

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@mail.mil, phone number 571-286-8143.

Proposal 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.
- There is a speaker limit depending on the type of session format selected as listed below:
 - 60-Minute Lecture – 3 speaker limit
 - 60-Minute Panel Discussion – 1 moderator, 2 panelists limit
 - 60-Minute Essential Conversation – 3 speaker (facilitator) limit
 - 30-Minute Learning Burst – 2 speaker limit
 - Additional speaker names included in the proposal content will not be considered.
- If a submitter/speaker changes employment and is selected to present at the HIMSS Global Health Conference & Exhibition, 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.
- 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
 - 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 registration and should not register until receipt of registration instructions.
- Accepted speakers are responsible for their own travel and/or hotel expenses.