



17-21 April | Chicago

Blank Proposal Form

Use this form to document proposal content prior to entering data online. It replicates the questions in the HIMSS23 Call for Proposal submission site, where proposals should be submitted. *Emailed proposal files are not accepted.*

Prior to submitting, please read all instructions located on the HIMSS23 Call for Proposal information web page.

Submit complete proposal by the deadline. Late proposals are not accepted.

Questions?

Contact Deb Clough, program manager, education, dclough@himss.org.

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@mail.mil, phone number 571-286-8143.

Welcome to the HIMSS23 Call for Proposal Application

Things to consider before submitting a proposal online:

- Submissions must adhere to guidelines set forth by ACCME, ANCC and HIMSS.
- Content must be unbiased and free of commercial influence.
- References to products, inclusion of product names, screen shots of applications, and references that include specific vendor organization names are all considered elements of commercialism and are not permitted.
- If the above exists in a proposal, the proposal should be balanced (i.e., three or more examples of the same type of commercial item are included.)
- If accepted, information submitted will be used in marketing materials and is subject to HIMSS final approval/edits.
- Provide complete, detailed answers to all text questions. Proposals are scored lower if there are few details.
- Proposal information may be saved as a draft before it is actually submitted. The "Save" option is located on the bottom of each page of the proposal form. Submitters may then log back into the system to update/complete the proposal at a later time.
- Proposals will not be received until the "Submit" button has been selected on the final preview page.
- For text box answers, please remove all formatting (do not use bullet points, dashes, etc.) before copying and pasting from another source. Please do not copy and paste content into the proposal form from applications such as Microsoft Word. The form works best if you copy and paste from text editors such as Notepad.
- Any field with a red asterisk "*" is required.

PROPOSAL CONTENT

Content and materials – This section contains the details on the submission including the presentation description, learning objectives, target audience, etc.

Helpful Hints:

- Remove all formatting (do not use bullet points, etc.) before copying and pasting from another source.
- Please do not copy and paste content from word processors like Microsoft Word into the proposal form. The form works best if you copy and paste from text editors like Notepad.

- Identify the source(s) of your information/data.

HIMSS reserves the right to change your selected topic category, session format, session level as needed. If accepted, HIMSS may copy edit your session description and learning objectives for marketing materials.

*** Proposal Title:**

Please enter the proposal title (create with 10 words max). Please do not use organization names in proposal titles and use title case only. Capitalize the first letter of each word except prepositions, conjunctions and articles.

***HIMSS23 Topic Categories (select one main topic and one sub-topic)**

Business - Guiding health leaders toward financial sustainability and operational excellence.

- Digital Transformation Strategies; Digital Leadership; Ethics
- Innovative Business Models
- Logistics and Supply Chain
- Operations, Process Improvements, & Revenue Cycle Management
- Price Transparency
- Reimbursement
- Volume to Value

Data and Information - Securing and streamlining health information to improve care delivery.

- Artificial Intelligence and Machine Learning
- Clinical Informatics
- Clinical Trials
- Data & Information Security; Cybersecurity
- HIPAA Breach Mitigation for System Administrators
- Patient Generated Health Data
- Social Determinants of Health / Health Equity

Employee Engagement & Retention - Preparing people and organizations to tackle what's next in health and wellness.

- Career Development or Workforce Development
- Employee Retention, Burnout and Wellbeing (Clinician, Nurses, PT, etc.)
- Equity and Inclusion
- User Experience, Usability, User-Centered Design

Organizational Governance - Empowering health leaders to inspire change and lead strategically.

- Center of Excellence
- Data Governance
- Leadership and Management
- Maturity Models
- Strategic Planning

Personalized Care Models - Equipping caregivers with tools to keep patients and populations healthy.

- Aging Population & Long-Term Care
- Alternative Care Delivery Models
- Health and Wellness
- Patient Experience
- Personalized Medicine Using Genomics
- Population Health
- Precision Health and Medicine

Policy - Addressing the core issues of digital health with advocacy and public policy.

- Healthcare Reform
- Information Blocking
- Legislation
- Medicare

- Policies That Affect Providers (Payment Rates for Settings of Care, etc.)
- Regulation

Process & Operations - Addressing a set of interrelated or interacting activities which transform inputs into outputs.

- Change & Project Management
- Integration concepts, components, and myths
- Optimizing Clinical Workflows & Performance
- Patient automation for healthcare admissions efficiency

Technology - Examining digital solutions that improve care delivery and health management.

