Blank Proposal Form

Use this form to document proposal content prior to entering data online. It replicates the questions in the HIMSS22 Call for Proposal submission site, where proposals should be submitted. Emailed proposal files are not accepted.

Prior to submitting, please read all instructions located on the HIMSS22 Call for Proposal information web page. They can also be found on the proposal submission site when you log in and submit a proposal.

The site closes **Monday, September 20, 2021, 5:00 pm Central Time**.

Questions?
Contact Deb Clough, manager, education, dclough@himss.org.

**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.

**Welcome to the HIMSS22 Call for Proposal Application**
Things to consider before submitting a proposal online:
- Submissions must adhere to guidelines set forth by ACCME, ANCC and HIMSS.
- Content must be unbiased and free of commercial influence.
- References to products, inclusion of product names, screen shots of applications, and references that include specific vendor organization names are all considered elements of commercialism and are not permitted.
- If the above exists in a proposal, the proposal should be balanced (i.e., three or more examples of the same type of commercial item are included.)
- If accepted, information submitted will be used in marketing materials and is subject to HIMSS final approval/edits.
- Provide complete, detailed answers to all text questions. Proposals are scored lower if there are few details.
- Proposals will not be received until the “Submit” button has been selected on the final preview page.
- Selecting the “Previous” button located at the end of each page before all information on the current page is saved will result in lost information.
- Proposal information may be saved as a draft before it is actually submitted. The “Save” option is located on the bottom of each page of the proposal form. Submitters may then log back into the system to update/complete the proposal at a later time.
- 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.
- Any field with a red asterisk “*” is required.
- The site closes **Monday, September 20, 2021, 5:00 pm Central Time**.
SUBMISSION INFORMATION
The following are the questions you will find in the HIMSS22 Call for Proposal submission site.

Proposal Title:
Please enter the proposal title (create with 10 words/60 characters max, including spaces). 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.

Next, select one topic category. Please refer to the topic category link on the Call for Proposal website for a description of each topic category.

HIMSS22 Topic Categories (select one)

Business - Guiding health leaders toward financial sustainability and operational excellence.
- Communications
- Finance
- Investing
- Logistics (Supply Chain)
- Marketing
- Operations
- Volume to Value, Quality, Patient Safety

Care - Equipping caregivers with tools to keep patients and populations healthy.
- Consumers, Caregiver or Patient Experience
- Health and Wellness
- Informatics
- Life Sciences
- Pandemic Response
- Patient Access
- Population Health
- Precision Health and Medicine
- Public Health
- Quality Care
- Telehealth, Connected Health, Virtual Health

Data and Information - Securing and streamlining health information to improve care delivery.
- Applied Artificial Intelligence and Machine Learning
- Bioinformatics or Healthcare Informatics Research
- Analytics
- Cybersecurity and Privacy
- Data Science
- Health Information Exchange
- Interoperability

Organizational Governance - Empowering health leaders to inspire change and lead strategically.
- Change Management
- Digital Health Transformation Leadership
- Leadership
- Maturity Models
- Process Improvement
- Strategic Planning
- Workflow

Policy - Addressing the core issues of digital health with advocacy and public policy.
- Healthcare Reform
- Legislation
- Regulation
- Public Health
**Technology** - Examining digital solutions that improve care delivery and health management.
- Core Technologies
- Digital Health
- Emerging Technologies
- Healthcare Applications and Technologies
- Innovation, Entrepreneurship, Venture Investment
- User Experience, Usability, User-Centered Design

**Workforce** - Preparing people and organizations to tackle what's next in health and wellness.
- Academic Education
- Professional Development
- Workforce Development

**SPEAKER DETAILS**

**SPEAKER LIMIT** - Before you begin, please read the speaker requirements on the HIMSS22 Call for Proposals webpage. Proposal submissions allow for two (2) speakers only. Additional speakers submitted in content text boxes will not be considered part of the proposal submission.

If submitting a proposal on behalf of another, please identify yourself as such. All email communication will be sent to the submitter.

**Please select one option below identifying your role:**
- “Submitter only” - submitting on behalf of the Speaker(s) and enter your contact information
- “Speaker” - Submitting on behalf of oneself

**#1 Speaker Required Information - LIMIT 2 Speakers**
- Speaker First Name:
- Speaker Middle Initial:
- Speaker Last Name:
- Credentials: (i.e.: PhD, RN, etc.)
- Title:
- Organization:
- Address 1:
- Address 2:
- City:
- State:
- Zip:
- Country:
- Email:
- Daytime Phone:

**Gender (please select one):**
- Identify Female
- Identify Male
- Non-binary
- Transgender
- Prefer not to answer

**Is your organization a Davies Award organization?**
- Yes
- No

**Has your organization achieved Stage 6 or 7 on at least one HIMSS Maturity Model?**
- Yes
- No
What is your role on this submission? LIMIT 2 Speakers
- Primary Speaker
- Co-Speaker

