CHC18 call for presentations FAQ

Submit all proposals by 11:59 p.m. (CST) on Sunday, June 3.

Cerner Health Conference 2018 • Oct. 8-11 • Kansas City, Missouri

Review the list of commonly asked Cerner Health Conference CFP questions below.
For questions not addressed, please contact cernerhealthconference@cerner.com.

Contents

General information

What is Cerner Health Conference?

Cerner Health Conference (CHC) is Cerner's annual industry-leading health care event. Each year, a wide variety of health care professionals travel from around the globe to learn, network with peers and explore the award-winning Solutions Gallery.

Who attends CHC?

CHC attracts a diverse audience including physicians, nurses, other clinicians, business professionals (admissions, finance, and human resources), information technology (IT) professionals, educators, collegiate-level students, employers, consumers, community leaders, government officials and executives. CHC has attendees from all over the globe and had roughly 14,000 attendees in 2017.

When and where is CHC18?

CHC18 takes place Monday, Oct. 8 through Thursday, Oct. 11 in beautiful downtown Kansas City. Learn more about our hometown on visitkc.com.

CFP submission process

When does the 2018 call for presentations (CFP) open?

Call for presentations will open on Wednesday, April 25.

When are final submissions due?

All submissions must be finalized by 11:59 p.m. (CST) on Sunday, June 3. No late or incomplete proposals will be accepted.

How do I submit a proposal?

If you are a returning user you will be prompted to login using your existing account by going here. If you are a new submitter, click the "Don't have a profile?" link at the bottom of the screen to create your profile. Once you have logged in with the credentials provided, you will complete all of the required steps in our CFP form. You may go back and edit your proposal(s) until 11:59

p.m. (CST) on Sunday, June 3. Once finalized, you will receive an email confirming receipt of your proposal.

Will I be able to edit my proposal after it's been submitted?
Yes, you will be able to edit your submission until 11:59 p.m. (CST) on Sunday, June 3. If you make any changes, you must click the "Finalize" button again to re-submit your updated proposal.

Please note, only the person who submits a proposal can edit it. Any other speaker included on the proposal can view the submission (via "My Ready Room", accessible from the site's upper right corner), but cannot edit it.

Can I submit more than one proposal?
Yes, you may submit as many proposals as you wish.

What types of sessions will you be accepting proposals for?
CHC currently offers 5 session formats:

1. Lecture: One speaker. 50 minute presentation + 10 minutes for Q&A.
2. Interactive lecture: One speaker. 30 minute presentation + 30 minute group discussion. Presenter is responsible for providing a list of possible discussion questions.
3. Panel: 2-4 speakers plus a moderator. 50 minute presentation + 10 minutes for Q&A. You may submit with less than 2 speakers. If your proposal is approved, we will merge your session with a similar session in order to build a full panel.
4. Roundtable: 1-6 speakers/discussion leaders. 10 minute introduction + 50 minute small group discussion. Cerner may merge similar proposals into one session.
5. HIT talk: One speaker. 15 minute presentation + 15 minutes for Q&A.

What types of content are you seeking?
We welcome presentation proposals related to Cerner solutions and services, as well as other health care and information technology topics. Here are some additional points to keep in mind when submitting your proposal.

- Your target audience should be able to easily apply your content to their own organization or role.
- Audience engagement is essential to a memorable and impactful presentation. Learning more about the principles of adult learning will help with this.
- Your presentation should be fair, balanced and free of commercial bias.

Can Cerner associates submit proposals?
Associates are encouraged and welcome to submit presentation proposals for CHC – either on behalf of or in conjunction with their clients.

Can associates and clients present in the same session?
Yes, clients and associates can present together in sessions that allow more than one speaker (panels and roundtables). Only one person (the session's submitter) can edit proposal information. The submitter is responsible for gathering all session and speaker information, completing all required CFP form fields and finalizing the proposal before 11:59 p.m. (CST) on Sunday, June 3.

Are speaking opportunities available for vendors or exhibitors?
No, speaking opportunities are only available for existing Cerner clients and associates.

Can I withdraw my submission after it has been submitted?
Yes, you may withdraw a submission any time before 11:59 p.m. (CST) on Sunday, June 3 using the "Withdraw" button listed under each submission on your "My Proposals" page. To withdraw your proposal after the deadline, contact cernerhealthconference@cerner.com .

Speakers

Can I submit a proposal on behalf of someone? How does that work?
Yes, click here to create a new profile or log into your existing account in order to begin a new proposal or continue an existing one. On the "Speakers" tab, the system will ask if you are a speaker for the presentation or if you are submitting on behalf of someone else. Select the option that applies. As the proposal's submitter, you are responsible for providing all required information for all session speakers. Please ensure that all information is accurate – especially speaker email address(es).

