



## Site Visit Proposal Instructions

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

Guidelines for designing a GIH annual conference site visit proposal 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 site visit, please contact Kate Treanor at [ktreanor@gih.org](mailto:ktreanor@gih.org) or 202.452.8331.

### Parameters

- Site visits run three hours. We strongly recommend no more than 30 minutes of travel time to and from the location.
- Registration is limited to approximately 30 participants.
- A GIH staff person will be present at each site visit.
- GIH will provide transportation to and from the site visit location.
- Buses will be equipped with microphones, in case you would like to use travel time for presentation or neighborhood tours.

### 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

- Site visit speakers who plan to attend the rest of the annual conference must pay the GIH 2015 registration fee (at the reduced Funding Partner rate).
- Session designers are responsible for the costs associated with travel and accommodations for speakers in their session who are not affiliated with foundations.
- If cost is an issue, consider developing a site visit with other funders.

### 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 site visit 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 site visit, why it would be of interest to health funders, and how it relates to the conference theme.
- **Program Description:** State the site visit's goal(s), key questions to be answered or issues to be addressed.
- **Learning Objectives:** Explain what participants will learn at the site visit 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 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 site visit so that it more closely reflects the goals and objectives of the annual conference.