

Content Hub Look Book

A Guide to Making the
Most of Your Virtual Rapid
Learning Session



DIA 2021
GLOBAL ANNUAL MEETING
VIRTUAL | JUNE 27-JULY 1

Table of Contents



Content Hub Overview



Developing Your Virtual Presentation



What to Expect from Presentation Development to Presentation Day



Technical Requirements and Set-Up



This Look Book is filled with a multitude of reference information and tips to aid in your role as a virtual Content Hub speaker!



Content Hub Overview

Learning Formats: The Content Hub Adds an Unconventional Element to Our Virtual Program Offerings!

← *Didactic/Passive Learning, Larger Audience*

Interactive, Active, and Personalized Learning, Smaller Audience →



DIAMond Sessions

- Acclaimed panelists from around the world representing multiple stakeholders
- Open conversations on today's most controversial topics



Concurrent Educational Sessions

- Panel discussions, didactic presentations, and workshops
- Traditional and interactive educational formats
- 60 minutes
- More than 175 sessions spanning 13 educational tracks



Soapbox Sessions

- TED-style format
- Informal speech with open discussion between the speaker and audience
- 30 minutes



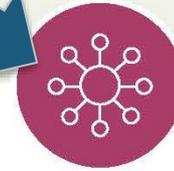
Innovation Theaters

- Exhibitor-led and sponsored
- Held in the virtual Exhibit Hall
- Limited seating
- 20, 30, or 45 minutes



Preconference Short Courses

- Half-day sessions
- Deep-dive into a specific topic area
- Up to 50 attendees
- Traditional and interactive educational formats



Content Hub

- Led by DIA Community Members
- Rapid insight in a relaxed and casual learning environment
- 30 attendees
- 30 minutes



Community Round Tables

- Led by DIA Community Members
- Intimate and conversational discussions based off specific educational sessions
- Carry learning and debate from sessions to real-life application and discussion
- 45-60 minutes



e-Poster Sessions

- A gallery of visually stimulating science and new best practice recommendations
- Research from a diverse group of scientific professionals

Learn More About Our Session Formats at DIAGlobal.org/DIA2021



Content Hubs are presented **LIVE** during DIA 2021.

Content Hubs are all about
learning through rapid insights.

This is an activity where attendees will have the opportunity to interact with members of DIA Communities and participate in a conversation to gain rapid insight in a subject of value or attain a deeper perspective listening to information.

Developing Your Virtual Presentation



Organizing Your Virtual Session: Formula for Success

A vital component of the Content Hub is the opportunity for the audience to participate in active Q&A.

Take 5-10 minutes to frame your session. What is the group going to do over the next 30 minutes?



Use the last 20-25 minutes to facilitate an open discussion.

Don't Forget to Prepare Questions to Open the Discussion!



Be prepared to draw the turtle (aka attendee) out of their shell!

Develop 2-3 questions to pose to the audience after your presentation. This will ensure attendees engage in the discussion and prevent any awkward silences!

What to Expect from Presentation Development to Presentation Day

What's Next?

DIA will send instructions for accessing your session during the virtual meeting.

If you're using a PowerPoint presentation, it must be uploaded into the online presentation management system 3 days prior to your session date.

DIA 2021
June 27-July 1, 2021
Sign in and facilitate the live discussion

Prior to the virtual meeting: DIA will send an INVITATION to attend a virtual speaker training session.

What to Expect Day of Presentation



- ▶ DIA 2021 will be hosted on the MeetingPlay platform.
- ▶ In late May, all speakers will have a training session with MeetingPlay.
 - This training will be recorded, but we encourage all speakers to participate in order to ensure questions are answered and you are full prepared for the virtual experience

Technical Requirements and Set-Up

DIA Tools for Setting the Stage

Our scene setting tools help uphold DIA's stance on neutrality by maintaining a cohesive and commercial bias free experience for attendees.

DIA Slide Deck Template

DIA 2021 has a specific slide template, to be used, for all slide presentations (with the exception of regulatory agencies).

Regulatory agencies may proceed with their own template.

[Standard Template](#) | [US Agency Template](#)



DIA Virtual Background

DIA has created a virtual meeting background for program participants to use. Using a DIA background is optional. Please note, while Program Participants may choose to use another background, company branded backgrounds are not permitted.

[DIA Virtual Background 1](#)



Lights, Camera, Action!

Attendees want to see YOU just as they would during a face-to-face meeting.

Camera Positioning and Lighting

Be sure that your camera is properly positioned on the main monitor you will be using for the virtual meeting. Make sure it's in a stable position and focused at your eye level. Doing so allows for more direct engagement with the other meeting participants. Also, be sure you have good lighting; natural side lighting is usually the best.

[Check out these pro tips from Articulate](#)

Appearance

When attending a virtual conference with video, the rule is to dress as if you were in the office. Remember, that appearance is not limited just to you. Be aware of the condition of your surroundings. Messy piles of paper on your desk? Piles of laundry? Stack of dirty dishes? Anything else distracting behind you or in view of the camera?

Multi-tasking

Eliminate distractions and focus on the meeting. Turn off notifications, close or minimize running applications and mute cell phones, streaming radio, etc., are

Questions?

If you have any technical or program questions, please contact the Jess Warner at Jess.Warner@DIAglobal.org.

Looking for additional resources?

View the [Content Hub FAQ](#) and visit [Speakers Corner](#) for our full set of resources related to DIA 2021. Resources will be added throughout the planning process.

We cannot say this enough

Thank you!

Thank you so much for participating in our virtual Global Annual Meeting. We are striving to make the most out of virtual meetings and appreciate your willingness to work and support us with this initiative.