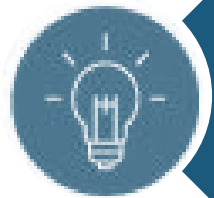# Community Round Table Discussion Look Book

A Guide to Making the Most of Your DIA Community Member-Facilitated Virtual Discussion

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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 Round Table Discussion Host!

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Community Round Table Discussion Overview

Learning Formats: The Community Round Tables Add an Unconventional Element to Our Virtual Program Offerings!

← *Didactic/Passive Learning, Larger Audience* ———————————————— *Interactive, Active, and Personalized Learning, Smaller Audience* →

| DIAmond Sessions	Concurrent Educational Sessions	Soapbox Sessions	Innovation Theaters	Preconference Short Courses	Content Hub	Community Round Tables	e-Poster Sessions
• Acclaimed panelists from around the world representing multiple stakeholders • Open conversations on today's most controversial topics	• Panel discussions, didactic presentations, and workshops • Traditional and interactive educational formats • 60 minutes • More than 175 sessions spanning 13 educational tracks	• TED-style format • Informal speech with open discussion between the speaker and audience • 30 minutes	• Exhibitor-led and sponsored • Held in the virtual Exhibit Hall • Limited seating • 20, 30, or 45 minutes	• Half-day sessions • Deep-dive into a specific topic area • Up to 50 attendees • Traditional and interactive educational formats	• Led by DIA Community Members • Rapid insight in a relaxed and casual learning environment • 30 attendees • 30 minutes	• 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	allery of stimulating new best ice recommendations • Research from a diverse group of scientific professionals

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

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# Defining Community Round Table Discussions
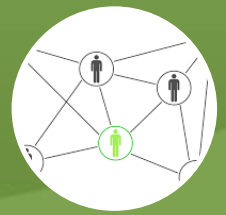
Community Round Table Discussions are designed to carry learning and debate from sessions to real-life application and discussion.

Community Round Table Discussions are 60 minute DIA Community member-facilitated discussions that are inspired by sessions within the DIA 2021 virtual program. This is an exclusive opportunity for DIA Community members to continue the dialogue and develop connections with current and potential new community members.

Preparing for Your Virtual Discussion

How Should I Prepare for a Virtual Discussion?
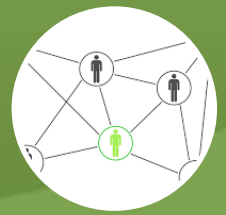
Prepare just as you would for a face-to-face discussion!

5 Minutes

- Plan to introduce the session and welcome any session participants (chair/speakers) if they were able to attend.

55 Minutes

- Facilitate an open discussion. Facilitators should be prepared to open the discussion by posing the first question to the audience or framing a discussion point to start with.

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Be Prepared to Draw the Turtle (aka Attendee) Out of Their Shell!

The goal is to have a meaningful discussion around the topic of the corresponding session.

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!

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How Do I Manage a Virtual Discussion?

Ask questions!

The best way to start a discussion is to pose a question to attendees. Attendees can respond via Zoom Chat using emojis, one-word responses, or longer text! Attendees can also raise their hand to be called on to comment verbally.

Encourage responses and discussion through the virtual platform

Just as there would be side conversations and comments during a face-to-face meeting, the virtual platform allows attendees to respond to you as the discussion host, but also make comments for their colleagues to see and respond to.

Make it simple for attendees to respond and join the conversation

Don't ask questions that require a dissertation as a response! Keep things simple and encourage attendees to respond with a single word or emoji. For example, you can ask "what one word comes to mind when you think of this topic?"

Repeat what you've heard

Be sure to highlight key points or common themes from attendees. Don't be afraid to call on someone to unmute themselves and elaborate on their point verbally.
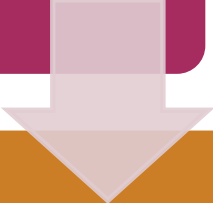
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What to Expect from Now to Presentation Day

What's Next?

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

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

DIA 2021 VIRTUAL MEETING

June 27-July 1, 2021

Sign in and facilitate the live discussion

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Technical Set-Up and Best Practices

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

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 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, <u>company branded backgrounds are not permitted</u>.

DIA Virtual Background 1 | DIA Virtual Background 2 | DIA Virtual Background 3

Questions?

If you have any questions, please contact 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.

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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

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