



Breakout Session Proposal Instructions

GIH Annual Conference
March 4-6, 2015 | Austin, Texas

Proposal guidelines for designing annual conference breakout sessions are below. The process is entirely Web-based using [FluidReview](#). After creating a username and password, you will be able to start the submission process. If you created an account last year, you may log in using the same information.

Proposals are due Friday, July 25, 2014. If you have questions or would like assistance in designing your proposal, please contact Kate Treanor at ktreanor@gih.org or 202.452.8331.

Parameters

- Sessions last 60 minutes.
- Breakout rooms will be set in classroom style, with additional seating for presenters and/or discussants, and a podium. We can accommodate different room sets, such as round tables for small group discussions or chairs arranged in a fishbowl format. *If you require a different room set, please provide this information in your proposal.*
- Breakout rooms will be equipped with microphones, a laptop computer, an LCD projector, and a screen. If you require additional audiovisual components, *please indicate this in your proposal* (there may be a charge for some equipment).

Formats

Below are suggested session formats that may help facilitate open exchange among participants.

- **Hands-On Workshop**
Goal: To provide participants with new skills or tools that can be applied to their work
Structure: Session is built around hands-on exercises involving problem solving in response to a scenario, role playing, simulations, or small-group discussions on a defined topic. Participants leave with new skills or tools that can be applied to their work.
- **Issue Debate**
Goal: To showcase different ways of approaching a single topic
Structure: Session offers opposing views, using a standard debate format or a talk-show format in which a skilled chair interviews speakers.
- **Facilitated Discussion**
Goal: To inform and educate
Structure: Session opens with energetic speakers who frame an issue and a moderator who poses provocative questions to stimulate an open, thought-provoking discussion.
- **Salon**
Goal: To share experiences and make peer connections
Structure: Session supplies “green space” for open, unstructured discussion on issues, strategies, or challenges identified by participants.
- **Strategic Guidance**
Goal: To generate new ideas or possible solutions
Structure: Session makes thought leaders and/or experts available to give guidance, share advice, or provide insights on a strategy or set of tools.

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

- Session speakers must pay the GIH 2015 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.
- If you require audiovisual components beyond what is provided by GIH, please include this information in your proposal. There may be additional charges for equipment rentals.
- If cost is an issue, consider developing a session with other funders.

Elements of a Successful Session

- Limit formal presentations, PowerPoint slides, and video clips.
- Speakers should come prepared with a few key points, questions, or engaging ideas.
- Engage participants and provide time for open discussion.
- Talk about the “how” – share strategies, relate lessons learned, or raise important strategic questions, rather than describe organizations’ missions or funded projects.

How Do I Submit a Proposal?

Our Call for Sessions process is Web-based. After creating a username and password, complete the required fields and upload your session 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 four pages in length and include the following:

- **Abstract:** Provide a brief description of the session, why it is important to health funders, and how it relates to the conference theme.
- **Objectives:** Explain the session’s goal(s), key questions to be answered or issues to be addressed, and what the audience will learn.
- **Format:** State how the session will be organized and ways of engaging attendees.
- **Room Set:** If you need the room configured differently from our standard set, include a description. Also include information about any audiovisual equipment you will need.

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

Criteria for Evaluating Session Proposals

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

Notification of Acceptance

Session designers will be notified of the status of their proposal no later than October 13, 2014. 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.