



Film Screening 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 film screenings. 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, please contact Sue Jonas at sjonas@gih.org or 202.452.8331.

Parameters

- Film screenings run two hours, including discussion time.
- Please limit speakers (including moderator) to no more than **four** people.
- Rooms will be set for approximately 30 participants.
- Screening rooms will be equipped with microphones and audiovisual components for showing films. Speakers will also have wireless internet access. There may be a charge for additional components. *We will contact you regarding specific audiovisual and internet needs if your proposal is accepted for the conference.*
- Films must be in DVD format or on a jump drive.
- **Session designers are responsible for securing the rights to screen films and any related distribution costs.**

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

- Film screening speakers who plan to attend the annual conference 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 contact us. 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 film screening description. Please note, 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.

- **Program Description:** The session's goal(s), key questions to be answered, lessons to be shared, or issues to be explored, and what the audience will learn.
- **Format:** How the session will be organized and key elements for engaging attendees.

You will receive 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 film screenings designed to promote candid insights and open discussion.**

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 film screening so that it more closely reflects the goals and objectives of the annual conference.