

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 requirements:

- 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.

- ✚ [Presentation Guidelines](#)
- ✚ [Presentation Deadlines](#)
- ✚ [Presentation Proposal Form](#)
- ✚ [Presentation Submission](#)

- ✚ [Webinar Presentations](#)
- ✚ [Website Log In Instructions](#)
- ✚ [Zoom Instructions & Best Practices](#)

Presentation Guidelines

- **Presentation Template:** IHIMA requires that an IHIMA PowerPoint template be utilized. The template will be provided once your presentation has been accepted and a signed Speaker Agreement is received.
- **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, organization, and logo may appear on the last slide.
- **No Advertisements:** Do not include advertisements for the speaker's organization, business, products, or services. Each of the PowerPoint presentation(s) shall include a statement that the presentation has educational value and that it is not for the purpose of Speaker's product. Handouts and presented materials must be free of commercial bias.
- **Bibliography:** Include a bibliography with handouts if references are made to specific publications, resources, or Internet sites.
- **Citing Source Content:** Include source details for external quotes, graphics, data sources, and content owners.
- **Copyright Permission:** Acquire proper copyright permissions for any media included in your presentation, with those permissions sent to IHIMA for record-keeping.
- **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.
- **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.

Indiana Health Information Management Association (IHIMA)

Presenter General Guidelines

Presentation Deadlines

Timely submission of presentation materials will ensure that the materials are 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) | **21 days prior**

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. Based on review, the speaker may be required to update presentation materials.

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.

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](#).