



## 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 7 - 9, 2023, 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. If you are interested in sponsorship opportunities at the Annual Conference, please contact **Lana Jacobus** at [ljacobus@gih.org](mailto:ljacobus@gih.org) for more information.

We welcome affiliated events hosted by leaders and staff of foundations, corporate giving programs, government agencies, companies that manage philanthropic funds, and regional and national philanthropy-serving organizations. All events are subject to GIH approval.

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, audiovisual 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 at conference events. *(Please see promotional options below.)*

### Event Details

**Title:** \_\_\_\_\_

**Description:** \_\_\_\_\_  
\_\_\_\_\_

**Location:**

- ☐ Conference hotel      ☐ Off-site location \_\_\_\_\_  
*(please specify)*

**Date:**

- ☐ Tuesday, June 6 before 2:00 or after 6:00 p.m.  
☐ Wednesday, June 7 after 7:00 p.m.  
☐ Thursday, June 8 after 7:30 p.m.  
☐ Friday, June 9 after 2:15 p.m.

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

**Type:**

- ☐ **Invite-only** *(Host issues the invitations)*

☐ **Open to all conference attendees**

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

☐ **Yes** *(If yes, please select from the promotional options below)*

☐ **No**

**Promotional Opportunities**

The following promotional opportunities are available to affiliated events open to all conference attendees:

**GIH Funding Partners and Philanthropy Support Partners:**

- One email from GIH announcing the event sent to the full GIH list, or a targeted segment of the list.
- Event listing on the app and microsite as an affiliated event (separate from the conference agenda).
- Inclusion in an email to all conference registrants listing all affiliated events in advance of the conference.

**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 **Samantha Ostenso, Program Assistant**, at [sostenso@gih.org](mailto:sostenso@gih.org) by **Friday, May 12, 2023**.