Presentation Content Outline

The HIMSS Global Health Conference & Exhibition is committed to amplifying all voices and welcomes diversity, equity, and inclusion of all types. Please ensure that your proposal is a good balance and blend of diversity in gender, representation, and ideas.

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.

Requirements:

1. 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.
2. It is recommended that proposals submitted by consultants or market suppliers include a provider/user participant as the primary speaker. For continuing education purposes, any form of commercialism or vendor bias in the proposal will not be accepted.
3. When submitting a proposal, please ensure you provide comprehensive details and substantiating evidence that supports your content. This will not only strengthen your proposal but also facilitate the review scoring process. Detailed proposals with clear evidence enable reviewers to fully understand the scope, feasibility, and impact of your submission.
4. Complete all components of the proposal (i.e. measurable outcomes, etc.).
5. Be succinct in your text answers and avoid redundancy. Convey the critical points under each content section.
6. Check for spelling errors.
7. Include any URL links to charts/graphs/figures. Include references to existing works to build a case/rationale and discuss the broader generalizability of a case study. May also contain hyperlinks to open-source tools/websites.
8. Identify and cite all sources and/or include all necessary acknowledgements.
9. Obtain written permission from copyright holder to reproduce/include previously published figures, tables or text excerpts and acknowledge the original source in the figure caption or as a footnote.
10. All necessary approvals/clearances are obtained before submission.
11. Proposal should not contain plagiarism, invasion of privacy, violation of proprietary right or copyright, libelous or injurious matter.

Not meeting the above requirements may result in low review scores and/or ineligibility for some Call for Proposals/Speakers.

Content Section

➢ Organization - Provide a brief description of the speaker(s) organization(s) including location, size, type of organization such as healthcare, hospital, consultant, government, market supplier, etc., and the role(s) this organization served in the topic of this proposed session. (250 words limit)

- ➢ Background – Provide an introduction/background of your topic including the problem statement, goals, objectives, etc. (500 words limit)

- ➢ Methods – Describe the study/project/process implementation used and provide a timeline. If applicable, include data collection methods and how it was measured. (500 words limit)

- ➢ Challenges – Describe any barriers or challenges and identify considerations or best practices the organization followed to mitigate these barriers. (500 words limit)

- ➢ Results/Findings - Identify any outcomes data (e.g. key performance indicators, pre-/post-implementation performance, or current performance data). If applicable, include how other variables not part of your study were accounted for and how factors (such as age, ethnicity, etc.) were adjusted pre-/post interventions so as to eliminate them as a co-founder. (500 words limit)

- ➢ Conclusions – Describe any conclusions such as lessons learned, outcomes, translation potentials to other sites, any clinical or organizational pearls, bottom line upfront. (250 words limit)

- ➢ Next Steps/Follow Up Research – If applicable, provide any next steps/follow-up that are important to this presentation. If none, enter NA. (250 words limit)