- Digital Health Technologies
- Emerging Technologies
- Interoperability
- Technology Innovation Education for System Group Purchasers
- User Experience
- Virtual Reality

***Provide a brief summary description** (200 words max) as it should appear in the marketing materials, if selected.

***Presentation Format:** (please select one) Please refer to the presentation format and requirements on the HIMSS23 Call for Proposals web page.

- 60-Minute Lecture – 3 speaker limit
- 60-Minute Panel Discussion – 1 moderator, 2 panelist limit
- 60-Minute Essential Conversation – 3 facilitator limit
- 30-Minute Learning Burst – 2 speaker limit

***Level of presentation** (please select one):

- **Introductory** — Provides a broad-based overview of a topic; assumes attendees have little to no knowledge of the subject matter; the content delivered is considered basic and of a non-technical nature for the layperson's consumption. (Equivalent to a Freshman-level baccalaureate class or 100-series level of instruction).
- **Intermediate** — Assumes that the content delivered will address topics beyond the beginner level but does not stray into deeply advanced content or concepts; provides a moderate level of subject matter that adds to and enriches attendees' understanding; (Equivalent to a sophomore- or junior-level baccalaureate class or 200- or 300-series level of instruction.)
- **Advanced** — Provides an extraordinarily intense and advanced level of content that is beyond the intermediate level; subject matter is deeply in-depth and mature in course of progress or development. (Equivalent to a senior seminar or graduate-level series of instruction.)

***What is the primary professional role for which your presentation is targeted?** (select from list below)

***What is the secondary professional role for which your presentation is targeted?** (select from list below)

***What is the third professional role for which your presentation is targeted?** (select from list below)

- Advocacy Groups Focused on Patient, Family Member, or Caregiver
- Allied Health Professional
- CEO/COO
- Chief Data Officer
- Chief Digital Officer/Chief Digital Health Officer
- Chief Quality Officer and Chief Clinical Transformation Officer
- CIO/CTO/CTIO/Senior IT
- CISO/CSO
- Clinical Engineering Professional
- Clinical Informaticist
- CMIO/CMO
- CNIO/CNO
- Clinical Technologist

- Consultant
- CFO/VP Finance/Compliance Officer
- Consumer Advocate Groups
- Data Scientist
- Early Careerist
- First Time Attendee
- Government or Public Policy Professional
- Healthcare Financial/Administrative Professional
- Investor, Entrepreneur, Start Up Leader/Strategist
- IT Professional
- Information Management Professional
- Life Sciences Professional
- Management Engineering or Process Improvement Professional
- Military Health Professional
- Nurse or Nurse Practitioner
- Payer
- Pharmacy Professional
- Physician or Physician's Assistant
- Population Health Management Professional
- Project Manager
- Programmers/Developers
- Professor/Academician
- Public Health Practitioner
- Quality Professional
- Research and Development Professional
- Student
- Supply Chain Management Professionals/Clinicians
- VP of other IT/IS Department

Learning Objectives

- HIMSS requires the use of Bloom's Taxonomy (below).
- List 3 – 5 learning objectives, utilizing Bloom's Taxonomy, to describe what attendees will gain by attending this session.
- Each learning objective should be one-sentence, short and concise, without a period at the end of the sentence.
- 50 words max for each learning objective, do not use periods.

Remembering		Understanding		Applying		Analyzing		Evaluating		Creating	
To find or recall information		To construct meaning from written material or graphics.		To use information in new situations.		To draw connections among ideas.		To value information or ideas		To produce new or original work.	
Define	Name	Associate	Estimate	Calculate	Modify	Break Down	Experiment	Appraise	Measure	Compose	Formulate
Draw	Outline	Classify	Explain	Change	Organize	Categorize	Illustrate	Argue	Rank	Construct	Generate
Duplicate	Recall	Compare	Identify	Classify	Plot	Combine	Inspect	Assess	Rate	Create	Produce
Identify	Recognize	Comprehend	Indicate	Compile	Practice	Compare	Outline	Conclude	Recomm	Criticize	Propose
Label	Select	Demonstrate	Interpret	Compute	Present	Connect	Predict	Convince	ment	Design	Revise
List	Show	Describe	Relate	Employ	Produce	Contrast	Question	Estimate	Score	Develop	Rewrite
Match	State	Differentiate	Restate	Execute	Show	Debate	Research	Evaluate	Select	Direct	
		Discuss	Select	Illustrate	Solve	Differentiate	Separate	Grade	Support		
		Distinguish	Summarize	Implement	Use	Distinguish	Simplify	Investigate	Test		
		Translate		Map	Write	Examine	Subdivide	Justify			
				Model							

