



## Proposal Instructions

GIH Annual Conference  
June 20-22, 2018  
Chicago, Illinois

Welcome to Grantmakers In Health's (GIH) 2018 Call for Proposals! We welcome proposals for:

- **Breakout Sessions:** One-hour sessions that engage participants in hands-on exercises, offer strategic guidance, incorporate open salon-style discussions, or present a short film.
- **Quick Takes:** Brief, compelling talks on important topics, delivered in 20 minutes or less.
- **Site Visits:** Three-hour explorations of local communities or programs of interest to be held on Wednesday, June 20.
- **Tech Bytes:** Lively demonstrations of innovative technological tools, conducted in 20 minutes or less.

**Proposals are due Friday, September 29, 2017.** We strongly encourage you to be creative about your session content and format. Highlight key learnings (and failures), share new ideas and knowledge, and engage participants. Bring in new voices by inviting grantees, policymakers, advocates, content experts, and other partners to take part. Think carefully about whether your idea would be more suited to a breakout session, site visit, tech byte, or quick take format.

If you have questions, contact Sue Jonas Palm at [sjonas@gih.org](mailto:sjonas@gih.org) or 202.452.8331.

### 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.

#### Breakout Session Parameters

- Breakout sessions last one hour.
- Speakers (including moderator) are limited to no more than **four** people.
- Session organizers are responsible for covering the costs of non-funder speakers.
- Creative formats are encouraged, such as engaging participants in hands-on workshops, offering strategic guidance, facilitating a salon-style discussion, or showing a short film.
- Rooms will be set in rounds and equipped with screens, LCD projectors, laptops, microphones, flip charts, 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.*

#### Quick Take Parameters

- Quick Take presentations run for 20 minutes
- Speakers are limited to no more than **two** people.
- Proposal should include a link to the proposed speaker(s) in action, if possible.
- Session organizers are responsible for covering the costs of non-funder speakers.
- Rooms will be set to capacity with a semi-circle of chairs for the audience and a small riser for the speakers. There will be no speaker table or podium. The standard AV package includes a plasma screen, wireless screen advancer, laptop, sound for videos, a hardwire internet connection, and microphones. Powerpoints are allowed, but not required.

### Site Visit Parameters

- Site visits run approximately three hours, including travel time, and will be held on Wednesday, June 20. We strongly recommend no more than 30 minutes of travel time to and from the site visit location.
- GIH will provide transportation to and from the site visit location and a GIH staff person will be present at each site visit.
- Buses will be equipped with microphones, allowing travel time to be used for presentations or neighborhood tours.
- Let us know the maximum number of attendees the site visit location can accommodate.

### Tech Byte Parameters

- Tech Byte demonstrations run for 20 minutes.
- Speakers are limited to no more than **two** people.
- These demos work best as “how to” sessions on how your foundation is using or supporting efforts related to: social media, digital and mobile health applications, online metrics and data visualization tools, digital storytelling, hack-a-thons, and grants management systems.
- Session organizers are responsible for covering the costs of non-funder speakers.
- Speakers will have access to a plasma screen, a laptop, a hardwire internet connection, and a wireless screen advancer. *We will contact you regarding specific room set and audiovisual options if your proposal is accepted for the conference.*

### How Do I Submit a Proposal?

The proposal submission process uses the web application [FluidReview](#). After creating a username and password, you will be able to start the submission process. If you have created an account in the past, you may log in using the same information. Please note, this username and password is different from your GIH Funding Partner login.

After logging into the [FluidReview](#) website, complete the required fields and upload your session description. 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:** A 100-word description of your session. This description will be used in annual conference marketing materials and in the agenda.
- **Description:** The session’s goal(s), key questions to be answered, lessons to be shared, or issues to be explored, as well as what the audience will learn.
- **Format:** How the session will be organized and key elements for engaging attendees such as small group activities, technology demonstrations, simulations, case studies, or videos.

You will receive a confirmation email within 24 hours acknowledging receipt of your completed proposal. If you do not receive a confirmation, contact Sue Jonas Palm at [sjonas@gih.org](mailto:sjonas@gih.org) or 202.452.8331.

### Costs

- Session speakers must pay the GIH 2018 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.

### Criteria for Evaluating Proposals

Proposals are reviewed by a committee of health funders representing the diversity of the field, as well as by GIH staff. **Priority will be given to “how to” sessions designed to promote candid insights, open discussion, and active learning.**

### Notification of Acceptance

Session designers will be notified of the status of their proposal no later than January 31, 2018. 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.