



2025 AHP Summit on Artificial Intelligence  
Request for Education Proposals  
Submission Guide  
June 10-12, 2025

## **Welcome to the Submission Guide**

Thank you for your interest in presenting at the Association for Healthcare Philanthropy (AHP) Summit on Artificial Intelligence. This Submission Guide provides the information you need to know to submit a proposed session for the conference.

Whether you are a seasoned presenter or are new to the AHP stage, we appreciate your willingness to contribute an educational session and look forward to reviewing your proposal.

## **About the Conference**

The Association for Healthcare Philanthropy (AHP)'s Summit on Artificial Intelligence is designed to explore the ways artificial intelligence can be used in healthcare philanthropy today to help organizations work more efficiently and be more successful. In addition, the Summit will explore possible futures that AI can help enable in healthcare philanthropy.

## **Who Attends the AHP Summit on Artificial Intelligence?**

The Summit is designed for healthcare philanthropy leaders who want to learn more about AI and become more confident in their understanding of how AI tools fit into their foundation's work. Everyone from chief philanthropy executives to operations leaders to frontline fundraisers will benefit from the content delivered at this event.

## **What Type of Sessions Will Be Offered?**

AHP is seeking proposals for the following session types:

### **Case Study Presentation (45 minutes)**

Practical sessions that demonstrate how healthcare foundations are using AI tools, with direct applicability to different facets of development work. Should include an interactive component or time for Q&A.

**Education Lab** (75 minutes)

A super-sized session that must include an extensive workshop or interactive component in addition to an educational presentation.

**Panel Discussion** (45 minutes)

A discussion with 1 moderator and up to 4 panelists providing perspectives around an AI-related topic, including an interactive component or time for Q&A.

**Seminar** (45 minutes)

A formal presentation that introduces new information about an AI-related topic, plus an interactive component or time for Q&A.

## **What Kind of Content is AHP Seeking?**

The AHP Summit on Artificial Intelligence is organized around three main content streams:

- 1) **Practical Uses of AI:** These sessions teach ways that AI tools can be used in a healthcare foundation environment to improve processes and outcomes.
- 2) **Understanding AI:** These sessions are designed to teach a basic understanding of how artificial intelligence works, the tools that are available to healthcare foundations, and how leaders can begin thinking about the complexities of AI as it relates to their organization.
- 3) **Thinking Strategically About AI:** Designed for executive leaders, these sessions investigate how AI can fit into healthcare foundations' long-term strategic direction.

With those concepts in mind, successful proposals could feature:

- Case studies from healthcare foundations that have used AI to accelerate their performance.
- Future-focused sessions that explore the impact AI will have on healthcare philanthropy in 5, 10, even 20 years or more, and how today's leaders can be ready for that future.
- Workshop-style sessions that provide hands-on, interactive practice using AI tools.
- Thought-provoking sessions – perhaps even controversial ones – that spark reflection and discussion.

## **Topics**

As you reflect on your proposal, please consider the following topics, which are of interest to the conference participants. While proposals may address more than one area, you must select one as the best fit.

These topics were developed through feedback from AHP members and conversations with AI experts. Each topic is followed by some potential sample session ideas raised in the conversations. These are intended to help you develop your session, but AHP welcomes and encourages additional ideas as well.

- **AI 101**
  - What is AI?
  - Understanding generative and predictive AI
  - Understanding precision and personalization
  - What are some AI tools that are relevant to healthcare philanthropy teams?
  - Demos, examples, and hands-on workshops are particularly helpful in this category.
- **AI by Program Area**
  - How can AI tools help leaders and practitioners in different functional areas, such as philanthropy operations, major giving, annual giving, events, prospect research, stewardship?
  - What data management practices should organizations use to make the most of their AI tools?
- **AI Governance**
  - Ethical considerations
  - Inclusivity and bias prevention
  - Data privacy and security
  - AI and HIPAA
- **AI in Progress**
  - Lessons learned from early attempts to utilize AI, both successful and unsuccessful
  - Deploying AI in innovative ways, even when the results may still be unclear
- **AI Strategy for Leaders**
  - Developing a leadership-level understanding of AI
  - Driving understanding and adoption across your organization
  - Getting your team on board (or what to do when your team is adopting AI faster than you)
  - Developing policies and procedures around AI usage
  - Navigating concerns
  - AI for small-shop leaders without large budgets
- **Culture**
  - Developing a culture of curiosity and experimentation
  - Identifying your organization's place in the technology adoption lifecycle
  - Staff training and education on AI
  - Building AI into organizational and staff goals

