



# 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 17-19, 2020 at the Hilton Minneapolis in Minneapolis, Minnesota. The goal of affiliated events is to help conference participants learn and connect. These events are not intended to be sponsorship or promotional opportunities.

We welcome affiliated events hosted by foundations and corporate giving programs, [philanthropy-serving organizations](#), and [regional associations of grantmakers](#).

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 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 15
- Tuesday, June 16
- Wednesday, June 17 after 7:30 p.m.
- Thursday, June 18 after 7:30 p.m.
- Friday, June 19 after 2:00 p.m.

**Start Time:** \_\_\_\_\_ **End Time:** \_\_\_\_\_ **Number of Attendees:** \_\_\_\_\_

## Type of event and promotional opportunities

**Invitation only**

GIH will list your event details on the conference web site and in the mobile app. Funding Partner organizations can also request an issue area email list to use in promoting the event on their own.

**Open to all conference attendees**

GIH will list your event details on the conference web site and in the mobile app. Additional promotional opportunities include the following (check all that apply):

- Issue area list:* GIH Funding Partners can request an email list to use in promoting the event.
- E-forum:* GIH Funding Partners can announce the event through a GIH issue area e-forum.
- Annual conference email:* GIH will list the event details in annual conference promotional emails.

**Primary Contact:** \_\_\_\_\_  
**Organization:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

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

Please return the completed form via email to Sumintra Jonas Palm, Director of Meetings and Administration, at [sipalm@gih.org](mailto:sipalm@gih.org). **GIH cannot guarantee promotional assistance after May 29, 2020.**