



Affiliated Event Form

Thank you for your interest in holding an affiliated event in conjunction with the GIH Annual Conference on Health Philanthropy! The conference will take place on June 20-22, 2018 at the Chicago Marriott Downtown Magnificent Mile in Chicago, Illinois. The goal of affiliated events is to help conference participants learn and connect. These events are not intended to be sponsorship or promotional opportunities.

GIH will review your event request and contact you within 14 days of receipt of this form.

Guidelines

- Affiliated events cannot conflict with GIH scheduled events. (Please see available times below.)
- Hosts are responsible for working directly with the hotel staff on all logistics and expenses related to the event such as fees associated with hotel meeting space, signage, audio visual equipment, and food/beverage.
- Affiliated events will not appear on the official GIH conference agenda, and we respectfully request that you not distribute promotional materials on-site. (Please see promotional options below.)

Event Details

Title: _____

Description: _____

Location:

- Conference hotel Off-site location _____
(please specify)

Date:

- Monday, June 18
 Tuesday, June 19
 Wednesday, June 20 after 7:30 p.m.
 Thursday, June 21 after 7:30 p.m.
 Friday, June 22 after 1:30 p.m.

Start Time: _____ **End Time:** _____ **Number of Attendees:** _____

Type:

- Invite-only Open to all conference attendees **Other:** _____

Would you like GIH's assistance in publicizing your event?

- Yes** (*If yes, please check one or more of the promotional options below*)
- No**

Promotional Opportunities

- Targeted invitation list** (GIH Funding Partners can request targeted invitation lists for their own use.)
- E-forum** (GIH Funding Partners can announce an event through a GIH e-forum.)
- Annual conference email announcement** (GIH will list the event details in an annual conference email.)
- Conference mobile app** (GIH will list the event details in the conference app.)

Primary Contact: _____

Organization: _____

Phone: _____ Email: _____

Please note that GIH cannot guarantee that the hotel will be able to accommodate all requests for event space. If your request is approved, GIH will connect you to the hotel event planning staff.

Please return the completed form via email to **Sumintra Jonas Palm, Director of Meetings and Operations**, at sjonas@guh.org by **May 25, 2018**.