- **Issues in AI Use**
  - Open source vs. proprietary vs. custom AI tools
  - Working with the hospital or health system
  - Donor perceptions of AI
  - Accuracy and other limitations (AI hallucinations – trusting the results)
- **Responsible and Beneficial AI**
  - Maximizing societal benefit while reducing possible harm
- **The AI-Powered Future**
  - How will AI change the industry in 3, 5, 10 years or more?
- **Other**

## Proposal Review Process and Selection Criteria

Session proposals will be reviewed and chosen by AHP staff with input from an advisory group of healthcare philanthropy leaders. The selection process will ensure the content lineup is strategically balanced, representing a diversity of topics, speakers, and perspectives.

Sessions will be selected based on a variety of factors, including the quality of the proposal, the content's relevance to this AI-focused conference and this audience of senior-level healthcare philanthropy professionals, and the level of interactivity in the program design.

## What Else Do I Need to Know?

- **All proposals must be submitted using the online form.** Think quality over quantity. You can submit up to two (2) proposals as the primary contact.
- **Plan your submission in advance.** We suggest that you first collect your thoughts for your proposal before going to the online form. Review the form at the end of this document to prepare your proposal. Once you have your ideas and all necessary information together, visit [this link](#) to begin. The system does allow you to save and return to your proposal later.
- **The primary contact is the person submitting the proposal.** AHP will communicate with the primary contact for all communications including notifications and deadlines, who must share information as needed with co-leaders/panelists.
- **All proposed presenters must be listed.** Intentionality is critical in providing a quality learning experience, including the expertise of instructors.

- **Use clear, error free language.** The quality of the written proposal is reflective of the quality of the potential session. Approach this as you would a proposal to a grant funder or major donor. AHP looks for clear and concise titles, persuasive outcomes-focused descriptions, and clear learning objectives. Tell us why an attendee should come to your session and what they'll learn from it. AHP retains the right to modify titles and descriptions during copy editing for marketing purposes.
- **Don't underestimate the importance of instructional flow/design.** Adult learning theory suggests that the best learning environments are the ones that are collaborative and utilize a problem-based approach.
- **Avoid all commercial bias.** Affiliate members of AHP, who represent the for-profit organizations such as consultants and vendors who are active in healthcare philanthropy, are welcome to submit session proposals. However, sessions perceived by participants as commercially biased in content (including use of proprietary tools/models) are unacceptable. Any submission that is not educational in nature, neutral and unbiased, replicable by participants without the author's assistance, and free of commercial motive/intent will not be accepted. If accepted, those in violation of this policy may forfeit future presenting opportunities.
- **All accepted presenters must adhere to published deadlines.** You must be committed and responsive to working with AHP to deliver exceptional service by adhering to deadlines, to include submitting program materials not less than one (1) month prior to the start of the conference for review/approval and inclusion in the conference app and website.
- **All accepted presenters must observe intellectual property rights.** You must ensure that information or images contained in presentation materials are factual and not misleading and do not violate the intellectual property or copyrights of any third party.
- **All accepted presenters must register.** Each presenter shall register for the conference by the required deadline at a reduced rate. In the event of exceptions (such as Exhibitor personnel) registration may be handled differently. If you are coming to only present your session and are not staying for any other part of the conference beyond your presentation, you must register but will not be charged a fee.



## Timeline

Thank you for your interest, expertise, and time in submitting an education proposal for consideration. So that you can plan accordingly, please note the overall presenter timeline below:

- Request for Proposals Opens: December 16, 2024 ([Access the proposal form here](#))
- Request for Proposals Deadline: January 31, 2025
- Conference Invitations: By February 28, 2025
- Presenter Agreements Signed/Executed: By March 17, 2025
- Save the Conference Dates: June 10-12, 2025

## Questions?

Email [education@ahp.org](mailto:education@ahp.org) with any questions about the submission process or the 2025 conference.

Sample submission form begins on the next page.



2025 AHP Summit on Artificial Intelligence  
Request for Education Proposals  
Sample Submission Form

To prepare for completing the required online form, use this sample to gather proposal details and complete content leader information for each presenter/co-presenter in advance.

