

HIMSS18 Presentation Guidelines

Your assigned presentation is either a traditional, 60-Minute Lecture-type session or a 60-Minute Essential Conversation session in which a specific topic is presented. No more than two speakers are permitted.

Scanning of attendee badges entering/leaving the session room is not allowed.

Please keep in mind that education session rooms are large, they seat between 400 - 750 people and your presentation needs to be seen by those in the back of the room. The essential conversation room can hold up to 220 attendees. The stage will be set up with comfy chairs and a coffee table in the center of the stage. A podium with a laptop will be set up off to the side of the stage. HIMSS encourages speakers to walk the stage and engage the audience. Wireless microphones will be provided.

The session will begin with a representative from HIMSS providing your introduction (2-3 minutes) followed by:

- 60-Minute Lecture - the presentation (45- 50 minutes) which is followed by a brief question and answer period (10-15 minutes)
- 60-Minute Essential Conversation – a 20-minute presentation (10-15 slides) which is followed by a 40-minute essential conversation with the attendees in the room.

Please consider preparing 2-3 questions to provide to your Session Mentor to stimulate further discussion during the Q&A section, if needed. There will be two standing aisle microphones for the attendees to use when asking their questions. Encourage the attendees to use those microphones so all can hear the questions being asked.

The guidelines below provide useful tools for developing your HIMSS18 presentation.

CE Guidelines

Your session presentation will be submitted for Continuing Education credits. Please remember the following Continuing Education Requirements when putting together your PowerPoint presentation:

- CE activities are conducted for:
 - the education of the audience
 - and, by extension, the benefit of their patients
 - **Presentations must not be designed to promote commercial interests or products**
 - Use of generic names when referring to drugs or products is strongly encouraged. If trade names are used, those of several companies must be included. If necessary, remove vendor names from your presentation
 - Discussion of off-label and investigational usage of products is permissible but must be disclosed as such
 - The educational content must address the learning objectives for the activity
 - As a speaker, you are required to disclose any significant personal financial interest or relationship that you may have with any commercial supporter(s) or the manufacturer(s) of any commercial product that is discussed during your presentation
 - If you or your organization has the potential to benefit financially from the discussion of any product presented during the educational activity, then that is a potential conflict of interest and must be disclosed as such
 - You must disclose all relevant financial relationships with any commercial interest
 - In addition, should it be determined that a conflict of interest (COI) exists as a result of a financial relationship you may have, this will need to be resolved prior to the activity
 - After your opening slide (session title and speaker information) you must include a disclosure slide (provided by HIMSS)

PowerPoint Presentation Guidelines

PowerPoint Presentation Requirements

- Speakers must use required HIMSS18 PPT presentation template (you may choose from any of the 4 templates).
- Templates are setup in 16:9 aspect ratio. Please do not alter this ratio.
- If more than one speaker, have all presentations combined into **one** PowerPoint presentation.
- HIMSS disclaimer statement (Title Slide) and HIMSS copyright must not be removed.
- Organization logos can **ONLY** appear on the first slide and the last slide.
- Organization logos, names, copyrights are not allowed on the header or footer of slides.
- Changes to PPTs after the final due date, January 22, are not allowed without HIMSS permission.

Required Slides

- **Naming Convention:** Use the pre-designated naming convention as instructed by HIMSS to label and save your final PowerPoint file for review. Please name your PPT your session number, for example, if your session is Session #34 then name your PPT: 34.pptx
- **Slide 1** – Title Slide – includes session title, session #, session date (spell out, for example February 20, 2017), speaker(s) name, title, organization, organization logo(s) may appear on this slide. **NOTE:** HIMSS disclaimer statement located at the bottom of the slide must not be removed.
- **NOTE:** HIMSS copyright located at the bottom of the remaining slides must not be removed.
- **Slide 2&3** - Conflict of Interest slide(s) for CE purposes – Please use most appropriate slide (either to report a conflict of interest or no conflict of interest) that fits the speaker(s) situation.
- **Slide 4** – Agenda – please list the order in which your content will be presented – this will provide order to your session and will let attendees identify at what point you will be discussing the learning objectives listed on the next slide.
- **Slide 5** - Learning objectives – speakers must use the HIMSS approved learning objectives beginning with PIM approved action verbs. The learning objectives sent to you with your mentor assignments must be used. Do not use periods at the end of your learning objectives.
- **Slide 6** – Placeholder for speaker’s actual presentation.
- **Slide 7** - Closing Slide for Q&A - should include speaker contact information. Organization logo may appear on this slide. Remind attendees to complete an online evaluation of your session.
- **Slide 8** - Blank Slide - use this slide if space is needed for graphics, charts, etc. Please remember to delete this blank slide if not used and as you finish your presentation.