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

Did you have a proposal accepted through the HIMSS21 Call for Proposal?
- Yes
- No

Worksite: (please select one)
- Academic Education Institution
- Academic Medical Center
- Ancillary Clinical Service Provider
- Banks/Financial Services
- Community Health Center Clinic
- Critical Access Hospital
- Entrepreneur, Startup, Disruptor
- Financial, Legal, Investment Firm
- Government
- Government Health Provider
- Healthcare Consulting Firm
- HIE Organization
- Home Healthcare Org
- Hospital, Multi-Hospital System, Integrated Delivery System
- IDS/Hospital-Owned Ambulatory Clinic
- Independent Ambulatory Clinic
- Long Term and Post Acute Care Facility
- Market Supplier
- Payer, Health Plan
- Pharma / Life Sciences
- Pharmacy
- Professional Assn/Society
- Public Health

Principal Professional Title: (please select one)
- Business Development
- CDO/CDHO
- CEO, Chairman, President, Exec Dir, Adm, Group Practice Mgr
- CFO, VP/Finance, Finance Director, Controller
- Chief Clinical Officer
- Chief Clinical Supply Chair Officer
- Chief Clinical Transformation Officer
- Chief Innovation Officer of General & Financial Management
- Chief Innovations Officer
- Chief, Other Clinical Depts/Lab Services/Pharmacy
- Chief Population Health Officer
- Chief Privacy Officer
- Chief Public Health Officer
- Chief Quality Officer
- Chief/Executive Director/VP/Pharma/BioTech
- Chief/Executive Director/VP/Digital Health/Innovation
- CIO, VP of IT/IS
- Clinical Informaticist
- CMIO, CNIO, CCIO
- CMO, Medical Director, Chief of Staff
- CNO, VP/Director of Nursing
- Compliance Officer, Compliance VP/Director/Manager
- Consultant
- COO, Gen Manager
- CSO, CISO, VP, Director Info Security/Site Security
- CTO
- Director of Info Security/Site Security
- Director of Mgmt Engineering
- Director of Network, Internet, Intranet, Telecom, Call Center
- Director of Nursing
- Director of other Admin/Financial Depts
- Director of Other Clinical Depts / Lab Services / Pharmacy
- Director of other IT/IS Department
- Entrepreneur
- Government Employee/Public Servant
- Healthcare Strategists
- Hospital-Based Physician/Hospitalist
- HSA Product Management
- Innovator/Entrepreneur (Others Allied to the Field)
- Investor/Investment Planner/Venture Capitalist
- Manager of Other Admin/Financial Depts
- Marketing and Sales
- Media
- Manager Info Security/Site Security
- Manager Network, Internet, Intranet, Telecom, Call Center
- Manager of Management Engineering/Process Improvement
- Manager of Nursing
- Manager of Other Clinical Depts/Lab Services/Pharmacy
- Manager of Other IT/IS Dept
- Manager/Supervisor of Patient Accounting/Billing/Revenue Cycle
- NonMgmt Staff Patient Accounting/Billing/Rev Cycle/Fin Depts/Admin Dept
- Non-Management
- Nurse
- Nurse Practitioner
- Patient Advocate
- Physician’s Assistant
- Privacy Specialist
- Private Practice Physician
- Professor/Educator
- Programmers/Developers
- Project Manager
- Registered Pharmacist
- Senior Staff / Staff of Clinical Management
- Senior Staff / Staff of Information & Management Systems
- Senior Staff/Staff of General & Financial Management
- Student
- Systems Analyst
- Treasury Services/Cash Management/Lock Box Management
- VP, Mgmt Engineering
• VP, Network, Internet, Intranet, Telecom, Call Center
• VP, other IT/IS Department
• VP, other Admin/Financial

**Length of Time in the Field (years):** (please select one)
• Less than 1
• 1-5
• 6-10
• 11-15
• Greater than 15

**Biography of your professional background** (2000 characters max, include spaces) Please do not post the actual resume/CV.

**Public Speaking Experience** (2500 characters max, include spaces): 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 Introduction** (1000 characters max, include spaces): Should your proposal be accepted, please provide a written introduction of yourself. Please write in 3rd person, present tense and in a business-like tone.

**Speaker Photo** - Please upload a photo of the primary speaker. Name the photo by speaker last name (example: Smith.jpg). Image requirements:
1. JPG, JPEG, TIF (No PNG as we do not want poorly traced profile shots with transparency)
2. Images should be at least 1024px wide and tall (keep proportions of photo, no need to crop to this size).
3. 3mb max
4. Person should be center of frame
5. Full color photos only. No black/white, sepia or filtered portraits.

