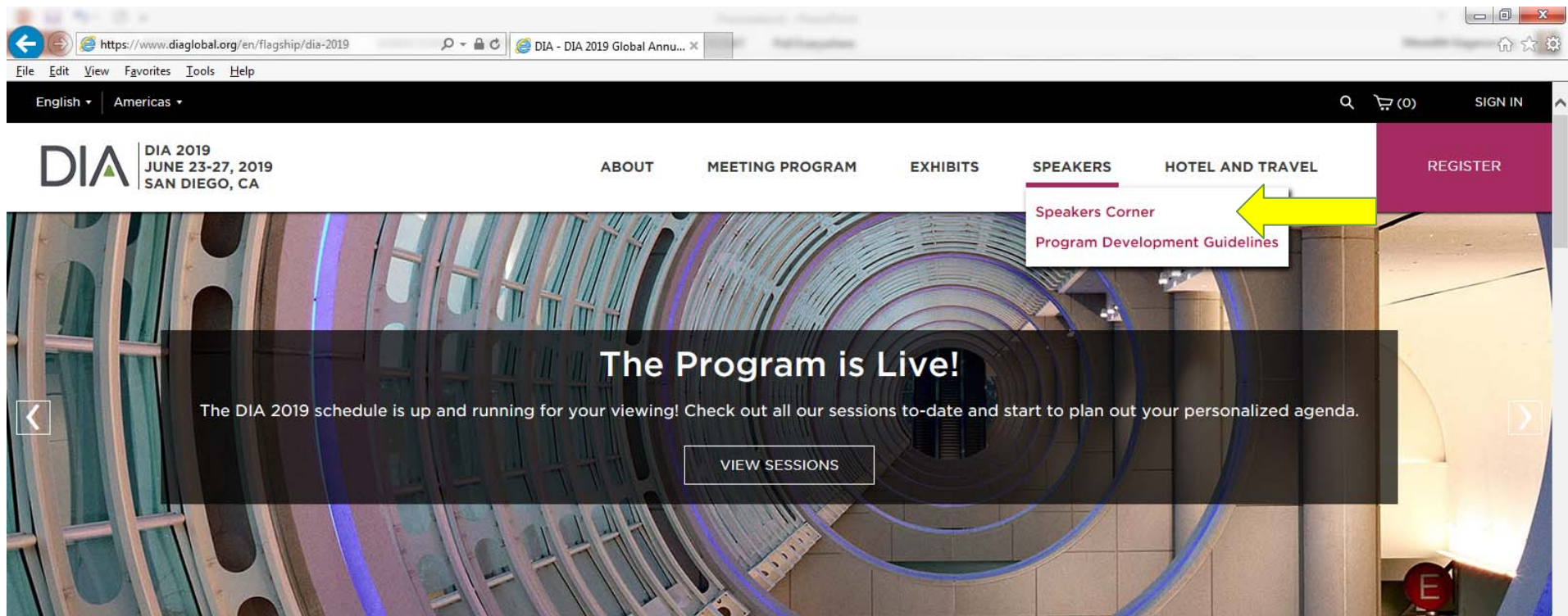
Maureen Lamplugh  
Annual Meeting Project Specialist - DIA

DIA

# Speakers Corner: Your 1 Stop Shop for the Global Annual Meeting!

- [Speakers Corner](#) is located on the DIA Global Annual Meeting website, within the “Speakers Menu”, and is the **GO TO for ALL PROGRAM PARTICIPANTS** for core pieces of planning information

[www.DIAglobal.org/DIA2019](http://www.DIAglobal.org/DIA2019)



# Accessing and Navigating Speakers Corner

► [Log in](#) with your DIA user id and password

The screenshot shows the DIA 2019 Speakers Corner website. The browser address bar displays <https://www.diaglobal.org/en/flagship/dia-2019/speakers/speakers-corner>. The website header includes the DIA logo, the event details "DIA 2019 JUNE 23-27, 2019 SAN DIEGO, CA", and a navigation menu with links: ABOUT, MEETING PROGRAM, EXHIBITS, SPEAKERS, HOTEL AND TRAVEL, and a prominent REGISTER button. A left sidebar contains a list of links: SPEAKERS, SPEAKERS CORNER, PARTICIPANT AGREEMENT, PROFILE & DISCLOSURE, SPEAKER RESPONSIBILITIES, PROGRAM DEVELOPMENT GUIDELINES, CALL FOR SPEAKERS QUESTIONS?, and CONTACT US. A yellow arrow points from the SPEAKERS CORNER link in the sidebar to the main content area. The main content area is titled "Speakers Corner" and contains a welcome message, instructions to review the Program Development Guidelines and fill out the Participant Agreement and Profile & Disclosure information, and sections for "Preparing for DIA 2019" which include two webinar announcements and a resource module. A second yellow arrow points from the text "Participant Agreement and Profile & Disclosure information" to the "PARTICIPANT AGREEMENT, PROFILE & DISCLOSURE" link in the sidebar. The footer contains a cookie consent message and a 100% zoom indicator.