Speakers will be able to create their own profile and then view/edit their information from their "Ready Room" located in the site's upper right corner. By accessing "My Ready Room", speakers can do the following:

- View (not edit) any proposals that include them as a speaker
- View/edit the bio, conflict of interest (COI) and consent forms

The speaker **does not** have access to edit any proposal that was submitted by another person. The proposal's submitter is the only person who can make edits to the session information, up until 11:59 p.m. (CST) on Sunday, June 3.

Once you "Finalize" a proposal, the submitter will receive an email confirming that it was received.

How do I add a speaker?
While submitting a proposal, navigate to the speaker's tab. Click "Add Speaker" to search for an existing speaker profile or add a new speaker to your session. Please note that lecture, interactive lecture and 15-minute HIT talk sessions only allow one speaker. If you have indicated that you are the speaker for these types of sessions, you will not be able to add another speaker.

I added a new speaker to the system and, in doing so, supplied the speaker's profile information. After saving the new speaker's profile information, can I return to edit it?
No, you are unable to edit another person's profile information after adding it to the system for the first time.

Can I avoid being required to enter all profile information for my proposal's speaker?
Yes, if your speakers create a profile before you submit your proposal, you can simply search for them by name and add them to the submission. If your speakers do not already have a profile, you will be required to submit all profile information on their behalf.

Can I remove a speaker from a proposal?
Yes, before the submission deadline, navigate to the "Speakers" tab within your proposal and click the "Remove" link under the speaker you wish to remove. To remove a speaker after the submission deadline, contact cernerhealthconference@cerner.com .

My presentation has multiple presenters. Does every presenter need to submit a proposal?
No, one submitter (who may or may not be a speaker) should lead the submission process and submit one proposal that includes all speakers. The submitter is responsible for compiling all required information for all of the session's speakers. Please ensure that all information is accurate – especially speaker email address(es).

Speakers will be able to create their own profile and view/edit their information from their "Ready Room" located in the site's upper right corner. By accessing "My Ready Room", speakers can:

- View (not edit) all proposals that include them as a speaker
- View/edit the bio, conflict of interest (COI) and consent forms

If speakers update their profile information or required forms, those changes will automatically apply across all sessions that include them.

A speaker **does not** have access to edit session-specific information **that was submitted by another person** (i.e., title, description, objectives, etc.). The proposal's submitter is the only person who can make edits to the session information, up until 11:59 p.m. (CST) on Sunday, June 3.

Once the submitter "Finalizes" a proposal, the system sends an email confirming that the submission was received. Only the submitter receives this email.

Do speakers need specific credentials or education in order to present?
Presenters do not need specific credentials or education. Cerner provides speakers with tips on delivering an effective presentation. If desired, Cerner also offers presentation coaching.

Where can I view the proposals that include me as a speaker?
If you are included as a speaker on any proposal, you can view those submissions in "My Ready Room" – accessible from the site's upper right corner.

Do I need to complete bio, conflict of interest (COI) and consent forms for every presentation?
No, these forms are only required to be completed once per speaker. If you submit multiple proposals with the same speakers, the information will carry over between sessions.

How can I change or update my speaker profile?
Create or log into your profile, then click the "My Account" tab in the site's upper right corner. Select "Edit contact information or password" to update your profile. Your changes will automatically be reflected in any session that includes you as a submitter or speaker.

What is "My Ready Room"?
"My Ready Room" - accessible from the site's upper right corner – allows speakers to:

- View (not edit) all proposals that include them as a speaker
- View/edit the bio, conflict of interest (COI) and consent forms

Please note that "My Ready Room" is only available to speakers. View and edit the proposals you submit under "My Proposals."

CFP Selection Process

How many speaking opportunities are available?
Each year, we host approximately 250 education sessions. Some of these sessions consist of 2 or more proposals that were merged in order to create a panel or roundtable discussion.

Is there anything I can do to increase my chances of being accepted?
Here are a few points to keep in mind when submitting your proposal.

1. Provide a clear, concise and complete submission.
2. Clearly state what the audience will gain by attending your session.
3. Think about what will differentiate your proposal from others.

When will I know if I have been selected to present at CHC18?
The CHC team will email submitters by August to let them know whether they have been invited to speak at CHC18.

What benefits will I receive if I am selected as a speaker?
Cerner covers all speakers' registration fees and offers each speaker one discounted registration for a guest. Registration includes access to all conference functions. Cerner provides most meals and snacks during the conference.

Speakers are responsible for their own transportation and lodging expenses. To receive CHC hotel discounts, attendees should make all lodging reservations using the conference registration tool. More information will be provided when registration opens in mid-July.

In addition, recognition may be published in conference materials promoting the session, including the Cerner Health Conference website and mobile app.

Where can I view the status of my presentation?
You can view the status of your presentation by clicking on "My Proposals" in the upper right corner of the CFP site. Simply look for the presentation you submitted and the status will be listed below. If someone else submitted the proposal on your behalf, you can view the proposal in "My Ready Room."