If there is a second speaker in this proposal, please complete the following. If not, please skip and move down to Submission Content.

**#2 Speaker Required Information - LIMIT 2 Speakers**
• Speaker First Name:
• Speaker Middle Initial:
• Speaker Last Name:
• Credentials: (i.e.: PhD, RN, etc.)
• Title:
• Organization:
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• Address 2:
• City:
• State:
• Zip:
• Country:
• Email:
• Daytime Phone:

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8. 3mb max
9. Person should be center of frame
10. Full color photos only. No black/white, sepia or filtered portraits.

Submission 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.
- For content text boxes listed below there is a 2,500 word maximum limit. You may answer each content section with as many words as you need up to the 2,500 word limit.

Proposal Content
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.
Provide a brief summary description (1,000 characters max) as it should appear in the marketing materials, if selected.

Presentation Format: (please select one) Please refer to the presentation format and requirements on the HIMSS21 Call for Proposals web page.

- **60-minute Lecture** (two speaker limit) - lecture-type conference education session in which a specific topic is presented and discussed. The presentation includes a brief question and answer period during the last 10 minutes of the session.
- **60-minute Essential Conversation** (two facilitator limit) - 20-minute lecture followed by 40 minutes of “Essential Conversation” with the audience. The goal of this session is to engage the audience in active learning and participation.
- **30-minute SPARK Session** (one speaker limit) - explain a concept, an idea, or impart some type of response to a problem designed to add to the attendee’s knowledge. The structure should include an introduction/problem statement, discussion of the concept or idea, and results/lessons learned.
- **30-minute Life Changing Innovation** (2 speaker limit) - These interactive, 30-minute sessions will feature compelling real-world stories of innovation from different perspectives of the global health ecosystem. Through the use of storytelling, speakers will share their healthcare innovation journey.

If submitting a proposal for an Essential Conversation session, please list 3-5 questions to describe how you would facilitate this session and engage the attendees in the conversation.

If submitting a proposal for a SPARK session, please provide a URL to a video of approximately three minutes that highlights the speaker's style and delivery for a presentation of this type.

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.)

What is the primary professional role for which your presentation is targeted?
What is the secondary professional role for which your presentation is targeted?
What is the third professional role for which your presentation is targeted?

- Advocacy Groups Focused on Patient, Family Member, or Caregiver
- Allied Health Professional
- CEO/COO
- Chief Quality Officer and Chief Clinical Transformation Officer
- CIO/CTO/CTIO/Senior IT
- CISO/CSO
- Clinical Engineering Professional
- Clinical Informaticist
HIMSS requires the use of Bloom's Taxonomy. Describe what attendees will gain by attending this presentation. Follow the instructions below when writing learning objectives.

- List 3–5, one sentence learning objectives with no ending punctuation
- Acceptable active verbs are listed below

<table>
<thead>
<tr>
<th>Level</th>
<th>Definition</th>
<th>Sample verbs</th>
<th>Sample Influences</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEVELS</td>
<td>Student performs, recognizes information, facts, and principles in which they were not told.</td>
<td>identify, label, relate, predict, evaluate</td>
<td>The student will identify key concepts and principles in the cognitive domain.</td>
</tr>
<tr>
<td>INTRODUCTION</td>
<td>Student performs, comprehends, or is aware of information based on prior learning.</td>
<td>explain, summarize, paraphrase, illustrate, justify</td>
<td>The student will explain the purpose of Bloom's Taxonomy.</td>
</tr>
<tr>
<td>APPLICATION</td>
<td>Student selects, groups, and uses data and information to complete a problem or task with a minimum of direction.</td>
<td>apply, use, explain, interpret, demonstrate, discuss, analyze, modify, choose, modify, relate, schedule, write</td>
<td>The student will write an instructional objective for each level of Bloom's Taxonomy.</td>
</tr>
<tr>
<td>ANALYSIS</td>
<td>Student distinguishes, classifies, and relates the components, elements, events, or structure of a statement or question.</td>
<td>change, discover, choose, choose, compare, contrast, examine</td>
<td>The student will compare and contrast the cognitive and affective domains.</td>
</tr>
<tr>
<td>SYNTHESIS</td>
<td>Student organizes, integrates, and combines ideas into a new, plan, product, or program that was not given to them.</td>
<td>create, design, hypothesize, research, develop, give</td>
<td>The student will design a research scheme featuring educational objectives that stresses the cognitive, affective, and psychomotor domains.</td>
</tr>
<tr>
<td>EVALUATION</td>
<td>Student applies, assesses, or criticizes on the basis of specific standards or criteria.</td>
<td>judge, recognize, critique, justify, argue, improve, analyze, evaluate, develop, discriminate, determine, express, decide, make, weigh, write</td>
<td>The student will judge the effectiveness of writing objectives using Bloom's Taxonomy.</td>
</tr>
</tbody>
</table>

