

## HIMSS Proposal Evaluation Criteria

Proposals are evaluated by a panel of HIMSS member reviewers according to the following criteria.

- The originality of the material
- The timeliness of the information
- Product/vendor commercials are avoided
- The information is relevant to the proposed topic
- The content expands attendees' current knowledge
- The content includes an appropriate number of examples to support the information
- The inclusion of three good, solid insights
- The accuracy of the data
- The conclusions are logical
- The identification of outside resources
- The clarity of the presentation
- Past speaking evaluations and experience support the topic
- The proposal is complete
- The overall rating

### **The originality of the material**

Does the presentation advance existing ideas or present new ideas? Has this material been presented elsewhere?

### **The timeliness of the information**

Will this presentation be up-to-date and cutting-edge at the time of the presentation in six to nine months? Will the topic have implications for the future? How relevant is this topic in the context of pending legislation, regulations and technology? Does this presentation document pre-and post-process or system changes?

### **Product/vendor commercials are avoided**

In order for Annual HIMSS Conference educational presentations to receive continuing education credits from HIMSS accreditation organization, the presentation must be balanced, independent, objective, and scientifically rigorous. Does your proposal meet these objectives? Does it avoid all commercial content? If you are a vendor or a consultant, do you include a user's perspective in order to ensure the presentation meets the objectives required for accreditation?

### **The information is relevant to the proposed topic**

What are the practical applications of your ideas? Have you included reasoning and documentation to support your conclusions, recommendations, and outcomes?

### **The content expands attendees' current knowledge**

Will this presentation expand a participant's knowledge of technologies and applications beyond entry-level basics? Does it provide guidelines or models to manage attendee's own installations or applications?

### **The content includes an appropriate number of examples to support the information**

Have you included an appropriate number of examples? Has the proposal been implemented with comparative results available? Does it document pre-and post-implementation status? Does it sufficiently list reasons that support your conclusions or recommendations?

### **The inclusion of three good, solid insights**

Are three solid insights incorporated in the proposal? Attendees want to learn reality versus the hype, positive and negative attributes, problems encountered but not often discussed, realistic expectations for

the operational use, and adaptability to a changing environment. They are searching for guidelines and models to simplify or manage their own applications or installations.

**The accuracy of the data**

Have you included data supporting your conclusions? Is the data accurate? Is it, or can it, be validated by repeated collection of similar studies?

**The conclusions are logical**

Are the conclusions supported with data? Is the data represented by the key points in your presentation? For example, have cost savings or increases been documented? Are effects to processes or outcomes measured and documented?

**The identification of outside resources**

Are sources of information, benchmark data, or examples from multiple sources included?

**The clarity of the presentation**

How well are the purposes and outcomes of your session expressed? Is there a well-defined focus? Are referenced sources and data used appropriately? Is the writing clear, jargon-free, and coherent?

**Past speaking evaluations and experience support the topic**

Do you have adequate experience with the subject matter to give a presentation at this time? Do you have actual project or implementation experience? Does your presentation include a user perspective? Can you document that you are a skilled speaker? Have you achieved high attendee evaluation scores in past speaking engagements? (HIMSS requires that speakers achieve "excellent" or "very good" scores from 75% of the session attendees in order to be invited to speak at a future HIMSS program)

**The proposal is complete**

Is the proposal a quality presentation that is complete and accurate? This is important to consider in the selection process.

**The overall rating**

Is this topic important and relevant to our attendees?

To learn more about how to best frame your proposal for the call for proposal process, please feel free to email your questions to Deb Clough, Manager of Annual Conference Education, at [dclough@himss.org](mailto:dclough@himss.org).