Enter your chapter’s logo

XX Chapter of HIMSS Call for Presenters

Event Title

{Event Date and Location}

**We are seeking presenters for our {XX event/conference}. The {XX} Chapter of HIMSS mission is to enhance professional knowledge, create forums for networking, and foster leadership at the individual and corporate level.**

**If you would like to share something exciting about what you are doing in healthcare information technology, please respond to this call for presenters by {DATE AND TIME DUE}**

**Presenter Guidelines: {EDIT TO FIT YOUR EVENT}**

* Presentations are strictly limited to 20 minutes with an additional 5 minutes for questions and answers
* All members that have an interesting topic are invited and encouraged to submit their presentation proposal, keeping true to our mission, this must be an educational presentation
* Priority consideration will go to topics that are unique, innovative, or otherwise represent current issues in health information technology. We also want to involve as many organizations as practical.
* If you work for an organization that sells a HIT product or service, the description of your company must be limited to the first slide only to support the mission of enhancing professional knowledge through education. You are also encouraged to co-present with a Healthcare provider organization.
* If selected, you will be required to submit additional information for Continuing Education registration and your final slide presentation for {XXChapter} board approval no later than {DATE}.

**Please submit your proposed topic and other required information below to:**

**Name**

**Email**

**Phone**

{XX Chapter of HIMSS XX EVENT: Call For Presenters

{DATE & LOCATION}

|  |  |  |
| --- | --- | --- |
| **Presenter Name** |  | |
| **Your Title** |  | |
| **Email Address** |  | |
| **Telephone** | **Work:** | **Cell:** |
| **Organization Name:** |  | |
| **Mailing Address (Home or Work)** |  | |
| **Are You a HIMSS Member?** |  | |
| **Presentation Title** |  | |
| **Description of Presentation (Please limit description to less than 300 words)** |  | |
| **4-6 Learning Objectives:** |  | |
| **Technical / Logistical Requirements for presentation (check all that apply)** | \_\_ Internet Access \_\_ Flip Chart  \_\_ Laptop \_\_ Projector  \_\_ Microphone \_\_ Other (specify) | |
| **Presentation Format:** | \_\_ Demonstration \_\_ Interactive Session  \_\_ Lecture \_\_ Other (specify) | |
| **Presenters Educational Degrees and Relevant Certifications:** |  | |