



Breakout Session Proposal Instructions

GIH Annual Conference
June 21-23, 2017

Welcome to Grantmakers In Health's (GIH) 2017 Call for Proposals! Below you will find guidelines for designing annual conference breakout sessions. We have updated the session proposal requirements and added new features, so please read the instructions carefully.

The proposal submission process is entirely web-based using [FluidReview](#). After creating a username and password, you will be able to start the submission process. If you have created an account in the past, you may log in using the same information. Please note, this username and password is different from your GIH Funding Partner login.

Proposals are due Friday, September 30, 2016. If you have questions or would like assistance in designing your proposal, contact Sue Jonas at sjonas@gih.org or 202.452.8331.

Parameters

- Sessions last 60 minutes.
- Please limit speakers (including moderator) to no more than **four** people.
- Default room sets are theater style or rounds, equipped with screens, LCD projectors, laptops, microphones, and wireless internet access for speakers. *We will contact you regarding specific room set and audiovisual options if your proposal is accepted for the conference.*

Session Elements and Format

We strongly encourage you to be creative about your session content and format. Highlight key learnings (and failures) from your work, share new ideas and knowledge, and engage participants. Bring in new voices by inviting grantees, policymakers, advocates, content experts, and other partners to take part.

The enhanced audiovisual package offered in each room supports creative learning and will help you bring diverse perspectives and ideas to the GIH audience.

Consider these ideas as you design your session:

- **Hands-On Workshop**
Goal: Providing participants with new practical skills or tools.
Structure: Small-group discussions or hands-on exercises involving problem solving, role playing, technology demonstrations, or simulations.
- **Strategic Guidance**
Goal: Sharing candid insights and advice with colleagues. Participants explore new strategies, ideas, or solutions, and learn from their peers' successes and failures.
Structure: Thought leaders or experts provide guidance on a strategy or set of tools and offer participants opportunities for active learning through case studies, debates, or small group discussions.
- **Salon**
Goal: Sharing experiences, reflecting on lessons learned, making peer connections.
Structure: Unstructured "green space" for open discussion on issues, strategies, or challenges identified by participants. Facilitator kicks off discussion and actively solicits input from the audience to create authentic dialogue.

Tips for Successful Sessions

- ✓ Limit formal presentations.
- ✓ Be imaginative and avoid panel discussion formats.
- ✓ Creatively use slides, video clips, and web-based tools.
- ✓ Encourage speakers to share key points, questions, or ideas.
- ✓ Actively engage participants and provide at least 30 minutes for discussion or group activities.
- ✓ Talk about the “how”– share strategies, relate lessons learned, or raise important strategic questions, rather than describe organizations’ missions or funded projects.

Who Can Submit Proposals?

We welcome proposals from staff and trustees of foundations and corporate giving programs, affinity groups, funding collaboratives, and regional associations of grantmakers.

Costs

- Session speakers must pay the GIH 2017 annual conference registration fee (at the reduced Funding Partner rate).
- Session designers are responsible for the costs associated with travel and accommodations for all session speakers who are not affiliated with foundations or corporate giving programs.
- If you require audiovisual components beyond what is provided by GIH, please include this information in your proposal. There may be additional charges for equipment rentals.

How Do I Submit a Proposal?

The Call for Proposals process is web-based. After logging into the [FluidReview](#) website, complete the required fields and upload your session description. You will need to provide contact information for both session designer(s) and proposed speakers.

Written descriptions should be no more than two pages in length and include the following:

- **Abstract:** A 100-word description of your session. This description will be used in annual conference marketing materials and in the agenda.
- **Description:** The session’s goal(s), key questions to be answered, lessons to be shared, or issues to be explored, as well as what the audience will learn.
- **Format:** How the session will be organized and key elements for engaging attendees such as small group activities, technology demonstrations, simulations, case studies, or videos.

You will receive a confirmation within 24 hours acknowledging receipt of your completed proposal. If you do not receive a confirmation, contact Sue Jonas at sjonas@gih.org or 202.452.8331.

Criteria for Evaluating Proposals

Proposals are reviewed by a committee of health funders representing the diversity of the field, as well as by GIH staff. **Priority will be given to “how to” sessions designed to promote candid insights, open discussion, and active learning.**

Notification of Acceptance

Session designers will be notified of the status of their proposal no later than January 30, 2017.

Please note, GIH may request that alterations be made to a proposed session so that it more closely reflects the goals and objectives of the annual conference.