



## Tech Café 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 Tech Café sessions.

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](mailto:sjonas@gih.org) or 202.452.8331.

### What is the Tech Café?

- The Tech Café is a place for conference attendees to learn about emerging technology from hands-on demonstrations of digital health tools.
- Demonstrations will provide 30-minute “how to” sessions on how your foundation is using or supporting efforts related to: social media, digital and mobile health applications, online metrics and data visualization tools, digital storytelling, hack-a-thons, and grants management systems.

### Parameters

- Tech Café demonstrations run for thirty minutes. See [here](#) for descriptions of last year's sessions.
- Please limit speakers to no more than **two** people.
- The demonstrations are held in an open common area of the conference hotel, with community tables and screens to facilitate demonstrations.
- A basic package of audio visual equipment to support demonstrations will be provided by GIH (laptops, LCD television, microphones, and wireless internet). If your proposal is accepted, we will contact you regarding your specific audiovisual and internet needs.
- Session designers are responsible for covering the costs of additional equipment.

### 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

- Tech Café 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.

### 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](mailto:sjonas@gih.org) or 202.452.8331.

### Criteria for Evaluating Proposals

All proposals will be reviewed by a committee of health funders representing the diversity of the field, as well as by GIH staff.

### 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.