

## Speaker Requirements

- No more than two speakers per session.
- **Important Note for Defense Health Agency (DHA) proposal submitters:**  
Thank you for your interest in submitting an education session proposal for consideration at HIMSS18 to be held at the Venetian – Palazzo – Sands Expo Center in Las Vegas, NV, March 5 – 9, 2018. If you are considered active military personnel, do not submit your proposal at this site. Defense Health Agency (DHA) programming from active military personnel is coordinated by a representative of the agency.

If you are military personnel and would like to be considered as a speaker at HIMSS18, please submit your proposal and/or direct any questions/inquiries directly to Alida Vessey at: [alida.a.vessey.ctr@mail.mil](mailto:alida.a.vessey.ctr@mail.mil) and Carrie Mellin at [carrie.a.mellin.ctr@mail.mil](mailto:carrie.a.mellin.ctr@mail.mil) or call directly at 703-967-4731.

All other submitters should contact Deb Clough at [dclough@himss.org](mailto:dclough@himss.org) or 312-915-9559.

- All potential speakers listed in each proposal MUST have agreed to their name being included in the proposal.
- Proposals submitted by a consultant/vendor should include a provider participant as the primary speaker.
- Organizations are not limited to the number of proposals they wish to submit. However, to ensure a variety of perspectives, the Annual Conference Education Committee will select no more than two proposals from any given organization/speaker.
- Proposal submitters are requested to complete their proposal to best of their knowledge (such as selecting the best presentation format, level, topic category, etc.). All components of the proposal should be completed to ensure that the Education Committee has full information i.e. measurable outcomes in order to review.
- It is up to the discretion of HIMSS to make changes to any areas of submitted proposals as necessary.
- If a submitter/speaker changes employment and is selected to speak at the Annual Conference, the submitter/speaker must notify HIMSS immediately. It is up to the discretion of HIMSS whether a session continues or is declined due to employment changes. If the content is referencing the submitter/speaker's previous employer, the submitter/speaker must receive permission from the CEO of their previous employer and forward to HIMSS.
- If proposal is accepted, additional/substitute speakers are not automatically allowed. It is up to the discretion of HIMSS whether a session continues or is declined due to speaker changes.
- Accepted speakers are required to complete a Conflict of Interest form.
- Speakers are required to complete a Publication & Recording Authorization form.
- Speakers are required to participate in a speaker orientation webinar.
- Speakers will be assigned to a HIMSS Reviewer/Mentor.

- Speakers must submit their presentation by deadlines provided - guidelines and requirements will be sent to speakers upon acceptance
- Please note that speakers will receive complimentary HIMSS conference registration. Speakers must register for the conference — HIMSS will provide speakers with registration instructions. Please do not register until you receive the comp code from HIMSS.
- HIMSS does not pay for speaker travel or hotel expenses.