

HIMSS09: Speaker/Author/Facilitator Presentation Material Types

The following worksheet provides you with definitions for all presentation materials requested by HIMSS for the upcoming conference. All speakers/authors/facilitators will need to complete the following:

Presentation Slides *

20-25 presentation slides should be prepared for all live lecture presentations and E-Session modules. Roundtable facilitators should prepare **no more than 10 presentation slides** for their session

*See speaker/reviewer presentation review worksheet for slide font/color guidelines

Annotated Briefing

An annotated briefing is a 100-200 word summary of each slide in your presentation. This summary should be placed in the “Notes” section of each slide in your PowerPoint presentation. These notes should be written to provide context for each slide. The objective of an Annotated Briefing is to allow someone who did not physically attend your session to be able to gain a general understanding of your presentation.

Professional Paper

A professional paper is a 7 to 15 page paper based on your original proposal. In this paper, you should expand on the concepts introduced in your proposal, including enough detail and documentation to allow someone who did not physically attend your session to be able to gain a detailed understanding of your presentation. The paper **SHOULD NOT BE** a script of your presentation. However, you may extract any ideas from your paper to incorporate in your presentation. Figures/graphs and/or charts may be included in your paper to further emphasize a point.

E-Session Script

In conjunction with your 20-25 slide presentation, all E-Session authors must create a script for our voice over artist to record. This script should be written in a conversational tone, when applicable. The content of the script should provide context for the information included on the slide. Each slide script section should be roughly ½ to ¾ of a page, 1.5 spaced, in 14 point font. All industry-related jargon included in this script should be spelled phonetically in parenthesis next to the word. If abbreviations are used in this script, please list how those abbreviations should be spoken by our voice over artist (ex. NASA is an abbreviation that is spoken as one word, EMR is an abbreviation that is spelled out letter by letter)