



Guidelines for Global Annual Meeting Program Offerings

Session Chairs:

CHAIR'S RESPONSIBILITIES:

- Adhere to established deadlines (see below)
- Adhere to [DIA's Volunteer Code of Conduct](#)
- Complete a disclosure and authorization for presentation of materials
- Provide DIA with a brief biographical sketch (via [Speakers Corner](#)) and
- Send a high-resolution headshot (in high-resolution jpg format) to annualmeetingprogram@DIAglobal.org for the online program agenda and marketing purposes
- Ensure the description and learning objectives, for your program offering(s), are complete and match the content to be presented. The description and learning objectives may be updated via Speakers Corner
- **Invite speakers/panelists to participate in your program offering, then input confirmed speakers into [Speakers Corner](#) so DIA may then send formal invitations to your speakers/panelists.**
 - **See detailed information below regarding Speaker Recruitment**
- Notify DIA immediately should a situation arise, that would prevent your participation within the program
- Work with your assigned Session Guide, a member from the Global Annual Meeting Program Planning Committee, and DIA Staff (via tele or Web conference) prior to the event to ensure a successful program
- Submit PowerPoint slides, using the DIA template, prior to the event for review by the Program Planning Committee and for the CE review
- Adhere to DIA policies regarding travel support
- Support promotion of the meeting and suggest marketing outlets for DIA to pursue if applicable
- [Formats-at-a-Glance](#)

Program Participant Recruitment

- Due to the large size and scale of the Global Annual Meeting, it is highly recommended that each session has only ONE Session Chair.
- DIA does not allow more than one participant from the same company to present within the same program offering (this includes Session Chairs and speakers). Should you believe that having more than one participant from the same company is crucial to your session's success, requests for session participants, from the same company, may be submitted to DIA, at AnnualMeetingProgram@DIAglobal.org, for consideration. Please note: limiting the number of speakers from the same company is a Continuing Education best practice and mitigates perceived bias from within the audience.
- Speakers are not permitted to invite co-presenters.
- Session Chairs must ensure good representation/diversity in the selection of speakers/panelists. If applicable, government, academia, patient/patient advocate, CSO, and/or industry perspectives should be represented.
- When selecting speakers, please note that the DIA Global Annual Meeting has a global focus, and therefore the program offering should be globally oriented.
- If your session format requires presentations, DIA recommends planning 15–20-minute talks within sessions. E.g., for a 60-minute didactic session: Two minutes to introduce the session,



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three talks at 20 minutes each (42 minutes) leaving 15 minutes for Q&A. *Note: The Q&A portion of the session is very important to our audience.*

- Individuals from the following regulatory organizations may **NOT be contacted directly** to participate FDA, EMA, MHRA, PMDA, and NPMA. Per regulatory agency policy, DIA is to officially request the participation of speakers from these organizations. The session chair is to provide DIA with the requested speaker's name and topic to be presented via [Speakers Corner](#) as early as possible to ensure the best opportunity for receiving approval from the respective agency. Agency approval can take anywhere from 6-8 weeks depending on when the request is received. Speakers from other organizations not indicated above may be contacted directly by the session chair.

TIMELINE

- March 3: All speakers are to be confirmed and entered in [Speakers Corner](#). If speakers are not confirmed at this point your session may be cancelled.
- April: Deadline **HEADSHOT REQUEST for the ONLINE PROGRAM AGENDA**: Please send in a high-resolution photo headshot in jpg format to annualmeetingprogram@diaglobal.org and include DIA 2025 Headshot in the subject line.
- Mid May: DIA provides instructions for uploading presentation slides.
- June 07: The deadline for submitting slides to DIA via our presentation management portal.
- June 10-14: Review of presentations by Session Guides and DIA staff - Follow-up with speakers as necessary
- June 15-19: The [DIA 2025 Global Annual Meeting!](#)