



March 3-6 | Las Vegas

Getting Started

The HIMSS25 Call for Proposals is located in the HIMSS Global Submission Portal. Make sure you select that you are submitting for HIMSS25 Las Vegas General Education, *Non-Commercial/Unbiased Education Only*.

HIMSS25 proposals for general education sessions must be submitted by the deadline date. Late proposal submissions are not accepted.

NOTE: You may **Save** your online data entry and go back to edit your proposal. Once you select **Save and Submit** you will no longer have access to your proposal. All proposals must be **Saved and Submitted** in order to be reviewed and considered. Incomplete proposals will not be reviewed. Once **Saved and Submitted**, you will no longer have access to your proposal and changes will not be accepted.

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

Login Instructions

Prior to submitting, please read all instructions located on the [HIMSS25 Call for Proposal information webpage](#).

Login and/or register via the HIMSS Website

- To access the online submission site, login and/or register by providing your HIMSS username and password or by creating a new username and password. Multiple proposals may be submitted using the same username and password.
- A username and password are required each time an account is accessed. Be sure to save login credentials. They are also required to access the accept/decline site. If you forgot your password, use the Forgot your Password link and you will be sent a link to reset your password.

HIMSS25 Call for Proposal Application

Proposal submitters should complete their proposal to the 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 reviewers and the HIMSS Global Health Conference Education Committee have full information (i.e. measurable outcomes, etc.) in order to adequately review the proposal.

For continuing education purposes, the proposal must not promote an organization, product and/or service. Avoid endorsements: do not explicitly endorse any products, solutions or services in your presentation. Your role as speaker is to inform, not to sell. It is recommended that proposals submitted by consultants or market suppliers include a provider/user participant as the primary speaker. Any form of commercialism or vendor bias in the proposal will not be accepted.

Submission entry is segmented into various sections that must be completed in full detail. Reviewers score low if content is missing. These sections include:

Speaking & Content Creation Opportunities – Select the event you are submitting a proposal for. In this case, please select: **HIMSS25 Las Vegas General Education, *Non-Commercial/Unbiased Education Only***

- **Submitter Information** – Proposal submitter contact information. All email communications will be sent to the proposal submitter such as accept/decline notifications, etc.
- **Proposal Content** – Proposal content details include detailed description, learning objectives, target audience, content outline, etc. For CE purposes, any form of commercialism or vendor bias in the proposal will not be accepted.
- **Speaker Details** – Name, contact information, biography, speaking experience, speaker photo, etc. **NEW!** Each speaker is required to complete a Conflict of Interest form for continuing education purposes and a Publication and Recording Authorization form for recording and posting presentations. These forms can be found in your proposal application under each speaker section.

Questions?

Contact gpsp@himss.org