Presentation Content Outline

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.

All components of the proposal should be completed to ensure reviewers and the HIMSS Global Health Conference Education Committee have full information (i.e. measurable outcomes, etc.) in order to adequately review the proposal.

Requirements:

1. Defense Health Agency Proposal Submitters - Active-duty military personnel and civilians with the Defense Health Agency (DHA) should only submit proposal content to Kaitlin Prindle, kaitlin.s.prindle.ctr@health.mil, phone number 571-286-8143.
2. The proposal must not promote an organization, product and/or service. Avoid endorsements: do not explicitly endorse any products, solutions or services in your presentation. Your role as speaker is to inform, not to sell.
3. It is recommended that proposals submitted by consultants or market suppliers include a provider/user participant as the primary speaker. For continuing education purposes, any form of commercialism or vendor bias in the proposal will not be accepted.
4. When submitting a proposal, please ensure you provide comprehensive details and substantiating evidence that supports your content. Results, KPIs, outcomes must be included in the proposal. Proposals that do not yet have this data will not be considered and should be submitted once complete data is available. This will not only strengthen your proposal but also facilitate the review scoring process. Detailed proposals with clear evidence enable reviewers to fully understand the scope, feasibility, and impact of your submission.
5. Complete all components of the proposal. Do not enter NA/TBD/TBA in text box fields.
6. Be succinct in your text answers and avoid redundancy. Convey the critical points under each content section.
7. Check for spelling errors.
8. Include any URL links to charts/graphs/figures. Include references to existing works to build a case/rationale and discuss the broader generalizability of a case study. May also contain hyperlinks to open-source tools/websites.
9. Identify and cite all sources and/or include all necessary acknowledgements.
10. Obtain written permission from copyright holder to reproduce/include previously published figures, tables or text excerpts and acknowledge the original source in the figure caption or as a footnote.
11. All necessary approvals/clearances are obtained before submission.
12. Proposal must not contain plagiarism, invasion of privacy, violation of proprietary right or copyright, libelous or injurious matter.
13. Once a proposal is accepted, speaker and content changes are not automatically added. The proposal was accepted as submitted. However, if you wish to request a speaker replacement or content change it must be reviewed and approved by the review team.

Not meeting the above requirements may result in low review scores and/or ineligibility for some Call for Proposals/Speakers. Please continue reading additional requirements on next page.

Content Section (*required for 30-Minute Best Practice, 60-Minute Best Practice, 30-Minute Case Study, 60-Minute Case Study, 60-MInute Panel Discussion, 60-Minute Fishbowl Session Formats***):**

➢ **Organization** - Provide a brief description of the speaker organization(s) including location, size, type of organization such as healthcare, hospital, consultant, government, market supplier, etc. Describe the role the organization(s) served in the topic of this proposed session.
NOTE: Remember to add all your speaker/panel member details/photos under the Speaker Information tab. (250 words limit)

➢ **Background** – Provide an introduction/background of your topic including the problem statement, goals, objectives, etc. (500 words limit)

➢ **Methods** – Describe the study/project/process implementation used and provide a timeline. If applicable, include data collection methods and how it was measured. (500 words limit)

➢ **Challenges** – Describe any barriers or challenges and identify considerations or best practices the organization followed to mitigate these barriers. (500 words limit)

➢ **Results/Findings** - It is strongly recommended to have outcomes/results data available at the time of proposal submission. Identify any outcomes data (such as key performance indicators, pre-/post- implementation performance, current performance data, etc.). If applicable, include how other variables not part of your study were accounted for and how factors (such as age, ethnicity, etc.) were adjusted pre-/post interventions so as to eliminate them as a co-founder. (500 words limit)

➢ **Conclusions** – Describe any conclusions such as lessons learned, outcomes, translation potentials to other sites, any clinical or organizational pearls, bottom line upfront. (250 words limit)

➢ **Next Steps/Follow Up Research** – Provide any next steps/follow-up that are important to this presentation. (250 words limit)

Workshop Proposal Questions *(required for Workshop session format):*

➢ **Organization** - Provide a brief description of the speaker organization(s) including location, size, type of organization such as healthcare, hospital, consultant, government, market supplier, etc. Describe the role the organization(s) served in the topic of this proposed session.
NOTE: Remember to add all your facilitator speaker details/photos under the Speaker Information tab. (250 words limit)

➢ **Background** – Provide an introduction/background of your topic including the problem statement, goals, objectives, etc. (500 words limit)

1. **Learning Objectives and Outcomes**
   - How will the learning objective outcomes directly benefit participants' role in healthcare IT?
2. **Workshop Content and Structure**
   - Please provide a detailed outline of your 60-minute workshop ==(see link for further guidance)==, including:
     ➢ Main topics to be covered
     ➢ Time allocation for each segment
     ➢ Interactive elements or hands-on activities
     ➢ Tools or technologies that will be demonstrated
3. **Workshop Prerequisites**
   - What level of expertise should participants have to fully benefit from your workshop? Please specify any technical prerequisites or background knowledge required.

4. **Real-World Application**
    - Describe a specific healthcare IT challenge or problem that your workshop addresses and provide at least one concrete example of how attendees can apply the workshop content in their organizations.
5. **Presenter Expertise and Experience**
    - What unique qualifications, experience, or insights do you bring to this topic? Please highlight relevant projects, implementations, or research that demonstrates your expertise in both healthcare IT and the specific workshop subject matter.