



DIA2021  
GLOBAL ANNUAL MEETING

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JUNE 27-JULY 1

Program Participants Guide

# Recording with Zoom Look Book



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# In this Look Book, We will Cover



Virtual Meeting Overview



This Look Book is filled with a multitude of reference information and tips to aid in your role as a Program Participant for DIA!



What to Expect



Pro Tips for Participating in an Online Session



Preparing to Participate: Technical Requirements and Set-Up



# Defining the DIA 2021 Virtual Meeting



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The flow of knowledge continues through another means...virtual speaking.

We are creating a new means for our attendees to have the opportunity to learn and interact with thought leaders via leveraging a professional virtual conference platform to build a virtual meeting environment.

This will be a blended learning experience comprised of LIVE, Semi-LIVE (pre-recorded sessions with live Q&A with attendees) and On-Demand sessions.



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# Virtual Meeting Notes

- ▶ This is a **blended learning experience** designed to connect thought leaders and attendees in a virtual environment accessible from anywhere in the world through an online platform.
- ▶ The **DIA 2021 Virtual Meeting will be comprised of LIVE, Semi-LIVE** (pre-recorded sessions with live Q&A during the playback) **and On-Demand session access.**
- ▶ A member of the **DIA digital planning team will be reaching out** to all DIA 2021 session participants (Chairs and Speakers) **to schedule Session Recording dates for Semi-LIVE and On-Demand sessions.**
- ▶ The **DIA 2021 Virtual Meeting is scheduled for June 27 – July 1, 2021.**

# How it All Works: Semi-LIVE Sessions



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Install Zoom on your computer  
(refer to page 21 for the link)

Prior to Virtual Meeting Day:  
DIA will send Session Chairs  
and Speakers one last/new  
INVITATION with  
MeetingPlay Access

DIA 2021 VIRTUAL MEETING!!

June 27 – July 1, 2021

Session Chairs and Speakers  
will sign in and participate  
in a live chat/Q&A during the  
playback of their session.

Chairs will be asked, by DIA, to  
help with coordinating potential  
dates/times for recording.  
Provide availability for  
recording your session to your  
Chair.

Recording Day! Sign into  
Zoom and have fun. There will  
NOT be a live audience. That  
comes later.

Slide Decks: must be uploaded  
into the online presentation  
management system 3 days  
prior to your session recording  
date.

Prior to recording your session:  
DIA will send Session Chairs  
and Speakers an INVITATION  
with Zoom access.

# How it All Works: On-Demand Sessions



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Install Zoom on your computer  
(refer to page 21 for the link)

Following the recording of  
your session, DIA will add  
your session to the DIA 2021  
On-Demand library.

DIA 2021 VIRTUAL MEETING!!  
June 27 – July 1, 2021  
Attendees will have access to  
your session during and after  
the virtual meeting for on  
own/anytime access.

Chairs will be asked, by DIA, to  
help with coordinating potential  
dates/times for recording.  
Provide availability for  
recording your session to your  
Chair.

Recording Day! Sign into  
Zoom and have fun. There will  
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Slide Decks: must be uploaded  
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# Session Recording Schedule

Chairs will be contacted by Maria Ramos in the coming weeks to schedule your session recording with a DIA Staff Member. **Your session will be recorded as a group.** The recording session will be a 90-minute Zoom call.

**Recordings will follow the schedule below:**

**On Demand Sessions**  
will be recorded  
**May 3 – May 7**

Sessions on  
**Monday, June 28<sup>th</sup>**  
will be recorded  
**May 10 – May 14**

Sessions on  
**Tuesday, June 29<sup>th</sup>**  
will be recorded  
**May 17 – May 21**

Sessions on  
**Wednesday, June 30<sup>th</sup>**  
will be recorded  
**May 24 – May 28**

Sessions on  
**Thursday, July 1<sup>st</sup>**  
will be recorded  
**June 1 – June 4**

# Day of Session Recording, What to Expect

Semi-LIVE and On-Demand sessions will be pre-recorded before the Virtual Meeting

## Step 1

**Open the Zoom appointment**, from DIA, and select the sign-in link.



## Step 2

**Say hello to your fellow session participants and DIA host** (staff person).  
*Note: The first 30 minutes of the recording session is dedicated to ensuring all session participants can log in followed by a brief run through before we start recording the session.*



## Step 3

**Presentation Time!**  
It's show time. Have fun sharing your presentation.

*Note: when it's your time to shine, unmute your mic, and control of the slide deck will be passed to you. There will be no Q&A on session recording day.*

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# Day of the Virtual Meeting, What to Expect



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- ▶ The 2021 Global Annual Meeting will be hosted on the MeetingPlay platform.
- ▶ In late May, all speakers will have a training session with MeetingPlay on how to handle the Q&A portion of your presentations.
  - 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





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# Best Practices for Preparing and Participating in a Virtual Meeting

# Pro Tips for Session Chairs



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The same strategy that applies to face-to-face meetings,  
applies to virtual meetings



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



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# General Pro Tips

- ▶ Session Chairs/Speakers Should Meet Up in Advance of the Recording Day
  - Try to schedule a call to review content and slides for each presentation
- ▶ Nothing derails a great session more than having one (or more!) speaker(s) speak much longer than had been planned...
  - Session Chairs, try to review slides in advance – good rule of thumb is no more than 1 slide per minute of presentation time
- ▶ Sign into the Recording Day and Live\* Virtual Meeting on-time \*applies to LIVE and Semi-LIVE sessions



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# Pro Tip for Q&A: Semi-LIVE Sessions

- ▶ Prepare a few questions to start things off in MeetingPlay's Q&A feature
  - Session Chairs:
    - Share your questions with the panel in advance to allow them to prepare
    - 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!

