

Presentation Formats

The HIMSS Global Health Conference & Exhibition is committed to amplifying all voices and welcomes diversity, equity, and inclusion of all types. Please ensure that your proposal is a good balance and blend of diversity in gender, representation, and ideas.

HIMSS Global Health Conference & Exhibition proposals may be submitted in any of the formats listed below. Proposals may be reclassified to a more appropriate format at HIMSS' discretion.

Required speaker limits for each session format type are listed below. When submitting your proposal, please ensure **all** speakers that will participate in the session are submitted with the proposal. Any speakers mentioned or listed within the body of the proposal will not be considered. The only consideration given to speaker changes is when a speaker is unable to participate due to change in job or other personal reasons that do not permit them to participate.

Maximum Number of Speakers

- 30-minute Case Study Session: **2 speaker limit**
- 60-minute Case Study Session: **3 speaker limit**
- 30-minute Best Practice Session: **2 speaker limit**
- 60-minute Best Practice Session: **3 speaker limit**
- 60-minute Panel Discussion: **3 panelist, 1 moderator limit**
- 60-minute Fishbowl Session: **3 panelist, 1 moderator limit**
- 60-minute Workshop: **3 facilitator limit**

Format Descriptions

- **Case Study Sessions: 30 and 60 minutes**
An in-depth examination and discussion of a specific real-world situation or scenario, designed to illustrate complex issues and encourage critical thinking by sharing detailed information about a particular case to explore various aspects and potential solutions related to the case.
- **Best Practice Sessions: 30 and 60 minutes**
Proven methods, techniques, or strategies that have consistently shown superior results using successful examples, analyzing why certain approaches work well, and exploring how these practices can be adapted or implemented in different contexts to improve overall performance and outcomes.
- **Panel Discussions: 60 minutes**
A conversation where a group of experts or knowledgeable individuals (panelists) gather to discuss a specific topic and share their insights, opinions, and experiences with an audience. A moderator guides the conversation, asks questions, and facilitates audience interaction, allowing for a multi-faceted exploration of the subject matter through diverse perspectives and expertise.

- **Fishbowl Session: 60 minutes**

A Fishbowl Session is an ideal format for creating participation and dialogue amongst groups that encourages dialogue and a flow of ideas that should provide:

- Real-time brainstorming of issues and concepts.
- Four chairs are arranged in an inner circle. Participants sitting in the inner circle discuss a topic for the audience to hear.
- Audience chairs are arranged in concentric circles outside the fishbowl.
- To make these even more interactive/interesting: One chair remains empty to allow members from the audience to flow in and out of the discussion.
- Strong moderator is key.
- At the end of the session, the moderator summarizes the discussion.

- **New! Workshop: 60 minutes**

A focused, interactive learning session designed to deliver specific knowledge or skills on a particular topic in a condensed timeframe. It typically combines balanced elements of presentation, discussion, reflection and hands-on interaction to engage participants and maximize learning outcomes within the limited duration.

Sample 60-Minute Workshop Format Template

1. Introduction (5 minutes)

Welcome participants

- Briefly introduce yourself and your background
- Outline the workshop objectives and agenda

2. Overview of the Topic (5 minutes)

- Provide a concise introduction to the main subject
- Highlight key concepts or theories
- Explain why the topic is important or relevant

3. Main Content Presentation (10 minutes)

- Deliver the core material of the workshop
- Use visual aids, examples, or case studies to illustrate points
- Encourage questions and brief discussions

4. Interactive Exercise or Group Activity (20 minutes)

- Apply a hands-on approach to reinforce learning
- Divide participants into small groups if appropriate
- Provide clear instructions and circulate to offer support

5. Debrief and Discussion (10 minutes)

- Review the outcomes of the exercise
- Encourage participants to share insights or challenges
- Connect the activity back to the main topic

6. Q&A Session (5 minutes)

7. Conclusion and Next Steps (5 minutes)

- Summarize key takeaways
- Provide resources for further learning
- Outline any follow-up activities or assignments
- Thank participants and close the session