



## Film Screening Proposal Instructions

GIH Annual Conference  
March 4-6, 2014 | Austin, Texas

Guidelines for designing a GIH annual conference film screening 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 film screening, please contact Kate Treanor at [ktreanor@gih.org](mailto: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.
- Room will be equipped with a laptop computer, an 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 conference.

### 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

- Film screening speakers who plan to attend the rest of the annual conference 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 contact us. There may be additional charges for equipment rentals.

### 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 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 four pages in length and include the following:

- **Abstract:** Provide a brief description of the film, why it would be of interest to health funders, and how it relates to the conference theme.
- **Program Description:** State the goals and objectives, as well as key questions to be answered or issues to be addressed.
- **Learning Objectives:** Explain what participants will learn 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 Brittany Seraphin at [bseraphin@gih.org](mailto: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 film screening so that it more closely reflects the goals and objectives of the annual conference.