



DIA 2025 Content Hub Session FAQs

This is a reference guide to DIA's policies and expectations related to Content Hub sessions. Any questions related to the Content Hub session may be directed to AnnualMeetingProgram@DIAglobal.org

What is a Content Hub session?

- This is a **non-traditional learning/networking hybrid specifically designed for a small groups of attendees to connect face-to-face with community leaders and other attendees that share the same interests.**
- The Content Hub is designed for **30-minute short presentation(s)** and seating for an intimate **audience of ~30 people.**
- The Content Hub is informal with a mix of different styles of seating to encourage relaxed conversations between the audience and the leader.
- A vital component of the Content Hub is the opportunity for the audience to participate in active Q&A.
- Content Hub sessions will be scheduled Monday, June 16 – Thursday, June 19. Please note, all accepted Content Hub facilitators must be registered for the DIA Annual Meeting prior to attending the meeting.
- Facilitators must adhere to DIA guidelines (see [Program Development Guidelines](#) and [DIA Policy Concerning Promotion of Products and Services from the Podium at DIA-Sponsored Programs](#)), as well as to manage the Content Hub session.
- Content Hubs may have up to two (2) facilitators

How do I develop a Content Hub?

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

How do I manage a Content Hub Session?

- Keep opening brief e.g. 5-10 minutes and in that time sufficiently frame the topic and the expectation for the Content Hub (i.e., what type of conclusion or solution is being sought).
- Facilitators are advised to **spend a majority of their time engaged in discussions** with the audience

What shall I expect onsite?

- There may be internet connectivity. If internet connectivity is integral to the session activity, please notify DIA.
- The Content Hub space is set with small round tables, chairs, and couches (lounge like) for **approximately 30 attendees.**
- The session will be interactive; it will not be audio recorded.
- **There will be no sign-in or pre-registration, and attendance will be on a first-come, first-served basis.**
- The Content Hub will have:
 - 1 Laptop
 - monitor
 - 1 handheld microphone
 - A podium
 - Small round tables set with 4 seats each

Important Dates to Remember



- **April 4, 2025**– Facilitator confirmation received by
- **April 8, 2025** – Content Hub description finalized*
 - **Descriptions will be published as is if no changes are received by April 8.*
- **June TBD** – PowerPoint presentation to be uploaded to the DIA Presentation System
 - *DIA Presentation system information will be sent under separate cover*

What are the expectations for PowerPoint Presentations?

- PowerPoint presentations are OPTIONAL
- Ensure that copyright permission has been obtained as needed.*
- Slide decks must be in the designated DIA template. They will be accessible pre-meeting to registered attendees.
- **All presentations must be fair, balanced and free of commercial bias. Materials must not be commercial or promotional.**
- **No Logos.** No logos may be used on any PowerPoint presentation. Facilitator clothing may not carry logos or other company-specific emblems.
- Facilitators must adhere to DIA guidelines (see [Program Development Guidelines](#) and [DIA Policy Concerning Promotion of Products and Services from the Podium at DIA-Sponsored Programs](#)), as well as to manage the Content Hub session.

***Copyright**

- In an effort to ensure that DIA is fully compliant with copyright, we ask that you review all of your materials that may need copyright permission. Copyright permission is needed for any articles, documents, or graphs that have been published, or taken from the Internet. Material taken from the Internet may need website/support information to be cited. As you prepare your materials (PowerPoint, graphs, articles, supplemental items) for your presentation, please make note of any items that come from published sources, and provide DIA with the source/reference. Copyright permission is a very important issue, and DIA takes this very seriously. We appreciate you taking the time to review your materials.

PowerPoint Presentation

- PowerPoint Presentations that will be used during the Content Hub must be uploaded to the DIA's Presentation system by **early June**. The [DIA template](#) is to be used for all PPT presentations.

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