

HIMSS Saudi Arabia 2020
Evaluation Process and Guidelines for Submitting Abstracts

General Guidelines Regarding Content

1. Submitted abstracts should present non-published data. Abstracts previously presented will not be accepted.
2. All abstracts should be submitted and presented in clear English, with correct grammar and spelling and with a level of quality suitable for a scientific publication.
3. The presented work in the abstracts should fall under any of the following tracks:
 - Driving Innovation - Disruption, Co-Innovation & New Business Models
 - Harnessing the Power of Data: Enabling Smarter Health Systems
 - Creating the Digital Workplace: Breaking the Status-Quo!
 - Extending Health and Care beyond Hospital Walls

Formatting Guidelines

1. Mandatory Sections (Main Sections):
 - I. Background and motivation
 - II. Objective
 - III. Methodology
 - IV. Results
 - V. Discussion and conclusions
2. Abstracts length should not exceed two A4 pages including text, tables, figures, section titles, affiliations, keywords, acknowledgment and references.
3. The total number of words is limited to 500.
4. The font must be Times New Roman with a font size of 11.
5. Each abstract should include a title of less than 15 words.
6. The review being single-blind, authors' information should be listed below the abstract title and include first and last names, affiliations and countries.
7. Multiple authors should be separated by commas.
8. The first author listed should always be the author with the highest contribution to the presented work.
9. Each author should be listed with one affiliation only. In case of multiple authors with different affiliations, each affiliation must be numbered and indicated right after the corresponding authors' last names. See attached example.
10. Each abstract should have one corresponding author marked by a star sign (*) right before his/her first name.
11. Corresponding author should provide an official email address as the main method of communication between the conference organizers and the author.
12. Keywords are mandatory - between 3 and 6 keywords in total - listed right before the first section.

13. Any tables, figures or bibliography items should be referenced and explained within the body of the main sections.
14. Click [HERE](#) to see an example template for submitting the abstract.

Important Notes

- Abstracts of more than two pages will be rejected.
- Abstracts with missing author names will be rejected.
- Abstracts failing the plagiarism test will be rejected.
- Figures and tables not referenced within the main sections will be excluded from the evaluation process.
- Bibliography items not referenced within the main sections will be removed.
- Deliberate violation of the guidelines will result in the dismissal of the submission.
- Please do not exceed the word limits stated above.
- Please avoid the use of special international fonts.
- Margins: 2 cm top, bottom, left and right.

Violating one or more elements of the formatting guidelines included in this document will result in the exclusion of the abstract from the review process.

Abstract Evaluation Process

Abstracts will be evaluated by the conference scientific committee and their decision to accept or reject a submission will be final. Accepted abstracts will clearly be notified if it is for oral or poster presentation.

The novelty, impact, clarity and feasibility of the core idea presented in the abstract are the key criteria that will be used to evaluate submissions.

Author Notification

Notifications of acceptance (for oral or poster presentation) or rejection will be e-mailed to the author that was marked as corresponding author in the abstract submission. For the notification timeline, please refer to the Important Dates section below.

Publication of Accepted Abstracts

Accepted abstracts will be published in Elsevier's prestigious Computers Programs and Methods in BioMedicine Supplement.

Publication in the conference abstract book does not preclude the later publication of an extended version of the work in another journal as long as the publication date is later than the publication date of HIMSS Saudi Arabia 2020. Please note that the accepted abstract must be presented at the conference by one of the listed authors of the submission.

Important Dates

- Submission period opens: **Friday 01 November 2019**
- Submission period closes: **Thursday 28 November 2019**
- Author notification:
 - Final acceptance notification to all authors: **Thursday 20 February 2020**

In case of conditional acceptance, authors will be notified by **Thursday 30 January 2020**.

- For abstracts accepted in the main educational programme as oral presentations, the deadline to submit presentation materials (PowerPoint) is **Sunday 22 March 2020**.
- Main conference and exhibition dates: **8-9 April 2020**