



HIMSS: Speaker/Reviewer Presentation Reviewer Worksheet

The following worksheet provides you with useful tools for you to use as you review your presentation for the upcoming HIMSS conference. This worksheet should be completed prior to the completion of your presentation slides. **The goal is to be able to answer yes to the following questions:**

Meeting HIMSS Slide Guidelines

Is your organization's logo only on the title slide? Yes/No

Have you removed any corporate logos/names from the header/footer of your slides? Yes/No

Do you have 25 slides or less? Yes/No

Text

Are your headings no larger than 48 points, the body no larger than 36 points? Yes/No

Did you use all capital letters in headlines? Yes/No

Did you keep each slide simple? Is only the essential, bullet-pointed information on the slide? Yes/No

Images

Are your images under 144 dpi, including backgrounds? Yes/No

Do you have no more than 3 images per slide? Yes/No

Are the details on any graphs you've included legible from the back of the room? Yes/No

Are the colors you have chosen for any graphs legible for those that are color blind? Yes/No

Are the colors you have chosen for any graphs legible if your slides are printed in black & white or grayscale in PowerPoint? Yes/No

Context

Did you meet all the learning objectives listed for your session? Yes/No

For Annotated Briefings, did you provide thorough notes for each slide in the notes section? Are these notes in 12 point Arial? Yes/No

For Professional Papers, does your paper augment the information you have provided in your presentation slides? Yes/No

Has your presentation been reviewed by your legal and/or marketing department to ensure that you have not included any proprietary information? Yes/No

Reviewer Coach

Have you been in contact with your reviewer coach as you have prepared your presentation materials? Yes/No

Have they provided you with useful feedback in regards to how you can improve your presentation materials? Yes/No

Have you incorporated their suggestions into the final version of your presentation? Yes/No

Have you properly labeled your final Powerpoint file with the following naming convention, **Session Number_PrimaryAndSecondarySpeakerLastName_final**? Yes/No