



**HIMSS Global Conference Optional Events**  
**March 9 – 13, 2020**  
**Orange County Convention Center, Orlando, FL**

## Proposal Submission Information

This form is to provide you with a copy of the HIMSS20 Optional Events Call for Proposal questions to assist you in preparing prior to entering your data online. All proposals must be submitted online. Hard copy/email proposals are not accepted. Call for Proposal closes September 30, 2019 at 5:00pm Eastern Time. Late submissions/edit requests **will not** be accepted after the Call closes.

### HIMSS Events Submission Site:

When you reach the HIMSS Events submission site, you will be asked to Sign in if you have an existing profile, or click on “New Submitter” to begin your submission. You will then receive an email with your password and will be able to login to the submission site. **Please note: This site is different from the HIMSS20 General Education Call for Proposal site. You will not be able to use the same login information.**

### Session Information:

Once you’ve logged into the submission site, you will be asked to enter the following information.

Please note: character limits include spaces.

#### 1. Title

- **Session Title (150 characters max)** – Enter the title of your presentation.

#### 2. Speaker(s)

You will be allowed to submit up to two speakers per abstract. Each speaker will be required to submit the information below.

- **Speaker name and contact information** – You will be asked to enter your name, credentials, professional title, organization, address, phone number, email address, assistant name and email (if applicable).
- **Biography of your professional background (10,000 characters max)** Please do not post the actual resume/CV.
- **LinkedIn account** - If you have a LinkedIn account, please enter your address. A submitter can find this information on their LinkedIn profile page. They can find the URL right underneath their profile photo. This is the correct format: <https://www.linkedin.com/in/personaladdresshere>
- **Twitter account** - If you have a Twitter account, please enter your Twitter handle. Use the @ symbol and your twitter handle. Don’t use hashtags. This is the correct format: @personaladdresshere

#### 3. Description

- **Session Description (1,500 characters max)** – Provide a brief summary description as you want it to appear in the program book and on the website, if selected.

#### 4. Learning Objectives

- **Learning Objectives (500 characters max per objective)** – Precisely describe what attendees are to gain by attending this presentation.
- Please see the Learning Objective information at the bottom of this document for additional guidance on how to write learning objectives.

#### 5. Category

You will be asked to select one of the below categories (preconference programs) to submit your proposal under.

- Aging & Tech Forum: Addressing the Silver Tsunami
- Cloud Forum
- Consumerization of Health Forum
- Cybersecurity Forum
- Innovation Forum
- Machine Learning & AI for Healthcare
- Patient Engagement & Experience Forum
- Pharma Forum
- Population Health Management Forum
- Revenue Cycle Optimization Forum
- AMDIS/HIMSS Physicians' Executive Symposium
- Big Data Symposium
- Blockchain Symposium
- Career Development Symposium
- Interoperability and HIE Symposium
- Leading a Digital Organization Symposium
- Nursing Informatics Symposium
- Telehealth Symposium

#### 6. Additional Information

- **Speaking Experience (2,500 character max)** – Please share your previous speaking experience, listing the event name and topic you addressed, including any past HIMSS events.

**Learning Objectives (Continued):** Each submission must include three learning objectives. Please see below for guidance on writing your objectives.

#### Bloom's Taxonomy Learning Objectives

Precisely describe what attendees are to gain by attending this presentation.

- List 3 learning objectives
- Each learning objective should be one-sentence, short and concise, without a period at the end of the sentence and do not begin sentences with a bullet point
- Begin learning objectives with verbs that are observable and measurable
- Please review below list for acceptable active verbs to begin your learning objective

**Start learning objectives with active verbs and define an operational or behavioral objective.**

- Example#1 Correctly-worded Learning Objective: Analyze the process improvement steps taken by the team
- Example#2 Correctly-worded Learning Objective: Compare two different approaches to process improvement

Behavioral Terms that are **NOT** measurable do **NOT** meet criteria for approval. Please see the list of bad words at the end of this document that **should not** be used as cognitive objectives.

- Example #1 Incorrectly-worded Learning Objective: Understand what steps the team used for process improvement
- Example #2 Incorrectly-worded Learning Objective: Learn about two different approaches to process improvement

### VERBS FOR WRITING LEARNING OBJECTIVES

#### Some Verbs for Use in Stating **Cognitive** Outcomes

<u>Knowledge</u>	<u>Comprehension</u>	<u>Application</u>	<u>Analysis</u>	<u>Synthesis</u>	<u>Evaluation</u>
Define	Explain	Apply	Analyze	Arrange	Appraise
List	Express	Employ	Appraise	Create	Assess
Recognize	Describe	Demonstrate	Calculate	Design	Choose
Record	Discuss	Illustrate	Categorize	Develop	Compare
Repeat	Identify	Interpret	Classify	Diagnose	Decide
State	Restate	Perform	Compare	Formulate	Estimate
	Translate	Practice	Contrast	Hypothesize	Evaluate
		Use	Criticize	Manage	Judge
			Debate	Organize	Justify
			Diagram	Plan	Measure
			Differentiate	Prepare	Rate
			Distinguish	Propose	Score
			Outline	Summarize	Select

#### Verbs for Use in Stating **Affective** Outcomes

<u>Receiving</u>	<u>Responding</u>	<u>Valuing</u>	<u>Organization</u>	<u>Value Complex</u>
Accept	Answer	Complete	Adhere	Act
Ask	Assist	Follow	Defend	Discriminate
Choose	Compile	Form	Integrate	Display
Follow	Greet	Initiate	organize	Influence
Reply	Help	Join		Practice
Show		Share		

## Study

### Some Verbs for Use in Stating **Psychomotor** Outcomes

#### Guided

<u>Perception</u>	<u>Set</u>	<u>Response</u>	<u>Mechanism</u>	<u>Complex</u>	<u>Adaption</u>	<u>Origination</u>
Detect	Begin	Copy	Assemble	Assemble	Adapt	Arrange
Differentiate	Proceed	Follow	Construct	Construct	Change	Compose
Identify	React	React	Display	Display	Revise	Construct
	Respond	Reproduce	Manipulate	Manipulate	Vary	Create
	Start		Work	Operate		Design
			Write	Work		

#### **Bad words** that should not be used as cognitive objectives!

Increase	Expand horizons	Approach	Appreciate	Become
Know	Really know	Grasp the significance of	Improve	Grow
Learn	Thinks critically	Understand		

# Good luck with your submission!

Questions regarding your submission? Contact:

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