How Proposals Are Evaluated

Proposals are evaluated by a panel of peer reviewers using the following criteria:

1. Value of proposal topic
2. Timeliness and appropriateness of topic
3. Quality of proposal content
4. Proposal title, description and learning objectives support the content of the proposal
5. Commercial influence or product bias is avoided.
6. Past speaking experience: Advanced, Moderate, Novice

1. Please rate the value of the proposal’s topic.
   - Does this proposal contain information that appeals to a HIMSS audience?
   - Is there significant value to the attendees?
   - Is the proposal relevant to current topics that affect healthcare and technology?
   - What are the practical applications of the ideas presented?
   - Does it include reasoning and documentation to support conclusions, recommendations, and outcomes?
   - Does this proposal advance existing ideas or present new ideas?
   - Will this proposal expand the attendee’s knowledge of technologies and applications beyond entry-level basics?
   - Does the proposal provide guidelines or models for implementation?

2. Please rate the timeliness and appropriateness of the proposal’s topic.
   - Will the proposal be up-to-date and cutting-edge at the time of presentation in six to nine months?
   - Will the topic have implications in the future?
   - How relevant is the topic in the context of pending legislation, regulations and technology?

3. Please rate the quality of the proposal’s content.
   - Has the proposal been implemented with comparative results available?
   - Does the proposal document the pre- and post-implementation status?
   - If there is data in the proposal, does it appear to be accurate?
   - Does the information provided validate the data?
   - Does the proposal attest to the accuracy of the data?
   - Have the conclusions been supported with data?
   - Is the data representative of the key points of the presentation? For example:
     - Have cost savings or increases been documented?
     - Are effects to processes or outcomes measured and documented?
• How well are the purpose and outcomes of the session expressed?
• Are referenced sources and data appropriately used?
• Is there a well-defined focus?
• Was the proposal clear and complete with good examples providing a logical conclusion?
• Does this proposal provide guidelines and/or models to simplify or manage their own application or installation?
• Is the writing clear, jargon-free, and coherent?
• Are there enough details in the proposal?

4. **Please rate how well the proposal title, description and learning objectives support the content of the proposal.**
   • Are the learning objectives appropriate and the right number for the proposal content?
   • Do the objectives match the proposal content?
   • Does the proposal title match the content?
   • Does the brief session description provide an accurate overview of the proposal content?

5. **Please rate how well any commercial influence or product bias was avoided.**
   • Does the proposal avoid commercial content?
   • If proposal includes a consultant/market supplier, does it also include a user/client perspective?
   • Does the proposal mention specific products, systems, or market suppliers?

6. **Please identify past speaking experience.**
   • Advanced
   • Moderate
   • Novice