Content Slides

- Make sure your session title, description, and learning objectives align with the content of your presentation.
- Please ensure that you address all learning objectives listed for your session.
- Have your presentation reviewed by your legal and/or marketing department to ensure that no proprietary information has been included.
- Make sure you have permission to use any graphs/charts/photos and that the items/data are appropriately sourced.
- Avoid Acronyms
- Use entire URL reference and check for functionality: <http://www.himss.org>
- Make sure your presentation is easy on the eyes – do not use distracting images or colors.
- Never include anything that prompts you to announce, "I don't know if everyone can read this, but...." If you feel the need to say this, then fix your slides prior to submitting the presentation.
- Avoid using copyrighted material/content. If using, you must receive permission from the source and send a copy of the permission to HIMSS. Include sources in presentation.
- Proofread and practice entire presentation!

Suggested Fonts

- Arial
- Verdana

Text

- TITLES - are pre-set to Verdana Font, should be no larger than 30 points, please capitalize the first letter of each word (where appropriate), be consistent with capitalization. Do not use ALL CAPS!
- BODY - Body text is pre-set to Arial, 18 point. The body text should be no larger than 26 points. With the exception of the first slide, all text is aligned to the left, refrain from centering text
- Keep each slide simple
- Slides should only contain essential, bullet-pointed information
- Slides should be used to guide the discussion; therefore, the amount of text on each slide should be kept to a minimum
- Avoid ALL CAPITALIZATION

Images and Animations

- Please use no more than three images per slide
- Make sure details on any graphs you've included will be legible from the back of the room
- Any colors you choose for graphs should be legible for those who are color blind
- Any colors you choose for graphs should still be legible if your slides are printed in black & white or gray scale in PowerPoint. Be sure to test this prior to submitting the presentation
- Leave out the sound effects and background music *unless* they're related to the content you're presenting
- If using embedded video double check to assure that it works
- Stick with simple animations, if you use them at all
- Watch the number of slide builds as they add to the time of your session

Additional Resources

HIMSS Mentors

- HIMSS will assign a HIMSS mentor to your session to help you through the process
- Make sure you contact your HIMSS mentor as you prepare your presentation materials
- Ask your mentor for feedback
- Incorporate your mentor's suggestions into the draft and final version of your presentation
- HIMSS must receive your assigned mentor's final approval of your presentation materials
- Finally, we ask Mentors (if they are attending conference) to attend your session. Mentors can introduce you, help keep your session on time, make sure that you are following HIMSS Presentation Guidelines, provide an evaluation of your session, and assist as needed.

Presentation Management System

- All presentations are uploaded into the presentation management system. It provides management of presentations from one location. HIMSS Mentors will also be instructed to view PPTs via the presentation management site and provide their comments to the speakers. (additional instructions will be sent)
- Onsite at conference, the presentations are deployed wirelessly to the session rooms via the Presentation Management site. A seamless integration with attendees' access to handouts and what is presented in the room.
- Speakers will not be allowed to use their own laptop or USB in the session room, however, we do ask that speakers bring their presentation on a USB as a backup.

Handouts

- Handouts (session PPTs turned into PDFs) are available on the HIMSS website and via the QR codes located on session room signage.
- Changes to presentations after the final due date, January 22, are not allowed without HIMSS permission. **NOTE:** Any changes to presentations after the due date will need approval so HIMSS staff can change the PPT posted to the HIMSS website/QR codes. It is very important that what you are presenting in the room matches the handout posted to the website/QR codes.
- If you do not want your presentation posted to the website/QR codes, please let HIMSS know immediately.

Audio Recordings

- All education sessions are audio recorded.
- If you do not want your session audio recorded, please let HIMSS know immediately.

Presentation Tips

Avoid

- AVOID any sales pitch, commercialism
- Reading slides or notes
- Any nervous habits
- Pacing back and forth on the speaker riser, Poor eye contact

Engage the Audience:

- Walk around the stage
- Take an audience poll

Techniques:

- Begin session on time
- Demonstrate passion about the topic
- Share a situation, reference a current event
- Provide statistics
- Enunciate words clearly
- Practice any words that are difficult to pronounce
- Ensure a smooth transition between speakers
- Be aware of your mentor's directions
- Allow time for questions
- Repeat any questions asked for all to hear – very important since the rooms maybe large
- Inspire your audience and have fun!
- Encourage attendees to complete an online evaluation for your session
- End the presentation on time

If you have any questions, please contact Deb Clough at dclough@himss.org.