Back to DIA 2019 Global Annual Meeting

**SPEAKERS**

**SPEAKERS CORNER**

PARTICIPANT AGREEMENT, PROFILE & DISCLOSURE

SPEAKER RESPONSIBILITIES

PROGRAM DEVELOPMENT GUIDELINES

**CALL FOR SPEAKERS QUESTIONS?**

Contact: The Annual Meeting Team

[Send Email](#)

**CONTACT US**

## 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.

Please review the [Program Development Guidelines](#) that includes important information about your participation. After that fill out your [Participant Agreement and Profile & Disclosure](#) information.

### Preparing for DIA 2019

#### 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. Scheduled for Thursday, February 28 from 10:00 - 11:00 AM ET. Be on the lookout for a sign up email.

#### Program Participant Readiness Webinar: Driving Insights into Actions - Part 2

Put the best possible presentation forward, learn more about the Epac System for uploading presentations, a summary of upcoming deadlines, and what to expect onsite. To be scheduled in May.

#### Program Participant Resource Module

This website uses cookies. Click [accept cookies](#) to continue. Or you can disable cookies, but it will affect your experience. [Learn more](#)

100%

# List of Action Items- Make sure...

- ▶ **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**
  - **FASTEST way to check** – view the online program at <https://www.diaglobal.org/en/flagship/dia-2019/program/sched>
- ▶ **For the printed program, all program information must be complete/final by April 12, 2019.** Additional session information received after the April 12 will appear within the DIA App and online program agenda.
- ▶ **DIA has your photo and bio on file**
  - Send a high-resolution photo headshot, in jpg format, to [AnnualMeetingProgram@DIAglobal.org](mailto:AnnualMeetingProgram@DIAglobal.org). Please include *DIA 2019 photo headshot* in the subject line
  - A brief biography (750-character limit), can be submitted and/or updated within Speakers Corner



# Summary of Important Dates:

- ▶ **April 12** – deadline for information submitted to be included in the final printed program. Updates can still be submitted and they will be updated in the DIA mobile app and online Program Agenda
- ▶ **Last week of April** – DIA PPT templates to be made available
- ▶ **May 2**- EPAC website opens for PPT upload and email sent from EPAC administration with instructions on how to upload presentations; Deadline for submitting a CE disclosure
- ▶ **June 14**- final deadline for upload to allow review time
- ▶ **June 17-21** – presentation review period

Additional information on these deadlines will be shared via email and discussed during part 2 of this webinar (in early May)

# Need Assistance

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



It's Q&A Time!

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

Remember: to submit a question, use the Q&A feature  
found on the lower right side of the screen.



DIA

# MORE Session Planning Resources Coming Soon!

- ▶ **Session Planning Check List** *(by end of February)*
- ▶ **DIA 2019 Meeting Room Fact Sheet** *(beginning of April)*
  - a high level summary of meeting room information to aid in your session planning
- ▶ **Program Participation Readiness WEBINAR – Part 2**
  - To be Scheduled in early May
  - Highlights include:
    - Using our EPAC slide management system
    - Giving Effective Presentations
    - On-site Expectations



**DIA GLOBAL ANNUAL MEETING BOSTON | JUNE 24-28 2018**  
driving insights to action!

**DIA 2018 Meeting Room Fact Sheet**  
Boston Convention and Exhibition Center (BCEC)

DIA is excited to be offering new and traditional meeting room sets at this year's meeting. We did our best to accommodate requests as possible. Please refer to your meeting room assignment notification letter for your session's meeting room. Make numeric order within the grid below. If you have any meeting room questions, please contact Meredith Kaganovskiy, Sr. Proj. Meeting, at [Meredith.Kaganovskiy@DIAglobal.org](mailto:Meredith.Kaganovskiy@DIAglobal.org).

Level	Section	Room Sample Diagram	Session Format, Supported by Room	Notes	Staging	Audience Seating
1	Northeast	151AB	Traditional		Podium, head table	Mixed Seating: Crescent rounds, classroom, and theater seating
1	Northeast	151AB	Run Way	Only for session #359	Podium, seating for speakers (no head table), runway added	Mixed Seating: Crescent rounds, classroom, and theater seating
1	Northeast	153ABC	Talk Show, Traditional		Podium, nice chair set in wide semi-circle, coffee tables	Mixed Seating: Crescent rounds, classroom, and theater seating

**Boston Convention and Exhibition Center (BCEC) Site Map for DIA**

DIA 2018 - June 2018  
100% Boston View

146 Chairs

Standard: DIA laptop, 2 screens, podium mic, table mic, wireless mic, wireless slide mic (unless session is using the Catchbox mic), remote for advancing slides, confidence monitor

# Thank You for Attending!

