



17-21 April | Chicago

Getting Started

HIMSS23 proposals for general education sessions must be submitted by the deadline. Late proposal submissions are not 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@mail.mil, phone number 571-286-8143.

Login Instructions

Prior to submitting, please read all instructions located on the HIMSS23 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.
- Late submissions and/or edit requests are not accepted.

HIMSS23 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) in order to adequately review the proposal.

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

- **Submission Instructions** – Instructions to refer to prior to entering your proposal data.
- **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, etc. For CE purposes, any form of commercialism or vendor bias in the proposal will not be accepted.
- **Speaker Details** – Name, contact information, biography, photo, etc. There is a speaker limit depending on the type of session format selected as listed below:
 - 60-Minute Lecture – 3 speaker limit
 - 60-Minute Panel Discussion – 1 moderator, 2 panelists limit
 - 60-Minute Essential Conversation – 3 speaker (facilitator) limit
 - 30-Minute Learning Burst – 2 speaker limit
 - Additional speaker names included in the proposal content will not be considered.
- **Enduring Credit** – Based on your proposal content, two multiple choice questions and one true/false question are required. These questions will be used if your presentation is posted for online learning and for learners to answer in order to obtain CE.

NOTE: All proposals must be submitted in order to be reviewed and considered. Incomplete proposals will not be reviewed. You may view, print and edit your proposal until the site closes.