



9-13 August | Las Vegas

GLOBAL HEALTH CONFERENCE & EXHIBITION

## Speaker Requirements

### Defense Health Agency Proposal Submitters

Active duty military personnel with the Defense Health Agency should only submit proposal content to Carrie Mellin, [carrie.a.mellin.ctr@mail.mil](mailto:carrie.a.mellin.ctr@mail.mil), (703) 906-6126

All other submitters should contact Deb Clough, manager, education; [dclough@himss.org](mailto:dclough@himss.org).

- Before submitting a proposal, or if submitting on behalf of another, all speakers listed must agree to and have knowledge of being included in the proposal.
- There is a two speaker limit per session. If a submitter/speaker changes employment and is selected to present at the HIMSS Global Health Conference, the submitter/speaker must notify HIMSS immediately. HIMSS will determine whether a session continues or is declined due to employment changes. If the content references the submitter/speaker's previous employer, the submitter/speaker must receive permission from someone within the previous organization with authority to approve the person speaking on behalf of the organization and forward to HIMSS.
- It is recommended that proposals submitted by consultants or market suppliers include a provider/user participant as the primary speaker.
- Organizations are not limited to the number of proposals they wish to submit.
- Proposal submitters should complete their proposal to best of their knowledge (such as selecting the best presentation format, level, topic category, etc.). All components of the proposal should be completed to ensure reviewers and the HIMSS Global Health Conference Education Committee has all information needed (i.e. measurable outcomes) in order to adequately review the proposal.
- Accepted speakers are required to complete:
  - Conflict of interest form
  - Speaker agreement
  - Publication authorization
  - Speaker orientation webinar
- Accepted speakers will be assigned to a HIMSS Reviewer/Mentor.
- Presentation deadline dates, guidelines and requirements will be sent to accepted speakers upon acceptance.
- Accepted general education session speakers will receive a complimentary, non-transferrable registration and should not register until receipt of registration instructions.
- Accepted speakers are responsible for their own travel and/or hotel expenses.