

## Instructions for Submitting a Panel

### Panel ID and Password:

- When you begin an abstract submission, an e-mail message will be sent to you with your ID and password.
- Your ID and password will also be displayed on the left hand of the screen during the submission process.
- Once your submission has been started, you may exit the submitter and return at any time before the deadline using your ID and password.
- While you are submitting your presentation proposal, program organizers can see your work to provide assistance if you encounter any issues.

### Steps:

#### **Step 1 – Theme**

- Select the theme that best fits your panel. You may use the theme descriptions to help select the most appropriate theme.

#### **Step 2 – Setup Session**

- Enter your panel title in title case (limited to **10 words**). Do not end titles with a period.
- Enter the submitter's e-mail address where correspondence should be sent regarding the submission.
- **Session Overview:** The **200-word** overview should include a description of the panel as well as the individual topics each panelist will cover, and a description of audience engagement. **This overview will be reviewed by the theme reviewers.** More details on panels and tips for a great proposal are listed on the submission page.
- **Summary for Online Agenda:** Enter a maximum **50-word** session summary that will be used in the online agenda if selected for presentation.
- **Speaker Participation Agreement:**
  - Confirm that the submitter and co-presenters understand that if their Panel is accepted for podium presentation at Health Datapalooza, they understand that they will each need to register for the conference and pay the discounted speaker rate. Details on registration rates will be available on the HDP homepage starting in late October.
  - Confirm that all submitters should be prepared to present in-person and that this will be a vaccine-required event. All in-person attendees and presenters will be asked to show proof of vaccination to enter the conference space.

#### **Step 3 – People**

Panels should be submitted by the lead organizer and must include the names and organizations of the panelists. Please note there can be no more than four (4) people on a panel, including the chair.

- Type the chair's name in the provided box and select the check box to designate them as the chair.
- If the author is already in the system, you can select their pre-populated information or update the information from previous years.
- If the author is not already in the system, you will be prompted to create a new record.
- You must include information for all fields with a star.
- Demographic questions (race, ethnicity, gender, and patient collaborator) are required to be answered for all speaking roles. There is a "prefer not to answer" option for those that would like to opt out. Please note that this information is only being used to monitor representation in the final Health Datapalooza program and will not be shared with reviewers during the grading period.
- To add additional panelists, click the 'add new person' button and designate them as a speaker. You may have up to 3 speakers.
- You can edit the order of the presenters by using the up and down arrows.

#### **Step 4 – Confirmation**

- Review your submission.
- You may return to any step of the process by using the left hand navigation bar.
- You may print your submission at this point.
- Once your submission is complete, press the **'Submit'** button.
- You may return to your submission to review or edit at any point before the **October 27, 2022 at 5:00 p.m. ET**, deadline using your ID and password.

## Instructions for Submitting a Lightning Talk

### Submission ID and Password:

- When you begin a Lightning Talk submission, an e-mail message will be sent to you with your submission ID and password.
- Your ID and password will also be displayed on the left hand of the screen during the submission process.
- Once your submission has been started, you may exit the submitter and return at any time before the deadline using your submission ID and password.
- While you are submitting a proposal, program organizers can see your work to provide assistance if you encounter any issues.

### Steps:

#### **Step 1 – Theme**

- Select the theme that best fits your submission.

#### **Step 2 – Title**

- Enter your submission title in title case (limited to **10 words**). Do not end titles with a period.
- Enter the submitter's e-mail address where correspondence should be sent regarding the submission.
- **Submission Overview:** Lightning Talks are individual 12-minute presentations showcasing recent innovations, new apps, startups, and/or results (patient outcomes, costs and value prop, access, etc...) from innovations. **This overview will be reviewed by the theme reviewers.** Tips for a great proposal are listed on the submission page.
- **Summary for Online Agenda:** Enter a maximum **50-word** session summary that will be used in the online agenda if selected for presentation.
- **Speaker Participation Agreement:**
  - Confirm that the submitter understands that if their Lightning Talk is accepted for podium presentation at Health Datapalooza, they understand that they will each need to register for the conference and pay the discounted speaker rate. Details on registration rates will be available on the HDP homepage starting in late October.
  - Confirm that all submitters should be prepared to present in-person and that this will be a vaccine-required event. All in-person attendees and presenters will be asked to show proof of vaccination to enter the conference space.

#### **Step 3 – Presenter**

- Type the presenter's last name or email in the provided box.
- If the presenter is already in the system, you can select their pre-populated information or update the information from previous years.
- If the presenter is not already in the system, you will be prompted to create a new record.
- You must include information for all fields with a star.
- Demographic questions (race, ethnicity, gender, and patient collaborator) are required to be answered for all speaking roles. There is a "prefer not to answer" option for those that would like to opt out. Please note that this information is only being used to monitor representation in the final Health Datapalooza program and will not be shared with reviewers during the grading period.

#### **Step 4 – Confirmation**

- Review your submission.
- You may return to any step of the process by using the left hand navigation bar.
- You may print your submission at this point.
- Once your submission is complete, press the '**conclude submission button.**'
- You may return to your submission to review or edit at any point before the **October 27, 2022 at 5:00 p.m. ET**, deadline using your submission ID and password.