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 Kaitlin Prindle, Kaitlin.s.prindle.ctr@health.mil, phone number 571-286-8143.

Requirements

- 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.

- It is recommended that proposals submitted by consultants or market suppliers include a provider/user participant as the primary speaker. For CE purposes, any form of commercialism or vendor bias in the proposal will not be accepted.

- Speaker Limit (4): Please ensure each speaker provides a meaningful contribution to the objectives of the session. While we are allowing up to four speakers, you are not required to include the maximum number of speakers when submitting your proposal.

  Recommended Number of Speakers
  - 60-Minute Lecture: 3 Speakers
  - 60-Minute Essential Conversation: 3 Facilitators
  - 60-Minute Panel Discussion: 2 Panelists, 1 Moderator
  - 30-Minute Learning Burst: 2 Speakers

- If a submitter/speaker changes employment after a proposal is accepted, the submitter/speaker must notify HIMSS immediately. If the content references the submitter/speaker's previous employer, the submitter/speaker must receive permission from senior management within the previous organization with authority to approve the person speaking on behalf of the organization and forward that approval to HIMSS. HIMSS will determine whether a session continues or is declined due to employment changes.

- If there is a speaker change after a proposal is accepted, the submitter/speaker must notify HIMSS immediately. HIMSS will send the submitter/speaker a speaker change request form to complete and submit to HIMSS. HIMSS will determine whether a session continues or is declined due to speaker changes.

- Organizations are not limited to the number of proposals they wish to submit. However, no more than five proposals will be accepted from one organization.

- Accepted speakers are required to complete:
  - Conflict of Interest form
  - Publication and Recording Authorization form
  - Attend the Speaker Orientation Webinar

- Accepted speakers will be assigned a HIMSS Mentor who will guide speakers through the presentation process.

- Presentation deadlines, guidelines and requirements will be sent to speakers upon acceptance.

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

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