



2014 GIH Annual Meeting Film Screening Proposal Instructions

Guidelines for designing a GIH annual meeting film screening are below. This year's process is entirely Web-based using [MyReviewRoom](#). After creating your username and password, you will be able to start the submission process.

If you have questions or would like assistance in designing your film screening, contact Kate Treanor at ktreanor@gih.org or 202.452.8331.

Parameters

- Film screenings run two hours, including discussion time.
- Rooms will be set for approximately 25 participants with head seating for presenters and/or discussants.
- Rooms will be equipped with a laptop computer, LCD projector, screen, and sound system. If you require additional components, *please indicate this in your proposal* (there may be a charge for some equipment).
- Films must be in DVD format and provided to GIH prior to the annual meeting.

Who Can Submit Proposals?

We welcome proposals from staff and trustees of grantmaking organizations, affinity groups, funding collaboratives, and regional associations of grantmakers. Preference will be given to organizations that are GIH Funding Partners.

Costs

- Speakers must pay the GIH 2014 annual meeting registration fee (at the reduced Funding Partner rate).
- Film screening designers are responsible for the costs associated with travel and accommodations for all speakers in their session who are not affiliated with foundations.
- 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 GIH Call for Sessions process is now entirely Web-based. After creating your username and password at <https://callforsessions.myreviewroom.com/>, complete the required fields and upload your film screening description. Please note, you will need to provide contact information for both the film screening designer(s) and proposed speakers.

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

- **Background and Context:** why the topic is an important issue for health funders and how it relates to the meeting theme.
- **Program Description:** state the goals and objectives, techniques for engaging attendees, and key questions to be answered.
- **Learning Objectives:** what participants will learn and what key messages you want them to take away.

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

Criteria for Evaluating Session Proposals

All proposals will be reviewed by a committee of health grantmakers representing the diversity of the field, as well as GIH staff. **Priority will be given to sessions designed to promote open discussion and active learning.**

Notification of Acceptance

Film screening designers will be notified of the status of their proposal no later than October 25, 2013. 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 meeting.