

Instructions for Workshop Submissions

Workshops will be held on **5-7 April 2020**, prior to the start of the main conference.

Complete workshop proposals must be submitted as PDF files by **Thursday 28 November 2019** (no exceptions) using the Workshop option in <https://easychair.org/my/conference?conf=himss-saudi-arabia-20#>

Local and international applicants are welcome to submit workshop proposals.

Important dates:

- . Call for submissions opens: **Sunday 13 October 2019**
- . Call for submissions closes: **Thursday 28 November 2019**
- . Notification of acceptance: by **Thursday 30 January 2020**
- . Submission of finalized content (accepted workshops only): **Sunday 1 March 2020**
- . Pre-conference workshops dates: **5-7 April 2020**

All workshops will be:

- ✓ Offered in English only.
- ✓ Subject to cancellation based on participants' interest and registrations.

All proposals must follow the template below and include:

- 1. Indication of length: Full day (8 hours) or half-day (4 hours).** Please provide a timed schedule or agenda for the workshop.
- 2. Workshop title and one-line description.**
- 3. Information on the organizers:**
 - All applications must include organization's name, contact details including phone numbers and email addresses, organization's website, job titles and CV(s) of the workshop leader(s).
 - The organizers must be able to demonstrate their thought-leadership and ability to organize and lead their proposed workshop by showing previous relevant experiences.
 - All applications must indicate a primary contact person. All correspondence will be sent to this contact person who will be expected to respond promptly.

4. Abstract

All applications must include a short paragraph that will be used to advertise your workshop on HIMSS Saudi Arabia 2020 website.

100 WORDS MAXIMUM

5. Participants

All submissions must clearly indicate a target audience (targeted organizations and targeted job titles), the required level of knowledge of participants, and the optimal number of attendees.

6. Content

- . In this section, please describe your workshop in greater detail (content, learning objectives, expected outcomes, relevance and fit with the overall HIMSS Saudi Arabia 2020 conference).
- . Include three learning objectives which clearly describe the expected outcomes and benefits for attendees
- . Explain how you will ensure the highest quality content so participants get the most out of any presentations, exchanges of ideas or hands-on activities.
- . Describe the relevance of your suggested topic, highlighting potential impacts for health systems and how it reflects a state of the art in the field.
- . Organizers must include a tentative program schedule with details of the confirmed moderators and speakers.

750 WORDS MAXIMUM

7. References (Quotations)

Whenever including references or quotations in the body of the submission, authors are required to use the Vancouver format and style, with quotations clearly marked in the main text in Arabic numerals. We recommend using a reference or bibliography manager such as EndNote to format any quotations.

For more information

If you have any questions or need more information regarding your workshop submission, please do not hesitate to contact us via email at HIMSS@nhic.gov.sa.