

IHE Connectathon Registration Checklist

Introduction

This document has a checklist of items to complete as part of the IHE Connectathon registration process.

This page only describes Connectathon registration. Registration for IHE demonstrations or showcase events requires a separate process.

Registration Checklist

1. Create at least one management account in the Gazelle system that is appropriate for your Connectathon.
 - a. This account might be created by someone who will only complete the registration process.
 - b. This account might be created by someone who will actively participate in the testing process throughout the cycle.
2. Create a Gazelle account for each technical person who is responsible for testing your systems. In a step below, you will associate each registered system with a technical owner.
3. Complete the required contact information in the Gazelle system. This includes company demographics and contact information for marketing, sales and technical contacts.
 - a. You can complete this part of the registration while you are still considering which actor profile pairs to test.
4. Register each system in Gazelle that you want to test. For each registered system, you will need to add:
 - a. The set of actor / profile pairs you wish to test.
 - b. If your profile has defined options, you should enter those as well
 - c. The technical owner of the system.
5. You're all set! The administrative portion (i.e., Contracts, Policy & Guidelines, and payment) of system registration will be managed via ClickUp. We will follow-up with this portion of registration at a later time.
6. Sign the contract
7. Submit the contract with payment to the sponsoring organization.

Step 4 above requires technical knowledge of your products and the IHE integration profiles you want to test. We recommend someone with detailed technical knowledge to complete this step.

Step 4 also requires a complete set of actor/profile pairs. You cannot list a small set as a placeholder and fill in the rest later. You need to complete the full set of actor/profile pairs to be tested during the registration period.