Reference: https://www.walmart.edu/aap/bloomstaxonomy.html
Examples of learning objectives using acceptable action verbs:

- Example #1: Analyze the process improvement steps taken by the team
- Example #2: Compare two different approaches to process improvement

Learning Objective 1:
Learning Objective 2:
Learning Objective 3:
Learning Objective 4 (optional):
Learning Objective 5 (optional):

Enduring Credit Questions

HIMSS21 educational sessions will be placed in the HIMSS Learning Center post conference. HIMSS will seek enduring credit for CME, CNE, ACPE, LLSA-MOC. Please provide two (2) multiple-choice questions with four (4) answer choices (a-d) and one (1) true/false question that attendees should be able to answer after attending this presentation. There is a 250 character maximum count that includes spaces for each question and answer.

In the appropriate fields, please provide the correct answer and the reason why the answer is correct for each question. In addition, please provide the incorrect answers. Please do not include the answer choices in the question field.

If the correct answer is “all of the above” or “none of the above”, please do not simply repeat the answer when explaining why the answer is correct. Instead, provide a reason or a citation indicating why all the answers are correct or not correct.

**EXAMPLE - Multiple Choice Questions**

List Multiple Choice Question (250 characters maximum, includes spaces):

Question: A universal goal to improve patient safety is the use of:

Provide one correct answer (250 characters maximum, includes spaces):

A. Surgical pause

Provide reason why the above answer is correct (250 characters maximum, includes spaces).

A. This is one of the main goals of The Joint Commission International Center for Patient Safety.

Provide three incorrect answers below (250 characters each, includes spaces):

B. Patient privacy process
C. Diagnosis-related groups
D. Peer review

**EXAMPLE - True/False Question (250 characters maximum, includes spaces)**

Question: When setting up relational databases, the primary key refers to a field or set of fields that uniquely identifies each record stored in the table.

Provide correct answer below (True or False): True

Provide reason why the above answer is correct (250 characters maximum, includes spaces). A primary key (if assigned) is used unique identifier for each record in the table.

**Presentation Content Outline -** Please provide further background on the topic. Please identify the source(s) of your data.

**Background** - (2,500 characters max, include spaces) Provide an introduction/background of your topic.

If the topic category for this proposal is Pandemic Response, please also include the following information:

- Describe the clinical problem the application of information and/or technology described is being utilized to present.
Define the key performance indicators (KPIs) used to assess progress.

Summarize the observed improvement in performance on KPIs for the project.

**Organization** - (2,500 characters max, include spaces) Provide a brief description of the organization(s) presenting this topic - include description of organization, staff, location, patients, clients, partners, if applicable.

If the topic category for this proposal is Pandemic Response, please also include the following information:

- Identify the governance structure, including identifying the subject matter experts and collaborative processes utilized in the selection of all the information and technology tools utilized and the design of the workflow for the project described in the submission.

**Methods** - (2,500 characters max, include spaces) Describe the study/project/process implementation used and provide a timeline of the study/project/process.

If the topic category for this proposal is Pandemic Response, please also include the following information:

- Describe the clinical workflow developed to improve performance on the described clinical problem.
- Identify the information and technology solutions utilized to enable improved performance as part of the described workflow.
- Share how data driven decision making is utilized to identify opportunities to optimize the technologies, interfaces, and workflows described in the submission.

**Challenges** - (2,500 characters max, include spaces) Describe any barriers or challenges. What considerations and best practices should an organization follow to mitigate these barriers?

**Results/Findings** - (2,500 characters max, include spaces) Include any outcomes/impact data such as the key performance indicator/s utilized and/or the pre-implementation performance and current performance data.

**Conclusions** - (2,500 characters max, include spaces) Describe your conclusions.

**Replicability** - (2,500 characters max, include spaces) Provide a description of how this may be replicated in other settings. Also include limitations for replication. Identify any variables which could impact an implementation (cost, available infrastructure limitations, funding/payment models, governance structure, etc.)

**Next Steps/Follow Up Research** - (2,500 characters max, include spaces) Provide next steps or follow up research.

The Global Health Conference experience has been reframed as a year-long, digital experience that culminates at the in-person Global Health Conference. Speakers whose proposals are accepted may be required to deliver their session in one or more formats, e.g. in a live session occurring at HIMSS21, in a pre-recorded session prior to HIMSS21 for on demand access later, and/or for delivery in a hybrid digital environment where some aspects of the session may be pre-recorded. Additionally, declined proposals may be considered for other thought leadership opportunities across HIMSS’s vast array of educational offerings.

- Yes, I have read and agree to the above statement.