



Site Visit 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 site visits. 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.

Parameters

- Site visits run three hours. We strongly recommend no more than 30 minutes of travel time to and from the site visit 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 presentations or neighborhood tours.

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

- Site visit speakers who plan to attend the rest of the annual conference must pay the GIH 2016 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 or corporate giving programs.

How Do I Submit a Proposal?

Our Call for Proposals 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 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. 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 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 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 site visit so that it more closely reflects the goals and objectives of the annual conference.