- *Learning Objective 1:
- *Learning Objective 2:
- *Learning Objective 3:
- Learning Objective 4:
- Learning Objective 5:

Presentation Content Outline

When providing presentation content, please provide complete details and make certain to identify and cite data sources. (1,000 words max for each section)

- *Background - Provide an introduction/background of your topic.
- *Organization - Provide a brief description of the speakers' organization.
- *Methods - Describe the study/project/process implementation used and provide a timeline.
- *Challenges - Describe any barriers or challenges and identify considerations or best practices the organization followed to mitigate these barriers.
- *Results/Findings - Identify any outcomes data (e.g. key performance indicators, pre-implementation performance, or current performance data).
- *Conclusions - Describe any conclusions/lessons learned.
- *Next Steps/Follow Up - If applicable, provide any next steps/follow up that are important to this presentation.

Keywords

Please provide three keywords that pertain to your content:

- *Keyword 1:
- *Keyword 2:
- *Keyword 3:

Acknowledgement of Additional Use of Content:

Accepted or declined proposals may also be considered for other thought leadership opportunities across HIMSS's vast array of educational offerings.

SPEAKER DETAILS

There is a speaker limit depending on the type of session format selected as listed below. Any additional speakers submitted in content text boxes or elsewhere will not be considered part of the proposal submission.

*** Please select one option below identifying your role:**

- **Speaker** - 60-Minute Lecture – 3 speaker limit
- **Moderator or Panelist** - 60-Minute Panel Discussion – 1 moderator, 2 panelist limit
- **Facilitator** - 60-Minute Essential Conversation – 3 facilitator limit
- **Speaker** - 30-Minute Learning Burst – 2 speaker limit
- Additional speaker names included in the proposal content will not be considered.

*** Questions for each Speaker/Moderator/Panelist/Facilitator to complete:**

- Speaker First Name:
- Speaker Middle Initial:
- Speaker Last Name:
- Credentials: (i.e.: PhD, RN, etc.)
- Title:
- Organization:
- Address 1:
- Address 2:
- City:
- State:
- Zip:
- Country:
- Email:
- Mobile Phone:

***Gender** (please select one):

- Identify Female
- Identify Male
- Non-binary
- Transgender
- Prefer not to answer

* **Has your organization achieved Stage 6 or 7 on at least one HIMSS Maturity Model?**

- Yes
- No

If you have a Twitter account, please enter your Twitter handle. Use the @ symbol and your twitter handle. Do not use hashtags. This is the correct format: @personaladdresshere

If you have a LinkedIn account, please enter your address. A submitter can find this information on their LinkedIn profile page. They can find the URL right underneath their profile photo. This is the correct format: <https://www.linkedin.com/in/personaladdresshere>

***Worksite:** (please select one main category and then a sub-category)

Healthcare Provider

- Academic Education Institution
- Academic Medical Center
- Ancillary Clinical Service Provider
- Community Health Center Clinic
- Critical Access Hospital
- Government Health Provider
- Hospital, Multi-Hospital System, Integrated Delivery System
- Home Healthcare Org
- IDS/hospital-owned Ambulatory Clinic
- Independent Ambulatory Clinic
- Long Term and Post Acute Care Facility
- Pharmacy
- Public Health

Others Allied to Healthcare

- Banks/Financial Services
- Entrepreneur, Startup, Disruptor
- Financial, Legal, Investment Firm
- Healthcare Consulting Firm
- Market Supplier
- Pharma / Life Sciences
- HIE Organization
- Professional Assn/Society
- Government
- Payer, Health Plan

***Professional Title:**

Information & Management Systems

- CIO, VP of IT/IS
- CSO, CISO, VP of Info Security/Site Security
- CTO
- CMIO, CNIO, CCIO
- Chief Privacy Officer

- CDO/CDHO
- Director of Info Security/Site Security
- Director of Network, Internet, Intranet, Telecom, Call Center
- Director of Mgmt Engineering
- Director of other IT/IS Department
- Mgr Info Security / Site Security
- Mgr Network, Internet, Intranet, Telecom, Call Center
- Mgr of Other IT/IS Dept
- Mgr of Management Engineering/Process Improvement
- Non-Management
- Programmers / Developers
- Project Manager
- Senior Staff / Staff of Information & Management Systems
- Systems Analyst
- Privacy Specialist
- VP of Network, Internet, Intranet, Telecom, Call Center
- VP of Mgmt Engineering
- VP of other IT/IS Department

