Blank Proposal Form

Use this form to document proposal content prior to entering data online. It replicates the questions in the HIMSS24 Call for Proposal submission site, where proposals should be submitted. *Emailed proposal files are not accepted.*

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

Welcome to the HIMSS24 Call for Proposal Application!
Before you begin, please review and familiarize yourself with the proposal instructions. As you move through the submission process, please keep in mind continuing education guidelines require content be free of commercial bias.

Accepted proposal content will be used for marketing purposes and is subject to HIMSS’ final approval/edits.

IMPORTANT TIPS:
- ALL proposal sections (Submitter Information, Proposal Content, and Speaker Information) must be completed in full detail and then submitted by selecting the Finalize button for review and consideration by the deadline date.
- Remember to **Save** your data entry on each section of the proposal application to prevent loss of data. The **Save** button is located on the bottom of the page of each section. Once all required fields have been completed you can either:
  - Select **Save** if you need to go back and edit your proposal at a later time. Or
  - Select **Save and Submit** you have submitted your proposal for review. **NOTE:** Once you select **Save and Submit** you will no longer have access to your proposal and changes will not be accepted. All proposals must be **Saved and Submitted** for review and consideration. Draft/Incomplete proposals will not be reviewed.
- Late proposals/changes are not accepted after submission and after the deadline date.
- Review the proposal instructions located on the Call for Proposals web page.
- Provide complete, detailed answers to all text questions. Proposals are scored lower if not enough details are provided.
- Please keep out any market supplier/product bias. Proposals are scored lower if content is promoting a market supplier/product/service.
- 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.
**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, phone number: 571-286-8143.

For technical issues, please contact HIMSS Help Desk at support@himss.zendesk.com. All other proposal submitters should contact Deb Clough at dclough@himss.org.

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**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.

*Select the Event or Program:* (For HIMSS24, please select below from drop down box)
- HIMSS24 Orlando General Education

*Does this proposal include a speaker from an organization that has achieved Stage 7 on at least one HIMSS Maturity Model?*  Yes/No

If yes, select the Maturity Model(s):
Select all that apply.
- AMAM
- C-COMM
- CCMM
- DIAM
- EMRAM
- INFRAM
- CISOM

*Format: Speaker Limit (4):* Please ensure each speaker provides a meaningful contribution to the objectives of the session. While we are allowing up to four speakers, you are not required to include the maximum number of speakers when submitting your proposal.

**Recommended Number of Speakers**
- 60-Minute Lecture: 3 Speakers
- 60-Minute Essential Conversation: 3 Facilitators
- 60-Minute Panel Discussion: 2 Panelists, 1 Moderator
- 30-Minute Learning Burst: 2 Speakers
*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.

*Provide a brief summary description* (200 words max) as it should appear in the marketing materials, if selected. Do not list speaker names or organization names in this description.

*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.)

*Topic Category –* Please select on main topic category and one sub-topic.

**Business** - Guiding health leaders toward financial sustainability and operational excellence.
- Clinically Integrated Supply Chain, Operations, and Logistics
- Financial Management
- Innovation, Entrepreneurship, and Start-ups
- Product, Program, and Portfolio Management

**Care** - Equipping caregivers with tools to keep patients and populations healthy.
- Alternative Care Delivery Models
- Behavioral Health
- Home-based Care
- Life Sciences
- Long Term Post Acute Care (LTPAC)
- Patient Experience
- Patient Safety and Quality Management
- Patient Voice/Stories
- Personalized Medicine and Genomics
- Public Health and Population Health
- Virtual Care: Telehealth, Remote Monitoring

**Data and Information** - Securing and streamlining health information to improve care delivery.
- Artificial Intelligence/Machine Learning
- Clinical Informatics
- Clinical Research
- Cybersecurity, Privacy, and Security
- Data Science
- Health Information Exchange
- Interoperability and Standards
Health Equity – Technology that ensures everyone has a fair and equitable opportunity to attain their highest level of health.
- Access to Care
- Barriers to Care Delivery, e.g., Low- and Middle-Income Country (LMIC)
- Digital Literacy
- Health Disparities and Inequities
- Social Determinants of Health

Organizational Governance - Empowering health leaders to inspire change and lead strategically.
- Climate Impact, Risk, and Sustainability
- Data Governance
- Digital Maturity
- Ethics
- Leadership
- Organizational Management
- Strategic Planning

Process Analysis and Redesign - Addressing a set of interrelated or interacting activities which transform inputs into outputs.
- Change Management and Process Improvement
- Project Management
- Robotic/Business Process Automation (RPA/BPA)
- User Experience, Usability, and User-Centered Design

Public Policy - Addressing the core issues of digital health with advocacy and public policy.
- Global Health Policy
- Healthcare Reform
- Legislation and Regulation

Technology - Examining digital solutions that improve care delivery and health management.
- Core/Foundational Systems
- Digital Health Technologies
- Digital Health Transformation
- Digital Therapeutics
- Emerging Technologies

Workforce - Preparing people and organizations to tackle what’s next in health and wellness.
- Staffing, Retention, and Employee Wellness
- Professional Development
- Workforce of the Future

*Select the top three primary professional roles for which your presentation is targeted? (select three 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
Learning Objectives

- HIMSS requires the use of Bloom’s Taxonomy. Please see instructions below and on website for more details.
- List 3 – 5 learning objectives, utilizing Bloom’s Taxonomy, to describe what attendees will gain by attending this session. At least three learning objectives are required.
- 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.

