

# Indiana Health Information Management Association (IHIMA)

## Presenter General Guidelines

According to [AHIMA Recertification requirements](#), **presentations must meet minimum lengths** for continuing education unit (CEU) credit. Please confirm your presentation time meets the following requirement:

- 30 - 44 minutes (0.50-0.74 hrs.) | 0.5 CEUs
- 45 - 89 minutes (0.75-1.49 hrs.) | 1 CEUs
- 90 - 104 minutes (1.50-1.74 hrs.) | 1.5 CEUs
- 105 – 149 minutes (1.75-2.49 hrs.) | 2 CEUs

**Presentation materials** (PowerPoint and/or any other material utilized during session) are to be submitted by the stated deadline, [see below](#), to ensure that the presentation is available in a timely manner. IHIMA will utilize the PowerPoint as the handout, converting it to PDF.

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### Presentation Guidelines

- **Handout Length:** Generally, PowerPoint presentation and related handouts for educational programs should not exceed 45 slides per hour of program content; there are exceptions for some program topics.
- **Page Numbers:** IHIMA will number the pages when converted to PDF handouts. You are encouraged to number your PowerPoint slides, but this is optional.
- **PowerPoint to PDF Handout:** Do not convert PowerPoint slides to PDF format prior to sending to IHIMA. IHIMA will convert PowerPoint to PDF in the 2-per-page handout format unless another format is requested and/or required.
- **Bibliography:** Include a bibliography with handouts if reference will be made to specific publications, resources, or Internet sites.
- **Citing Source Content:** Include source details for external quotes, graphics, data sources, and content owners.
- **No Advertisements:** Do not include advertisements for the speaker's organization, business, products, or services. Handouts and presented materials must be free of commercial bias.
- **Title Slide/Last Slide:** No logos or PowerPoint backgrounds with the speaker's name or the name of your organization will be on any work materials. The speaker name may appear on the title slide and the speaker name, title, and organization may appear on the last slide.
- **Readability:** Ensure that slides are readable for viewing when projected:
  - Make text and titles as large as possible for clear and distinct output and clear readability. Larger is better and less is best. Minimum suggested font size is 20pt for bullets and 16pt for graphics-related text.
  - The number of lines of text on each slide should be no more than eight for optimal legibility.
  - Do not crowd too much information onto one slide. If there is a great deal of information to convey, divide it up logically between multiple slides rather than trying to fit all points on one slide.
  - If custom fonts are used, be sure they are sent to IHIMA with the final presentation.
  - When designing text layout, remember that bullets have greater impact. Fewer sentences and lots of white space between bullets and text paragraphs add to the ease of reading.
  - It is a good idea to have plenty of "white space" on your slide. An uncluttered slide looks cleaner and has greater impact.
- **Graphics:** Encouraged and should be large enough to be legible. Avoid using screen shots, if possible. They are difficult to read on the handout and when projected.
- **Proofread** slides before sending to IHIMA.
- **Background format** that results in difficulty reading the handouts will be deleted by IHIMA prior to conversion to PDF.

### Presentation Deadlines

Timely submission will ensure that the presentation is available and converted to a registrant handout in an efficient manner.

- Webinar: Live or On-Demand (typically 60 – 90 minutes) | 14 days prior
- Workshop/Seminar: In-person, Live, or On-Demand (typically 60-minute sessions) | 14 days prior
- Annual Meeting & Exhibit: In-person, Live, and/or On-Demand (60-minute sessions in April) | 30 days prior

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**NOTE: A Call for Presentation Proposals occurs in the Fall for the IHIMA Annual Meeting & Exhibit. A separate online presentation proposal submission form will be available at that time requesting specific presentation topics.**

### **Presentation Proposal Form**

Electronically submit *presentation information* using the online [Presentation Proposal Form](#).

### **Presentation Submission**

Electronically submit *presentation materials* using the online [Presentation Materials Form](#) by the stated deadline above. Materials to be distributed to attendees for an educational session will be reviewed by IHIMA in advance.

### **Webinar Presentations**

All webinars are scheduled directly with the presenter. IHIMA uses Zoom for live presentations. For recorded presentations, please be prepared to record your presentation. Send your recorded presentation as a .mp4 file via the [Presentation Materials Form](#). If you need assistance with recording your presentation, please contact the IHIMA Central Office at [centraloffice@ihima.org](mailto:centraloffice@ihima.org).

### **In-Person Presentations**

We will review the proposal and contact the presenter via the email address provided on the submission form within 10 business days of submission. Logistics of the presentation will be made through the IHIMA Central Office.

**The Call for Presentation Proposals occurs in the Fall for the IHIMA Annual Meeting & Exhibit. A separate online presentation proposal submission form will be available at that time requesting specific presentation topics.** The planning committee will review proposals and select presentations in November. Speakers will be contacted regarding if their proposal has been accepted via the email address provided on the submission form no later than **December 1st**. We invite individuals or companies to submit a presentation proposal to be a content leader for our Annual Meeting & Exhibit. Speakers may submit more than one proposal to be considered.

### **Website Log In Instructions**

If you are having issues logging into our website, feel free to [contact us](#).

### **Zoom Instructions & Best Practices**

IHIMA uses Zoom for recorded and live virtual events. To participate, you will need a computer with an internet connection and the Zoom software. Zoom support offers information regarding [system compatibility here](#).