



CALL FOR DIA COMMUNITY ROUND TABLE DISCUSSIONS

SUBMISSION DEADLINE: MARCH 3

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Community Round Table Discussions are 60-minute DIA Community member-facilitated discussions that are inspired by sessions within the DIA 2021 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.

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Community Round Table Discussion Request Submission Form

Step 1: Review the DIA 2021 Preliminary Program

Using our searchable program, identify sessions 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: On-demand and Thursday afternoon sessions are not eligible for Community Round Table Discussions.**

Step 2: Complete a Request Submission Form

Once you have narrowed down your session choices, 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. In preparation for completing the request submission form, please review the [Community Round Table Discussion FAQ](#) and [Community Round Table Discussion Look Book](#).
3. 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](#)).
4. All Community Round Table proposals must be submitted via the online submission site by 11:59PM ET on March 3. Notifications will begin the week of March 8.
5. Community Round Table Discussions will be scheduled Monday, June 28-Thursday, July 1. Please note, all accepted Community Round Table Discussion facilitators must be registered for the [DIA 2021 Global Annual Meeting](#).
6. Co-facilitators are permitted. Please reference their name, affiliation, job title, and contact information in the submission form.
7. If you are collaborating with multiple Communities, please only submit one request form on behalf of the group.
8. For questions regarding Community Round Table Discussions, please contact Jess Warner at Jess.Warner@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.
- 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 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 March 8.

Potential Revisions

Please note that DIA and the DIA 2021 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 Jess Warner at Jess.Warner@DIAglobal.org.

Submission Deadline: March 3

Notification: Week of March 8

Meeting Dates: June 27-July 1

Community Round Table Discussions: Monday, June 28-Thursday, July 1

Please submit all request forms online at:
<https://www.surveymonkey.com/r/2021CRT>