1. Your details (submitter). AHP will communicate with you for all notifications related to the proposed session.
  - a. Name
  - b. Email address
  
2. Lead Presenter Information
  - a. Name
  - b. Email address (if different than submitter's)
  - c. Credential
  - d. Title
  - e. Organization Name
  - f. Biography: Please provide a short biography (limit 2500 characters) in paragraph format that describes each presenter's philanthropy experience and expertise as it relates to the subject of this proposal.
  
3. Co-presenter(s), if applicable

**Invitation to Self-Identify**

In principle and in practice, AHP values and seeks diversity and inclusive practices within the healthcare philanthropy industry. AHP aims to maximize the power of learning programs by promoting involvement, innovation, and expanded access to leadership opportunities among program speakers, faculty and content leaders that maximize engagement across the entire spectrum of participants in the healthcare philanthropy profession.

The following demographic questions are designed for the lead presenter to self-identify. To opt out of any question, select "Prefer not to say".

**AGE**

- Under 25
- 25 – 34

- 35 – 44
- 45 – 54
- 55 – 64
- 65 – 74
- 75+
- Prefer not to say (opt out)

**GENDER**

- Female
- Male
- Transgender male
- Transgender female
- Non-Binary
- Genderqueer
- Self-identification: \_\_\_\_\_
- Prefer not to say (opt out)

**RACE/ETHNICITY (SELECT ALL THAT APPLY)**

- African American/Black
- Arab
- Asian American/Asian (e.g. Chinese, Japanese, Korean, Filipino)
- Hispanic/Latino
- Indigenous (e.g. Native American, First Nations, Inuit, Métis)
- Native Hawaiian/Pacific Islander
- South Asian (e.g. East Indian, Pakistani, Sri Lankan)
- Southeast Asian (e.g. Vietnamese, Cambodian, Laotian, Thai)
- West Asian (e.g., Iranian, Afghan)
- White/Caucasian
- Self-identification: \_\_\_\_\_
- Prefer not to say (opt out)

**SPECIAL ACCOMMODATIONS**

AHP welcomes presenters of all ability levels. To discuss accessibility and accommodation needed to participate fully in this event, please self-identify below:

- I do not need special accommodation.
- I am requesting special accommodation. Please provide details regarding your needs:

\_\_\_\_\_



## **STEP 2. PROPOSAL INFORMATION**

Please take the time to submit a thoughtful proposal that clearly articulates the intent of the session. Correct spelling and grammar help readability and comprehension.

### **Learning Formats and Levels**

1. Which learning format is your proposed session?
  - a. Case Study Presentation (45 minutes)
  - b. Education Lab (75 minutes)
  - c. Panel Discussion (45 minutes)
  - d. Seminar (45 minutes)

### **Session Title & Description**

1. Session Title (Limit 10 words)

Please submit, in 10 words or less, your session title. **IMPORTANT:** Do not include presenter, company or product names anywhere in the session title.
2. Session Description (Limited to 150 words)

Please describe the overall focus and goal of the session, including key points and supporting topics.

### **Learning Outcomes**

Please list three learning outcomes that clearly define how your session will support attendees' knowledge and skills for use in their roles. Put emphasis on participants acquiring skills, rather than simply receiving knowledge and information. For example, "Participants will be able to improve their legacy giving programs by using blended gifts effectively."

- a. Outcome 1:
- b. Outcome 2:
- c. Outcome 3:

### **Instructional Flow**

How would you describe the instructional flow for this session? What techniques and adult learning methods will be deployed? How will the time be used? Creative approaches to instruction that go beyond a basic approach are strongly encouraged. Please be specific.

## Topic Area

Which topic area best describes the focus of your proposed session? (Select only one)

- AI 101
- AI in Philanthropy Operations (Stewardship, Data, Prospect Research, etc.)
- AI in Frontline Fundraising (Major Gifts, Annual Giving, Events, etc.)
- AI Strategy for Leaders (including managing adoption, navigating concerns, and deciding when and how to use AI tools)
- AI Governance
- Culture
- Responsible and Beneficial AI
- The AI-Powered Future
- Other (please specify)

## File Upload (Optional)

Please upload any supplementary materials you would like to share with the proposal reviewers.

## Submitting Your Proposal

When you are ready to submit your session proposal, you may do so through [this form](#). Please remember all submissions must be received by January 31, 2025.

## Questions?

Email [education@ahp.org](mailto:education@ahp.org) with any questions about the submission process or the 2025 Summit on Artificial Intelligence.