



# Affiliated Event Form

Thank you for your interest in holding an affiliated event in conjunction with the GIH Annual Conference on Health Philanthropy! The conference will take place on June 21-23, 2017 at the Sheraton Boston Hotel in Boston, Massachusetts. The goal of affiliated events is to help conference participants learn from and connect with one another. These events are not intended to be sponsorship or promotional opportunities.

*GIH will review your event request and contact you within 14 days of receipt of this form.*

### Guidelines

- Affiliated events cannot conflict with GIH scheduled events. (Please see available times below.)
- Hosts are responsible for all logistics and expenses related to the event, such as fees associated with hotel meeting space, signage, audio visual equipment, and food/beverage.
- Affiliated events will not appear on the official GIH conference agenda, and we respectfully request that you not distribute promotional materials on-site. (Please see promotional options below.)

### Event Details

**Title:** \_\_\_\_\_

**Description:**

**Location:**

Conference hotel      Offsite location \_\_\_\_\_  
*(please specify)*

**Date:**

- Monday, June 19
- Tuesday, June 20
- Wednesday, June 21 after 7:30 p.m.
- Thursday, June 22 after 7:30 p.m.
- Friday, June 23 after 2:30 p.m.

**Start Time:** \_\_\_\_\_ **End Time:** \_\_\_\_\_ **Number of Attendees:** \_\_\_\_\_

**Type:**

Invite-only      Open to all conference attendees      Other: \_\_\_\_\_

**Would you like GIH's assistance in publicizing your event?**

- Yes** *(If yes, please select from the promotional options below.)*
- No**

**Promotional Opportunities**

- Targeted invitation list** (GIH Funding Partners can request targeted invitation lists for their own use).  
**E-forum** (GIH Funding Partners can announce an event through a GIH e-forum).  
**Annual conference email announcement** (GIH will list the event details in an annual conference email).
- Conference mobile app** (GIH will list the event details in the conference app).

**Primary Contact:** \_\_\_\_\_  
Organization: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Please note that GIH cannot guarantee that the hotel will be able to accommodate all requests for event space. If your request is approved, GIH will connect you to the hotel event planning staff.

Please return the completed form via email to **Sumintra Jonas Palm, Director of Meetings and Operations**, at [sjonas@gih.org](mailto:sjonas@gih.org) by **May 26, 2017**.