Speaker Requirements

**Defense Health Agency Proposal Submitters**
Active duty military personnel and civilians with the Defense Health Agency (DHA) should only submit proposal content to the designated representative listed below:

Questions? Contact Carrie Mellin, carrie.a.mellin.ctr@mail.mil, 703-906-6126.

All other submitters should contact Deb Clough, manager, education, dclough@himss.org.

- Before submitting a proposal or if submitting on behalf of another, all persons listed as speakers must agree to and have knowledge of being included in the proposal.

- There is a two speaker limit per session. If a submitter/speaker changes employment and is selected to present at the HIMSS Global Health Conference, the submitter/speaker must notify HIMSS immediately. HIMSS will determine whether a session continues or is declined due to employment changes. If the content references the submitter/speaker’s previous employer, the submitter/speaker must receive permission from someone within the previous organization with authority to approve the person speaking on behalf of the organization and forward to HIMSS.

- It is recommended that proposals submitted by consultants or market suppliers include a provider/user participant as the primary speaker.

- Organizations are not limited to the number of proposals they wish to submit.

- Proposal submitters should complete their proposal to 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 has full information (i.e. measurable outcomes) in order to adequately review the proposal.

- Accepted speakers are required to complete:
  - Conflict of Interest form
  - Speaker Agreement
  - Publication Authorization
  - Speaker Orientation Webinar

- Accepted speakers will be assigned to a HIMSS Mentor.

- Presentation deadline dates, as well as guidelines and requirements will be sent to accepted speakers upon acceptance.

- Accepted speakers will receive a complimentary, non-transferable registration and should not register until receipt of registration instructions.

- Accepted speakers are responsible for their own travel and/or hotel expenses.