General & Financial Management

- CEO, Chairman, Pres, Exec Dir, Adm, Group Practice Mgr
- COO, Gen Mgr
- CFO, VP/Finance, Controller
- Chief/ Executive Director/ VP/ Pharma/ BioTech
- Chief/ Executive Director/ VP/ Digital Health/ Innovation
- Chief Innovation Officer of General & Financial Management
- VP of other Admin/Financial Depts
- Director of other Admin/Financial Depts
- Manager of other Admin/Financial Depts
- Senior Staff/Staff of General & Financial Management
- Mgr/Supervisor of Patient Accounting/Billing/Revenue Cycle
- Non Management staff Patient Accounting/Billing/Revenue Cycle/ Financial Depts/ Admin Depts
- Compliance Officer
- Healthcare Strategists
- Treasury Services/Cash Management/Lock Box Management
- HSA Product Management
- Investor/Investment Planner/Venture Capitalist
- Business Development
- Entrepreneur

Clinical Management

- CMO, Medical Director, Chief of Staff
- CNO, VP of Nursing
- Chief Clinical Officer
- Chief Quality Officer
- Chief Clinical Transformation Officer
- Chief Population Health Officer
- Chief Public Health Officer
- Chief Clinical Supply Chain Officer
- Chief Innovations Officer
- Chief of Other Clinical Depts. / Lab Services / Pharmacy

- Clinical Informaticist
- Director of Nursing
- Director of Other Clinical Depts. / Lab Services / Pharmacy
- Mgr of Nursing
- Private Practice Physician
- Physician's Assistant
- Hospital-Based Physician/Hospitalist
- Nurse Practitioner
- Nurse
- Registered Pharmacist
- Mgr of other Clinical Depts. / Lab Services / Pharmacy
- Senior Staff / Staff of Clinical Management

Others Allied to the Field

- Consultant
- Innovator/Entrepreneur
- Media
- Professor/Educator
- Student
- Marketing & Sales
- Government Employee/Public Servant
- Patient Advocate
- Other

***Length of Time in the Field (years):** (please select one)

- Less than 1
- 1-5
- 6-10
- 11-15
- Greater than 15

***Biography of your professional background** – (250 words max) Please do not post the actual resume/CV.

***Public Speaking Experience** – (750 words max) List the most recent three presentations you have made at regional and national meetings. Identify speaking organization, date, program and name of your presentation.

***Speaker Photo** - Speaker photos will only be used if your proposal is accepted for marketing materials. Speaker photos are not used in the review process. Image requirements:

1. A full color photo of the speaker is required.
2. Person should be center of frame.
3. JPG, JPEG, TIF, or TIFF files are accepted.
4. Images should be at least 1024px wide and 1024px tall (keep proportions of photo, no need to crop to this size).
5. Maximum file size is 3MB.
6. File Name must be of the form Firstname_Lastname.xxx where xxx is JPG, JPEG, TIF or TIFF and the name is the speaker name.
7. Please click on Save or Next below to save the photo.

ENDURING CREDIT QUESTIONS

Please enter two Multiple Choice Questions with 4 answer choices (a-d) and one True/False Question. (40 words max for each answer)

In the appropriate fields, please provide the correct answer and the reason why the answer is correct for each question. In addition, please provide the incorrect answers. Please do not include the answer choices in the question field.

If the correct answer is "all of the above" or "none of the above", please do not simply repeat the answer when explaining why the answer is correct. Instead, provide a reason or a citation indicating **why** all the answers are correct or not correct.

EXAMPLE - Multiple Choice Questions (must provide two multiple choice questions)

List Multiple Choice Question

*Question: A universal goal to improve patient safety is the use of?

*Provide one correct answer:

A. Surgical pause

*Provide reason why the above answer is correct:

A. This is one of the main goals of The Joint Commission International Center for Patient Safety.

*Provide three incorrect answers below Patient privacy process:

B. Diagnosis-related groups

C. Peer review

EXAMPLE – True/False Question (must provide one true/false question)

*Question: When setting up relational databases, the primary key refers to a field or set of fields that uniquely identifies each record stored in the table.

*Provide correct answer below (True or False): True

*Provide reason why the above answer is correct:

A primary key (if assigned) is used unique identifier for each record in the table.