Proposal Instructions and Policies
GIH Annual Conference on Health Philanthropy
June 17-19, 2020
Minneapolis, Minnesota

The most successful, highly rated annual conference sessions include new voices and diverse perspectives, allow for thoughtful reflection and candid conversation, avoid traditional meeting formats, and actively engage meeting attendees. Think about the type of sessions you like to attend and then give us your best; we encourage you to be inventive and bold!

We welcome proposals for:
- **Breakout Sessions:** One-hour sessions that creatively engage participants in learning.
- **Quick Takes:** Brief, compelling talks on important topics or lively demonstrations of innovative technological tools, delivered in 20 minutes or less.
- **Site Visits:** Three-and-a-half hour explorations of local communities or programs of interest. Site visits will be held on Wednesday, June 17.

Proposals are due Thursday, September 26, 2019. If you have questions, contact Sumintra J. Palm at sjpalm@gih.org or 202.452.8331.

Who Can Submit Proposals?
Staff and trustees of foundations and corporate giving programs, regional associations, and philanthropy-serving organizations are welcome to submit or codesign sessions. Please note, philanthropy-serving organizations are eligible to submit a proposal if they meet the following criteria: the organization appears on the Council on Foundations' list of funder networks, addresses issues that have a significant impact on health, and conducts work that is aligned with the GIH mission.

Breakout Session Parameters
- Sessions last one hour and are limited to no more than **three** speakers.
- Creative formats are encouraged, such as engaging participants in hands-on workshops, offering strategic guidance, facilitating a salon-style discussion, or showing a short film.
- The standard AV package typically includes screens, LCD projectors, laptops, microphones, and wireless internet access for speakers.

Quick Take Parameters
- Presentations last 20 minutes and are limited to no more than **two** speakers.
- Technology demonstrations should focus 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.
- Proposal should include a link to the proposed speaker(s) in action, if possible.
- Rooms will be set to capacity with a semicircle of chairs for the audience and a small riser for the speakers. There will be no speaker table or podium.
- The standard AV package typically includes a plasma screen, laptop, wireless screen advancer, microphones, and hardwire internet access for speakers. PowerPoints are allowed, but not required.

- Site visits run approximately three and a half hours, including travel time. We strongly recommend no more than 30 minutes of travel time to and from the site visit location.
- GIH will provide transportation to and from the site visit location and a GIH staff person will be present at each site visit.
- Buses will be equipped with microphones, allowing travel time to be used for presentations or neighborhood tours.
- Indicate the maximum number of attendees the site visit location can accommodate.

Costs
- All speakers are required to register for the conference. Speakers may register for their session only (free of charge) or for the entire conference (at the reduced Funding Partner rate).
- Speakers who are affiliated with foundations or corporate giving programs are expected to cover their own hotel and travel costs.
- Session designers are responsible for covering conference-related costs (conference registration, hotel accommodations, and travel expenses) for speakers who are not affiliated with a foundation or corporate giving program.

How Do I Submit a Proposal?
Submit a proposal by clicking here to use SurveyMonkey Apply. Create a username and password, complete the required fields, and upload your session description. You will need to provide contact information for both the session designer(s) and proposed speakers.

If you have created a FluidReview 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.

Written descriptions should be no more than two pages and must include each of the following:

1. **Title and Abstract:** A 100-word description of your proposed session. An edited version of this title and description will be used in the conference app if your session is selected.
2. **Content Description:** What makes the content of your proposed session unique? Will it explore a timely topic? Introduce a provocative idea? Lift up new voices? Include diverse perspectives? Feature dynamic speakers? Be based on leading-edge research or practice? Share insights on what worked and what didn't? Reflect changing conversations in philanthropy of health?
3. **Format Description:** What makes the format of your session compelling? If you are proposing a breakout session, will it be more than a traditional panel presentation? Will it allow time for thoughtful reflection and candid conversation? Will it make use of effective and intentional moderation? Will it include small group activities, technology demonstrations, simulations, case studies, or videos? Will participants leave the session with tools—such as sample RFPs, surveys, and board presentations—that they can use?

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 sessions designed to promote candid insights, open discussion, and active learning.**

Notification of Acceptance
You will receive a confirmation email within 24 hours acknowledging receipt of your completed

proposal. You will be notified about the status of your proposal no later than January 14, 2020. 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.