FREQUENTLY ASKED QUESTIONS

1. How do I submit my showcase entry?

All showcase entries must be entered into the SSH Presenter Center.

Before you can submit, you will need to create a username and password at ssih.org

If you do not know whether or not you have an existing account, enter your email address at https://www.ssih.org/Home/Activate. Then follow the prompts to either login or create an account. Remember to login with the username you created, not your email address.

If you are new to ssih.org, select “Sign In”. Next, select “Create New Account” and follow the instructions.

Once you have logged in, hover over “Presenters” in the blue navigation bar. A drop-down menu will appear. Choose “Proposal Submission”.

From the “Proposal Submission” homepage, select the “Create New” tab.

Enter the “Title” for your showcase entry.

Select “15th International Meeting on Simulation in Healthcare” from the “Filter by Meeting” menu.

Select your entry category from the “Presentation Format” menu.

Select “Create Presentation”.

2. What information about my entry do I need to submit?

Entry Description (450 character max). If your entry is accepted for presentation, this brief overview will be used to describe your entry to conference attendees.

Detailed Description: (2,500 character max). Describe how your entry uses and leverages innovation to meet educational needs. This section is intended to give peer reviewers a complete narrative regarding your entry. Be sure to include a description of why there was a need for your project/innovation, how it was
developed (include detailed steps), and the outcomes that have been realized as a result.

**Objectives:** (250 character max each). Provide at least one, but no more than three (3) objectives summarizing the primary reason(s) the project/innovation was created. Your objectives should complete the following sentence: "This project/innovation was developed to...". Begin your objective with measurable verbs. A sampling of potential verbs for your consideration is included here: repair, fix, update, modify, augment, create, add, increase, decrease, enhance, apply, demonstrate, calculate, complete, illustrate, show, solve, examine, relate, change, classify, experiment, discover.

**Disclosure of Relevant Financial Relationships.** All contributors to your entry must complete a Disclosure of Relevant Financial Relationships form before your entry will be considered. The “Disclosure” tab is found on the Proposal Submission homepage on the SSH Presenter Center.

3. **What is the deadline for applications?**
   Monday, October 20, 2014
   4:59 PM Central Standard Time (GMT -6)

4. **When will I learn if my entry has been accepted for presentation at IMSH?**
   Notifications are scheduled for distribution on November 8, 2014. Presentation details will be included in the notification letter.

5. **When will the Showcase presentations be held at IMSH?**

   **Serious Games & Virtual Environments Arcade & Showcase**
   Monday, January 12, 2015
   3:00 – 6:00 PM

   **Spectrum of Innovation Showcase**
   Tuesday, January 13, 2015
   3:00 – 6:00 PM

6. **What is the presentation format for the Showcases?**
   The presentation format is informal. Presenters will be positioned at tables to provide demonstrations of the accepted entries. Both presenters and attendees are encouraged to network and provide collegial feedback and discussion about the showcase entries being demonstrated.

Send questions to imsh2015@ssihs.org
7. **What will be provided for my presentation?**
   Standard electrical power and a small table will be provided for demonstration purposes. Accepted entrants are responsible for bringing demonstration materials, i.e. laptops, video, equipment, etc.

8. **Is there WiFi available for my showcase presentation?**
   Yes. Wireless internet access will be provided throughout the Ernest L. Morial Convention Center. If accepted, it is recommended you prepare a back up of your entry presentation, particularly if you will be using a screen-based environment. Consider a movie clip, saved files on a thumb drive, etc. This will allow you to proceed even if connection speed is not optimal.

9. **May I provide promotional give-aways during my presentation?**
   No “give-aways” or promotional materials are permitted during the Showcase presentations. This will be strictly enforced. There will be individuals presenting in various contexts from industry, grant funded, start-up companies, to graduate student projects. The idea of the Showcase is to promote collegiality, networking and collaboration in the field.

Send questions to imsh2015@ssi.org