



March 9-12 | Las Vegas

## Speaker Requirements

*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.*

### 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](mailto:Kaitlin.s.prindle.ctr@health.mil), phone number 571-286-8143.

### Requirements

- Before submitting a proposal or if submitting on behalf of another, all persons listed as speakers must agree to and have knowledge of being included in the proposal.
- Do not list speakers as TBD.
- 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.
- You are required to limit the number of speakers per session format as listed below. Please ensure each speaker provides a meaningful contribution to the objectives of the session.

### 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 and 1 moderator limit**
  - 60-Minute Fishbowl: **3 panelists and 1 moderator limit**
  - **New!** 60-Minute Workshop: **3 facilitator limit**
- If a submitter/speaker changes employment after a proposal is accepted, the submitter/speaker must notify HIMSS immediately. If the content references the submitter/speaker's previous employer, the submitter/speaker must receive permission from senior management within the previous organization with authority to approve the person speaking on behalf of the organization and forward that approval to HIMSS. HIMSS will determine whether a session continues or is declined due to employment changes.
  - If there is a speaker change after a proposal is accepted, the submitter/speaker must notify HIMSS immediately. HIMSS will send the submitter/speaker a speaker change request form to complete and submit to HIMSS. HIMSS will determine whether a session continues or is declined due to speaker changes.
  - Organizations are not limited to the number of proposals they wish to submit. However, it is recommended that no more than two proposals will be accepted from one organization and only one proposal will be accepted with the same speaker.
  - Speakers are required to complete:
    - Conflict of Interest form
    - Publication and Recording Authorization form
    - Attend the Speaker Orientation Webinar

- Accepted speakers will be assigned a HIMSS Mentor who will guide speakers through the presentation process.
- Presentation deadlines, guidelines and requirements will be sent to speakers upon acceptance.
- Pre-Recording Agreement: **Accepted speakers** will pre-record their session approximately 2 to 3 months prior to the live engagement. If your proposal is accepted, speakers must agree to meet deadlines below to produce and record presentations:

| <b>If accepted, date</b>            | <b>If accepted, action item</b>   |
|-------------------------------------|---|
| October 15, 2025                    | <b>First draft</b> of presentation materials due to Mentor and HIMSS                          |
| October 20 – Nov 3, 2025            | Mentor review of presentations; comments sent back to presenters                              |
| November 3 – Nov 10, 2025           | Speaker revision of presentations (if necessary)  |
| November 10, 2025                   | <b>FINAL</b> speaker presentation materials due   |
| November 10, 2025 - January 9, 2026 | Work occurs between HIMSS and Speakers to approve and make any final edits prior to recording |
| January 12 - February, 2026         | <b>FINAL APPROVED</b> PPTs begin recording process through February, 2026                     |
| March 9-12, 2026                    | 2026 HIMSS Global Health Conference & Exhibition, Las Vegas, NV                               |

- Accepted general education speakers receive:
  - Speakers will be notified of registration details upon acceptance
  - Visibility to thousands of global health ecosystem attendees.
  - Membership advancement and/or certification points for HIMSS members.
- Accepted speakers are responsible for their own travel and/or hotel expenses.