

## Proposal Instructions

GIH Annual Conference on Health Philanthropy

June 12-14, 2019

Seattle, Washington

The most successful, highly rated annual conference sessions include new voices and diverse perspectives, allow for thoughtful reflection and candid conversation, avoid traditional meeting formats, and actively engage meeting attendees. Think about the type of sessions you like to attend and then give us your best; we encourage you to be inventive and bold!

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, to be held on Thursday, June 13 and Friday, June 14.
- **Quick Takes:** Brief, compelling talks on important topics, delivered in 20 minutes or less, to be held on Thursday, June 13.
- **Site Visits:** Three-and-a-half hour explorations of local communities or programs of interest, to be held on Wednesday, June 12.
- **Tech Bytes:** Lively demonstrations of innovative technological tools, conducted in 20 minutes or less, to be held on Thursday, June 13.

**Proposals are due Friday, September 28, 2018.** If you have questions, contact Sumintra J. Palm at [sipalm@gih.org](mailto:sipalm@gih.org) or 202.452.8331.

### Who Can Submit Proposals?

We welcome proposals from staff and trustees of foundations and corporate giving programs, philanthropy-serving organizations, and regional associations of grantmakers.

#### Breakout Session Parameters

- Breakout sessions last one hour.
- Speakers (including moderator) are limited to no more than **three** people.
- Session organizers are responsible for covering the costs of nonfunder 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 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 nonfunder speakers.
- Rooms will be set to capacity with a semicircle 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, and microphones. PowerPoints are allowed, but not required.

### Site Visit Parameters

- Site visits run approximately three and a half hours, including travel time, and will be held on Wednesday, June 12. 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 nonfunder speakers.
- Rooms will be set to capacity with a semicircle 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, a hardwire internet connection, and microphones. PowerPoints are allowed, but not required.

### 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 the session designer(s) and proposed speakers.

Written descriptions should be no more than two pages in length and must include each of the following sections:

1. **Abstract:** A 100-word description of your proposed session. This description will be used in the conference app if your session is selected.
2. **Content Description:** What makes the content of your proposed session unique? Will it explore a timely topic? Introduce a provocative idea? Lift up new voices? Include diverse perspectives? Feature dynamic speakers? Be based on leading-edge research or practice? Share insights on what worked and what didn't? Reflect changing conversations in philanthropy of health?
3. **Format Description:** What makes the format of your session compelling? If you are proposing a breakout session, will it be more than a traditional panel presentation? Will it allow time for thoughtful reflection and candid conversation? Will it make use of effective and intentional moderation? Will it include small group activities, technology demonstrations, simulations, case

studies, or videos? Will participants leave the session with tools – such as sample RFPs, surveys, and board presentations – that they can use?

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

### Costs

- All speakers are required to register for the conference. Speakers may register for their session only (free of charge) or for the entire conference (at the reduced Funding Partner rate).
- Speakers who are affiliated with foundations or corporate giving programs are expected to cover their own hotel and travel costs.
- Session designers are responsible for covering conference-related costs (conference registration, hotel accommodations, and travel expenses) for speakers who are not affiliated with a foundation or corporate giving program.

### 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 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 14, 2019.

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.