

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

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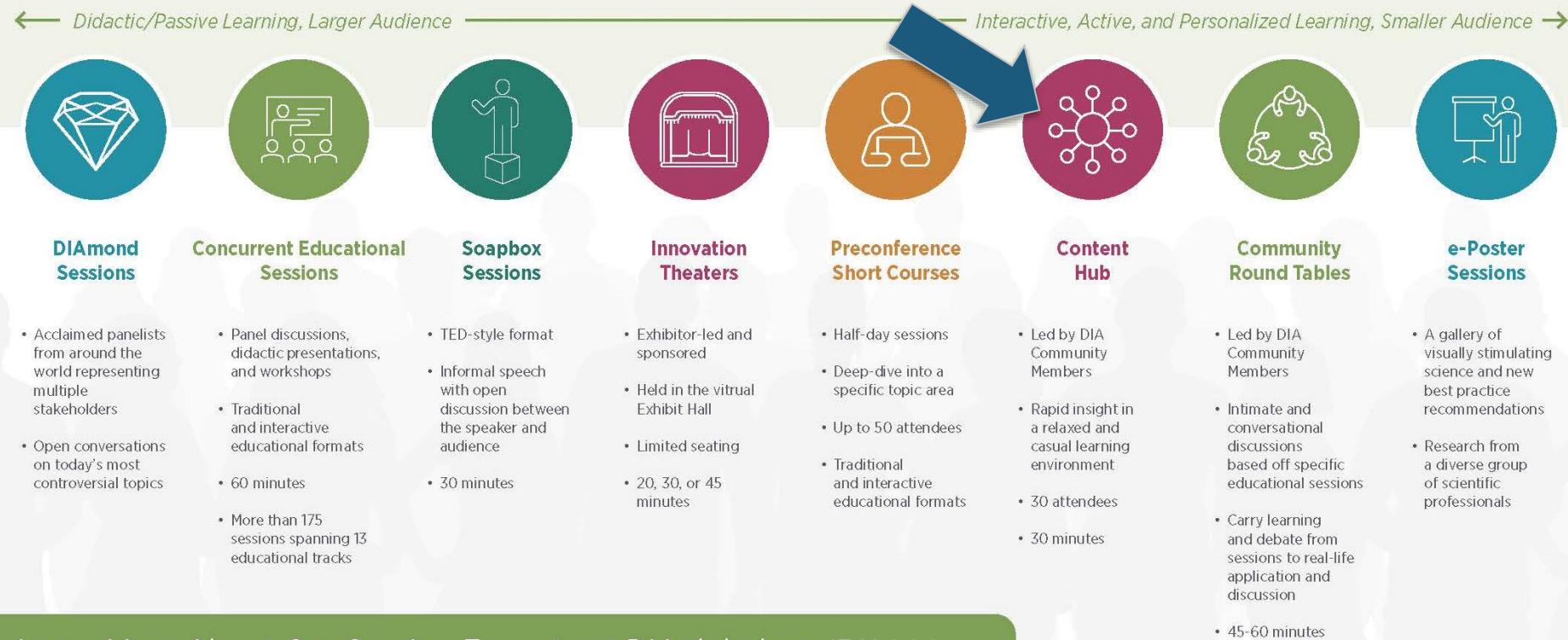


This Look Book is filled with a multitude of reference information and tips to aid in your role as a virtual Content Hub speaker!



Content Hub Overview

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



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



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 15-20 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 weeks prior to your session date.

DIA 2021 VIRTUAL MEETING

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.

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

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 – To be emailed early May

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.

DIA Virtual Background Options

DIA has created 3 virtual meeting backgrounds for program participants to choose from. 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](#) | [DIA Virtual Background 2](#) | [DIA Virtual Background 3](#)



Questions?

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

Looking for additional resources?

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. #adapting