



## 2014 GIH Annual Meeting Site Visit Proposal Instructions

Guidelines for designing a GIH annual meeting site visit proposal are below. This year's process is entirely Web-based using [MyReviewRoom](#). After creating your username and password, you will be able to start the submission process.

If you have questions or would like assistance in designing your site visit, contact Kate Treanor at [ktreanor@gih.org](mailto:ktreanor@gih.org) or 202.452.8331.

### Parameters

- Site visits run two and a half hours, including travel time. We strongly recommend no more than 30 minutes of travel time to and from the location.
- Registration is limited to no more than 25 participants.
- A GIH staff person will be present at each site visit.
- GIH will provide transportation.
- Buses will be equipped with microphones, if you would like to use travel time for presentations, neighborhood tours, etc.

### Who Can Submit Proposals?

We welcome proposals from staff and trustees of grantmaking organizations, affinity groups, funding collaboratives, and regional associations of grantmakers. Preference will be given to organizations that are GIH Funding Partners.

### Costs

- GIH will provide transportation to and from the site visit location.
- Speakers who plan to attend the annual meeting must pay the GIH 2014 registration fee (at the reduced Funding Partner rate).
- Site visit designers are responsible for the costs associated with travel and accommodations for speakers in their session who are not affiliated with foundations.
- If cost is an issue, you may wish to consider developing a site visit with other funders.

### How Do I Submit a Proposal?

The GIH Call for Sessions process is now entirely Web-based. After creating your username and password at <https://callforsessions.myreviewroom.com/>, complete the required fields and upload your site visit description. Please note, you will need to provide contact information for both the site visit designer(s) and proposed speakers.

Written descriptions should be no more than four pages in length and include the following:

- **Background and Context:** why the topic is an important issue for health funders and how it relates to the meeting theme.
- **Program Description:** state the site visit goals and objectives, techniques for engaging attendees, and key questions to be answered.
- **Learning Objectives:** what participants will learn at the site visit and what key messages you want them to take away.

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

## Criteria for Evaluating Proposals

All proposals will be reviewed by a committee of health grantmakers representing the diversity of the field, as well as GIH staff.

## Notification of Acceptance

Session designers will be notified of the status of their proposal no later than October 25, 2013. 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 meeting.