



Breakout Session Proposal Instructions

GIH Annual Conference
March 9-11 2016 | San Diego, California

Welcome to Grantmakers In Health's (GIH) 2016 Call for Proposals! Below you will find guidelines for designing annual conference breakout sessions. We have updated the session proposal requirements and added new features, so please read the instructions carefully.

The proposal submission 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 Thursday, June 18, 2015. If you have questions or would like assistance in designing your proposal, please contact Kate Treanor at ktreanor@gih.org or 202.452.8331.

Session Parameters

- Sessions last 60 minutes.
- Please limit speakers (including moderator) to **four** individuals.
- Breakout rooms are typically set in theater style or rounds, and equipped with screens, LCD projectors, laptops, and wireless internet access for speakers. *We will contact you regarding specific room set and audiovisual options if your proposal is accepted for the conference.*

Session Elements and Format

We encourage you to be creative. Highlight key learnings from your work, share new ideas and knowledge, and engage participants. The enhanced audiovisual package is designed to support creative learning and to help you bring diverse perspectives and ideas to the GIH audience.

Below are a few format ideas that may be helpful as you design your session.

- **Hands-On Workshop**
Goal: To provide participants with new skills or tools that can be applied to their work.
Structure: Session is built around small-group discussions or hands-on exercises involving problem solving, role playing, or simulations. Participants leave with practical skills or tools.
- **Facilitated Discussion**
Goal: To educate your peers and showcase different ways of approaching a single topic.
Structure: Session offers dynamic speakers who frame an issue or offer opposing views. The moderator poses questions to stimulate open, thought-provoking discussion, or interviews speakers using a talk show format.
- **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.
- **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.

Tips for Successful Sessions

- ✓ Limit formal presentations.
- ✓ Creatively use slides, video clips, and web-based tools.
- ✓ Speakers share key points, questions, or ideas.
- ✓ Actively engage participants and provide ample time for discussion.
- ✓ Talk about the “how”– share strategies, relate lessons learned, or raise important strategic questions, rather than describe organizations’ missions or funded projects.

Who Can Submit Proposals?

We welcome proposals from staff and trustees of foundations and corporate giving programs, affinity groups, funding collaboratives, and regional associations of grantmakers.

Costs

- Session speakers must pay the GIH 2016 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 or corporate giving programs.
- 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.

How Do I Submit a Proposal?

The Call for Proposals 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 two pages in length and include the following:

- **Abstract:** Please provide a 100-word description of your session. This description will be used in annual conference marketing materials and in the agenda.
- **Description:** Explain why the topic is important to health funders and how it relates to the conference theme. Also state the session’s goal(s), key questions to be answered or issues to be addressed, and what the audience will learn.
- **Format:** Describe how the session will be organized and key elements for engaging attendees such as small group activities, simulations, case studies, or videos.

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 Proposals

All proposals will be reviewed by a committee of health funders 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 September 25, 2015. 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.