



## **E-SESSION GUIDELINES**

### **What is an E-Session?**

An E-Session is a multimedia presentation built from an author-produced PowerPoint file and written script. Once delivered, HIMSS brings in a professional voice over artist to record the audio, which is synched up with the PowerPoint file. The final produced piece will be accessible to all attendees at various computer stations during the conference, as well as available through our learning management system post conference. E-Sessions are viewable during the all conference hours, including during exhibition hours.

### **As an E-Session participant/author, am I required to attend the Annual HIMSS Conference & Exhibition?**

E-Sessions are not “live” presentations, so you are not required to attend the Conference. However, as an E-Session author, you will receive one complimentary registration. Only the PRIMARY E-Session participant will receive a complimentary registration. You may, however, have as many co-authors listed on the E-Session as you wish.

### **Is there a limit to how many authors can be included on the E-Session?**

There is no limit to the number of authors included on an E-session, but only the primary participant/author receives the complimentary registration.

### **What is required for e-session materials?**

The presenter must provide a 20-minute (please do not exceed this time limit) PowerPoint presentation (15-20 slides) and a typed script in a Word document. (See below guidelines for further information)

## **GUIDELINES FOR POWERPOINT PRESENTATION**

Please stay within the 20-minute time limit for your e-session presentation. It is recommended that you have **no more than 15-20 slides** for the presentation.

You may want to consider developing your slide presentation in this order:

First slide, Presentation title, with authors' names, titles, organizations, city & state. The second slide should state your learning objectives. These slides can be in addition to the 15-20 slides. You probably should not include author biographies, but may include your name, title, organization, city and country. You may also provide a link to your company, if you wish, but only on the author listing page or the last slide page. You may have an unlimited number of authors for slides, but it is suggested to keep it at a maximum of five.

The script must be 20 minutes ONLY – to coincide with your PowerPoint presentation. When writing your script (in Word), identify each section that coincides with each slide. (i.e. Slide one; content (Word), Slide two; content (Word), etc.) Please do NOT have your script included in the notes section of the PowerPoint presentation. The script MUST be a separate word document. Please practice your script along with running your ppt slides, to be sure you are within the 20 minute limit.

Script must be 14 point font, in Times New Roman on a Word document. This must be readable for the professional voiceover.

Images on slides used cannot exceed 144 dpi (this includes backgrounds. A maximum of 3 images per page is allowed.

Company logos should only appear on the first slide. If logos are on more than one slide, they will be returned to you to remove them.

If you think a word will be unfamiliar to the voiceover, please provide the pronunciation of it. When using acronyms, be sure to note if it should be said as letters or as a word and explain what the acronym stands for. If you want to **emphasize** a word, sentence or phrase, put it in **bold font and underline** it.

Ask someone unfamiliar with your information to read the slides to be sure that they know what all the words mean and how to pronounce them. The voiceover may not be familiar with healthcare terminology.

Use punctuation carefully.

Have your marketing/PR department read your slides to be sure confidential or proprietary information has not been included. Once the final slides are submitted and the production time has begun, changes cannot be made!

## **FORMATTING TIPS**

1. Use the same style or pattern for all slides so they look like one cohesive presentation.
2. Use capital letters in headlines only. It's easier for the eye to read upper and lower case lettering in the body copy.
3. Graphs and charts are accepted, but on text slides, keep it simple. The best text slides have no more than a title and five (5) "bulleted" points.
4. Use visuals, not just words, to convey your information. People remember what they see and hear more vividly than something they only see or only hear.
5. Depending on how long your script is, plan about a slide a minute.
6. Please include company logos on first slide only. Sometimes logos on slides can be distracting to the viewer.
7. Use color carefully. A dark background color works best, with white lettering to contrast. One or two other colors might be used to highlight important elements.

Contact Adam Bazer at [abazer@himss.org](mailto:abazer@himss.org) or 312-915-9257 if you have questions.