



Please submit your completed workshop proposal as a word file by **Thursday, 29 October, 2020** (firm deadline) using the Workshop option on Easychair website. Local and international applicants are welcome to submit their proposals for workshops.

IMPORTANT DATES

Workshops Proposals Submission Deadline: **Thursday, 29 October, 2020**

Notification of Acceptance for Workshops: **by Thursday, 19 November, 2020**

Main Conference and Exhibition: **29 Nov-2 Dec, 2020**

WORKSHOPS WILL:

- Be in English.
- Be cancelled, if the registration rate is low.

PROPOSALS SHOULD FOLLOW THE TEMPLATE BELOW:

1. TIME

Full day (8 hours) or half day (4 hours)

- Please provide a time-schedule of the workshop.

2. TITLE OF THE WORKSHOP AND SUBTITLES

3. ORGANIZERS

- For each organizer, provide affiliation, address, phone, email, URL, and CV.
- The organizers should demonstrate their ability to organize and manage a workshop by showing previous experiences.
- Indicate which one of the organizers will be the primary contact person. All correspondence will be sent to this contact person, who will be expected to respond promptly.

4. ABSTRACT

• A short paragraph that will be used to advertise your event on HIMSS Saudi Arabia 2020 website.

- **200 words maximum.**

5. PARTICIPANTS

- Refer to the intended audience, requirement of particular knowledge and the optimum number of attendees.

6. CONTENT

• Describe your workshop in detail (the theme, content, goals and expected outcomes with relevance to the corresponding HIMSS Saudi Arabia 2020 conference) and how you will ensure the highest quality content such that attendees get the most out of the expected exchanges of ideas.

• Briefly describe the relevance of the topic and its significant expected impact and why contributed presentations reflect the state of the art.

• Organizers are required to include in the proposal a tentative program schedule and the confirmed speakers.

- **750 words maximum.**

7. REFERENCES (CITATIONS)

- The format and style for references (only if included in the text) are Vancouver style with citations appearing in the main text in Arabic numerals. It is recommended that authors use a citation or bibliography manager (e.g. EndNote) to format their citations.

CONTACT

If you have any questions please contact us HIMSS@NHIC.gov.sa.