



Getting Started

All HIMSS Global Conference proposals must be submitted online by Monday, July 16, 2018 at 5:00pm Central Time. It is strongly recommended that you do not wait until the last minute to submit your proposal.

Important Note For Defense Health Agency (DHA) proposal submitters:

Thank you for your interest in submitting an education session proposal for consideration at HIMSS19 to be held at the Orange County Center in Orlando, FL, February 11 – 15, 2019. If you are considered active military personnel, do not submit your proposal at this site. Defense Health Agency (DHA) programming from active military personnel is coordinated by a representative of the agency.

If you are military personnel and would like to be considered as a speaker at HIMSS19, please submit your proposal and/or direct any questions/inquiries directly to Carrie Mellin at carrie.a.mellin.ctr@mail.mil or call directly at 703-906-6126.

All other submitters should contact Deb Clough at dclough@himss.org or 312-915-9559.

Log-In Instructions

After reviewing all Call for Proposals instructions, please continue with the following:

- **Log-in and/or register via the HIMSS Website.**

You must log-in and/or register via the HIMSS website by providing a username and password. You may submit more than one proposal under the same username and password. You will be able to come back to the site to finish or edit your proposal at any time up until the July 16 deadline. The “Save” button at the bottom of each submission page must be clicked for data to be saved. When your proposal is finalized, you must hit the “Submit” button located on the last preview page of the proposal application. Your proposal will not be reviewed unless submitted. **NOTE:** if you leave the proposal application open for awhile it will timeout so make sure you save your data periodically clicking on the “Save” button located on the bottom of the page. Make sure you have edited and reviewed your proposal by Monday, July 16, 2018, 5pm Central Time.

- Late submissions/edit requests **will not** be accepted.

HIMSS19 Call for Proposal Application

Submission entry is segmented into various sections. These sections include:

- Submission Information – Enter the title of your presentation (10 words/60 characters max, including spaces) and select one topic category. Do not list your organization name and/or acronyms in the proposal title.
- Speaker Details – Speaker details contains information about each speaker including name, contact information, biography, etc. **LIMIT** – 2 Speakers (Primary Speaker and Co-Speaker)
- Content and Materials – This section contains content details on the submission such as presentation descriptions, learning objectives, target audience, etc. Provide complete, detailed answers. Reviewers score low if answers do not provide details.
- Submission Preview – Submission preview is where you are able to review and print a copy of your submission. You can edit any of the information entered if you see an error. Edits can be made until the site closes on Monday, July 16, 5pm Central Time. Remember, in order for your proposal to be reviewed you must hit the “Submit” button located on the bottom of this preview page.

You will need to fill in all the information to complete your submission. Your proposal will not be reviewed in draft status. You must **submit** a **completed proposal** in order for your proposal to be considered. If your proposal is accepted, please note that the content you submit will be used in all marketing materials and is subject to HIMSS approval/edits.

Helpful Hints

- A username and password will be required each time you access your account. Save this information! This information will also be needed to access the accept/decline site in September. If you forgot your username, click on the Forgot your Username link. If you forgot your password, use the Forgot your Password link and you will be sent a link to reset your password.
- Any field with a red * is required. You will not be able to go on to the next page/section if a required field is not completed.
- **NOTE:** The session will time out after approximately 15 minutes and any data that has not been saved will be lost. Please click on the "Save" button at the bottom of the form at least every 15 minutes.
- When entering information in text boxes, remove all formatting (do not use bullet points, etc.) before copying and pasting from another source.
- Do not select the previous button located at the end of the page until all information on current page is saved.
- On the last page, you can "Save", if you need to update additional information at a later time. If you click on "Save", your proposal will be saved in Draft status.
- Your proposal will not be considered until you click on the "Submit" button on the final preview page.
- You may edit your proposal via the Submission Preview tab until the site closes on Monday, July 16, 2018, 5pm Central Time.
- Print a copy of your proposal(s) submitted via the Submission Preview tab.

You will be notified of your proposal's status in October, 2018. Save your username and password.

Global Conference questions? Contact Deb Clough, Manager, Global Conference Education, dclough@himss.org .