

HIMAA CONFERENCE COMMITTEE



ROLES AND RESPONSIBILITIES

Role: Senior HIM Representative – HIM Stream

1. OVERVIEW OF THE ROLE

The Senior HIM Representative – HIM Stream is responsible for providing expert advice regarding submitted abstracts and invited keynote speakers for the Health Information Management Stream.

2. RESPONSIBILITIES:

In addition to the functions as a member of the Conference Committee, the Senior HIM Representative – HIM Stream will undertake the following functions.

Prior to the Program Development

1. Review abstracts allocated by the Scientific Committee Chairs;
2. Provide expert advice regarding abstracts/papers submitted for presentation at HIM Stream;
3. Recommend keynote presenters for HIM Stream;
4. Liaise with potential keynote presenters after consultations with the Conference Committee;
5. Pass on keynote speakers' details to the Marketing and Events Manager to follow up with a formal invitation;
6. Respond to keynote speakers' enquiries if required;
7. Thank the invited speakers on behalf of HIMAA.

During and after the Conference

1. Assist with satchels filling on pre-Conference day;
2. Chair sessions as required;
3. Ensure PowerPoint presentations are uploaded before a session starts.

3. APPOINTMENTS

The following individual is appointed to the Senior HIM Representative – HIM Stream position

Name	Title	Signature	Date