Note: applicable to sessions that will have live Q&A either during or following their Semi-Live session.

Q&A will not be part of the recording day for On-Demand sessions, however in MeetingPlay, attendees can chat in On-Demand sessions so we encourage speakers to visit their session and answer any chat questions that may have been asked by the participants.

# Pro tips: Beyond the Slide Deck, DOs



Sessions are much more engaging when we can see our experts speak

## 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 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.



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# Next Steps

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# Next Steps

DIA will reach out to Session Chairs to begin scheduling recording dates/times with Semi-LIVE and On-Demand sessions.

All Semi-LIVE and On-Demand sessions will be scheduled to record between May 3-June 4.

The Live Virtual Meeting is June 27 – July 1, 2021

The online presentation management system is scheduled to open on April 19 in Speakers Corner

Mid to Late May - Virtual Meeting Orientation for LIVE sessions



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# Preparing to Participate: Technical Requirements and Set-Up

# DIA Tools for Setting the Stage



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*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.

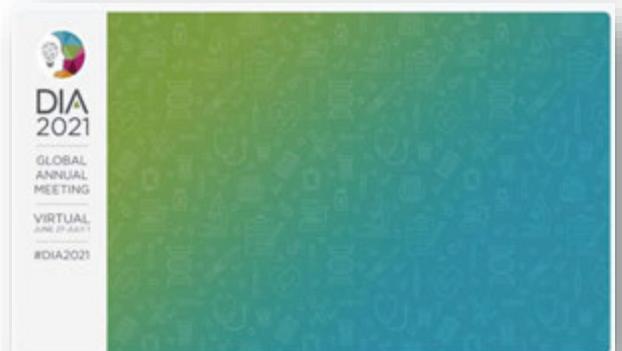
[Standard Template](#) | [US Agency Template](#)



## 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](#)





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# Session Capture Software

DIA is using **Zoom** to pre-record Semi-LIVE and On-Demand sessions.

- ▶ If you have any concerns about working in Zoom, please contact [Maria.Ramos@DIAglobal.org](mailto:Maria.Ramos@DIAglobal.org)

# What Technology is Needed to Participate in the Zoom Webinar?



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## ► A computer with:

- A hard line (wired ethernet) to the internet *(preferred for best quality)*
- Zoom software downloaded *(refer to next page)*
- Speakers
- A built in Microphone, USB microphone, or an inline microphone on headphones.
  - Note: if you do not have a microphone hook up, we suggest using the dial-in number option to ensure better sound quality

Pro Tip

Use a head set with  
built in microphone





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# ZOOM: DIA's Webinar Platform

- DIA uses the **ZOOM Webinar platform** for virtual meetings.

NEW to Zoom Meetings?

No Problem      Download this link

<http://zoom.us/test>



Unsure if you have Zoom already on your computer? That's OK. Go ahead and click the link above to open a Zoom test. If you have Zoom already, your computer will simply upgrade to the latest version and if you're new, Zoom will be added to your computer.

# Overview: Testing Your Audio Before the Virtual Meeting



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- ▶ After receiving your Zoom invitation from DIA for the orientation, test your speakers and mic to ensure your audio is working correctly with Zoom.
  - **Prerequisite:** To test the audio you must have [Zoom installed](#) on your computer.
  - **NOTE:** There are two ways to join meeting audio, [joining via computer](#) or [joining via telephone](#). **DIA recommends joining by computer**

PRO Tips

Log in once and test your audio AND video as well as upload a profile picture (refer to page 24). [Join a test meeting](#) to test your audio and familiarize yourself with meeting controls ahead of the Practice Run.

- ▶ On Windows or Mac:
  - **Testing your audio before a meeting** 
    1. Log in to Zoom
    2. On the first screen, select **Test speaker and microphone**.

