



## Film Screening 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 film screenings. 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](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.
- Screening rooms will be equipped with microphones and audiovisual components for showing films. Speakers will also have wireless Internet access. Please note, there may be a charge for additional components. *We will contact you regarding specific audiovisual and Internet needs if your proposal is accepted for the conference.*
- Films must be in DVD format or on a jump drive and provided to GIH prior to the annual conference.

### 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

- Film screening speakers who plan to attend the annual conference 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 contact us. 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 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 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.

- **Program 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.

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 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 film screening so that it more closely reflects the goals and objectives of the annual conference.