



March 3-6 | Las Vegas

Speaker Requirements

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.

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 continuing education purposes, any form of commercialism or vendor bias in the proposal will not be accepted.
- You are required to limit the number of speakers per session format as listed below. Please ensure each speaker provides a meaningful contribution to the objectives of the session.

Maximum Number of Speakers

- 30-minute Case Study Session: 2 speaker limit
 - 60-minute Case Study Session: 3 speaker limit
 - 30-minute Best Practice Session: 2 speaker limit
 - 60-minute Best Practice Session: 3 speaker limit
 - 30-minute Learning Burst: 2 speaker limit
 - 60-minute Panel Discussion: 3 panelist and 1 moderator limit
 - 60-minute Point-Counterpoint Discussion: 2 panelist and 1 moderator limit
 - 60-minute Fishbowl Session: 3 panelist and 1 moderator limit
- 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 three proposals will be accepted from one organization.
 - 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.
- Pre-Recording Agreement: If a proposal is selected for distribution during the HIMSS Global Health Conference and Exhibition, accepted speakers may be asked to pre-record their session approximately 2 to 3 months prior to the live engagement. Speakers must agree to meet deadlines to produce and record presentations in adherence to the timelines that will be established.
- Accepted speakers will receive a complimentary, non-transferable conference pass registration and should not register until receipt of registration instructions.
- Accepted speakers are responsible for their own travel and/or hotel expenses.