Prefer more technical details: [Click here to view a Zoom Guide](#)

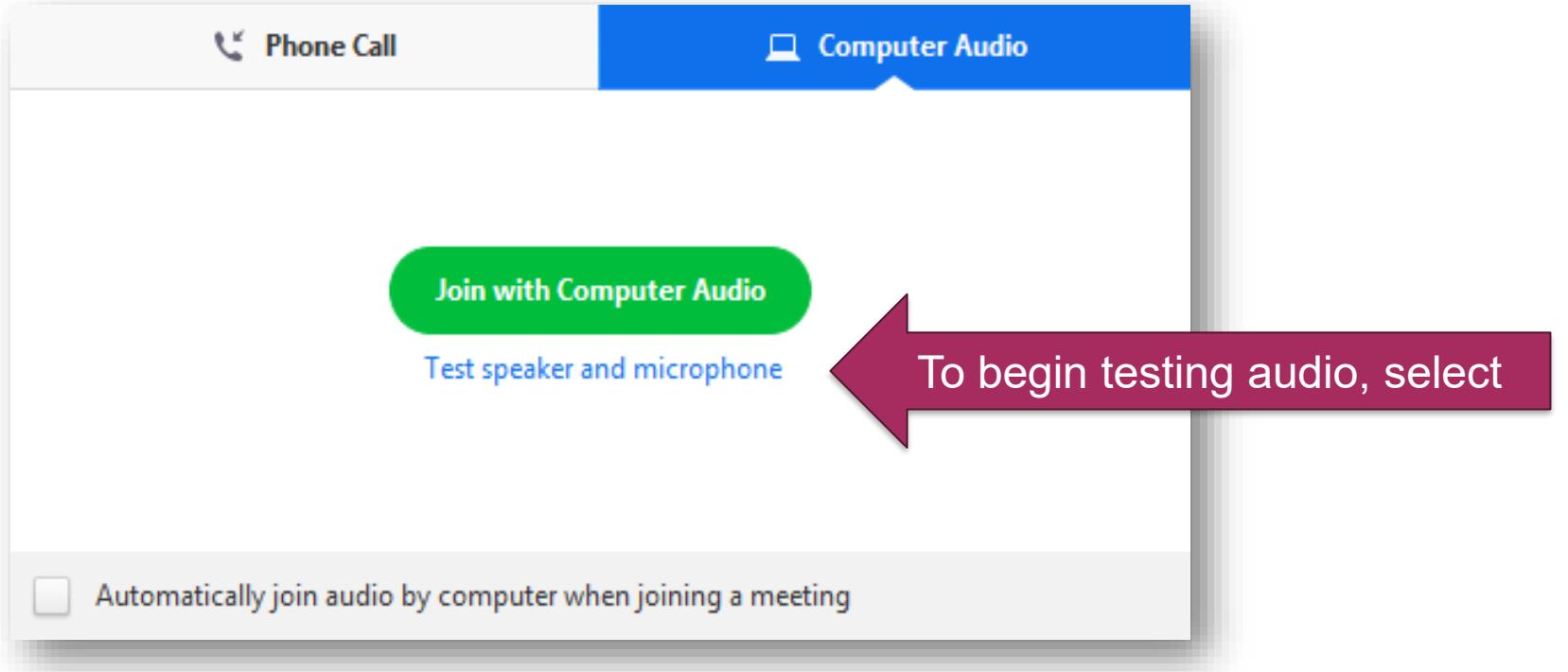


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# Testing Your Audio: After Signing into Zoom



The meeting will display a pop-up window to test your speakers. If you don't hear the ringtone, use the drop-down menu or click No to switch speakers until you hear the ringtone. Click Yes to continue to the microphone test.

# Overview: Testing Your Video Before the Virtual Meeting



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- ▶ After receiving your Zoom invitation from DIA for the recording, test your video camera with Zoom to ensure your camera is working correctly.
  - **Prerequisite:** To test the camera you must have [Zoom installed](#) on your computer.
- Pro Tip

 Log in once and test your video AND audio as well as upload a profile picture (see below)
- ▶ On Windows or Mac:
  - **Testing your video before a meeting**
    - 1. Log in to Zoom
    - 2. Click your profile picture then click **Settings**.
    - 3. Click the Video tab.
      - You will see a preview of your camera and can choose a different camera if needed.



Prefer more technical details: [Click here to view a Zoom Guide](#)

# Audio and Camera: Final Check



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## Pro Tip

Be sure to check your audio (speakers and mic) and video camera AFTER you join the meeting.

### Re-check Audio and Video

After you have joined the meeting, hover your mouse near the bottom of the zoom window to see the controls. Click on the arrow next to the microphone control to confirm you are on the microphone you intend to use.



Make sure that your microphone is not muted so attendees can hear you. You may mute and un-mute by clicking the microphone symbol.

Next, click on the arrow next to the video control and confirm you are on the camera you have previously tested and intend to use.





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# Zoom Terms

- ▶ **Host:** That's DIA
- ▶ **Panelist:** No matter your role in the Annual Meeting, all Session Chairs and Speakers are known as “Panelists” in Zoom.

# Questions?



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If you have any technical questions, please contact  
Maria Ramos at  
[Maria.Ramos@DIAGlobal.org](mailto:Maria.Ramos@DIAGlobal.org)

If you have any program questions, please send an email  
to the DIA Planning Team at  
[AnnualMeetingProgram@DIAGlobal.org](mailto:AnnualMeetingProgram@DIAGlobal.org)



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We cannot say  
this enough

thank you!

Thank you so much navigating the virtual Global Annual Meeting with us. We are striving to make this the best virtual experience up and truly appreciate your willingness to work and support us with this initiative.