



Site Visit 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 site visits. 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

- Site visits run approximately 3-4 hours, including travel time. We strongly recommend no more than 30 minutes of travel time to and from the site visit location.
- A GIH staff person will be present at each site visit.
- GIH will provide transportation to and from the site visit location.
- Buses will be equipped with microphones, in case you would like to use travel time for presentations or neighborhood tours.

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

- Site visit speakers who plan to attend the annual conference must pay the GIH 2017 registration fee (at the reduced Funding Partner rate).
- Site visit designers are responsible for the costs associated with travel and accommodations for speakers at the site visit who are not affiliated with foundations or corporate giving programs.

How Do I Submit a Proposal?

Our Call for Proposals process is web-based. After logging into the [FluidReview](#) website, complete the required fields, and upload your site visit 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 site visit. This description will be used in annual conference marketing materials and in the agenda.
- **Program Description:** The location to be visited, as well as the site visit's goal(s), key questions to be answered, lessons to be shared, or issues to be explored.
- **Site Visit Capacity:** The maximum number of attendees the site visit location can accommodate.

- **Learning Objectives:** What participants will learn at the site visit and what messages you want them to take away.

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 GIH staff. **Priority will be given to site visits designed to promote open discussion, candid insights, 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 site visit so that it more closely reflects the goals and objectives of the annual conference.