Examples

**Poor Wording**: Understand how to modulate pain therapy by addressing psychological and personality issues. **Why?** The term “understand” is not measurable.

**Better Wording**: Identify strategies to modulate pain therapy by addressing psychological and personality issues in patients with chronic pain.

**Poor Wording**: Become familiar with stage 1 therapies for hypertension. **Why?** The objective is unmeasurable and does not describe the action that the learner should be able to take.

**Better Wording**: Describe the therapies within ASH guidelines for stage 1 hypertension.

**Poor Wording**: Implement the patient counseling in your practice. **Why?** While implementation is always a goal of a CE activity, it is not something we can measure via a typical CE activity.

**Better Wording**: List strategies for implementing patient counseling at a practice site.
**Cognitive Domain (Bloom)**

**Knowledge**
- Arrange, define, duplicate, label, list, memorize, name, order, recognize, relate, recall, repeat, reproduce, state

**Comprehension**
- Classify, describe, discuss, explain, express, identify, indicate, locate, outline, recognize, report, restate, review, select, translate

**Application**
- Apply, choose, demonstrate, dramatize, employ, illustrate, interpret, operate, practice, schedule, sketch, solve, use, write

**Analysis**
- Analyze, appraise, calculate, categorize, compare, contrast, criticize, differentiate, discriminate, distinguish, examine, experiment, investigate, question, research, test

**Synthesis**
- Arrange, assemble, collect, compose, construct, create, design, develop, formulate, manage, organize, plan, prepare, propose, setup, write

**Evaluation**
- Appraise, argue, assess, attach, choose, compare, defend estimate, judge, predict, rate, core, select, support, value, evaluate

*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. Reviewers score proposals lower if not enough detail is provided. (1,000 words max for each section)

**Background** - Provide an introduction/background of your topic including the problem statement, goals, objectives, etc.

**Organization** - Provide a brief description of the speakers’ organization (including location, size, type of organization such as healthcare, hospital, consultant, government, market supplier, etc.) and the role this organization served in the topic of this proposed session.

**Methods** - Describe the study/project/process implementation used and provide a timeline. If applicable, include data collection methods and how it was measured.

**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 such as lessons learned, outcomes, translation potentials to other sites, any clinical or organizational pearls, bottom line upfront.

**Next Steps/Follow Up** - Provide any next steps/follow up that are important to this presentation.

**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.

☐ I have read and agree to the above statement.

☐ I have read and do not agree to the above statement.
SPEAKER DETAILS

Speaker Limit (4): Please ensure each speaker provides a meaningful contribution to the objectives of the session. While we are allowing up to four speakers, you are not required to include the maximum number of speakers when submitting your proposal.

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* Role - Please select one option below identifying your role:
  - Speaker
  - Moderator
  - Panelist
  - Facilitator

* Questions for each Speaker/Moderator/Panelist/Facilitator to complete:
  - Speaker First Name:
  - Speaker Middle Initial:
  - Speaker Last Name:
  - Suffix:
  - Credentials: (i.e.: PhD, RN, etc.)
  - Title:
  - Organization:
  - Address 1:
  - Address 2:
  - City:
  - State:
  - Zip:
  - Country:
  - Email:
  - Mobile Phone:

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, Disrupter
• Financial, Legal, Investment Firm
• Healthcare Consulting Firm
• Market Supplier
• Pharma / Life Sciences
• HIE Organization
• Professional Assn/Society
• Government
• Payer, Health Plan

*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:
• Image should be a full color professional headshot photo.
• Person should be center of frame.
• JPG, JPEG, TIF, or TIFF files formats are accepted.
• Images should be square at least 1024px wide and 1024px tall (keep proportions of photo, no need to crop to this size).
• Images should be proper ratio either 1:1 or 2:3
• Maximum file size is 3MB.
• File Name must be speaker's name: Firstname_Lastname.xxx
  o “xxx” is the appropriate associated file extension (JPG, JPEG, TIF or TIFF)
  o Firstname and Lastname should be the speaker’s name only
• Be sure to click on “Add” and “Save” below the photo to continue.