



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 12-14, 2019 at the Hyatt Regency Seattle in Seattle, Washington. 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 10
 Tuesday, June 11
 Wednesday, June 12 after 7:30 p.m.
 Thursday, June 13 after 8:00 p.m. (reception)
 Friday, June 14 after 2:00 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 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: _____

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 **Kate Treanor, Senior Program Director, at ktreanor@gih.org by May 24, 2019.**