



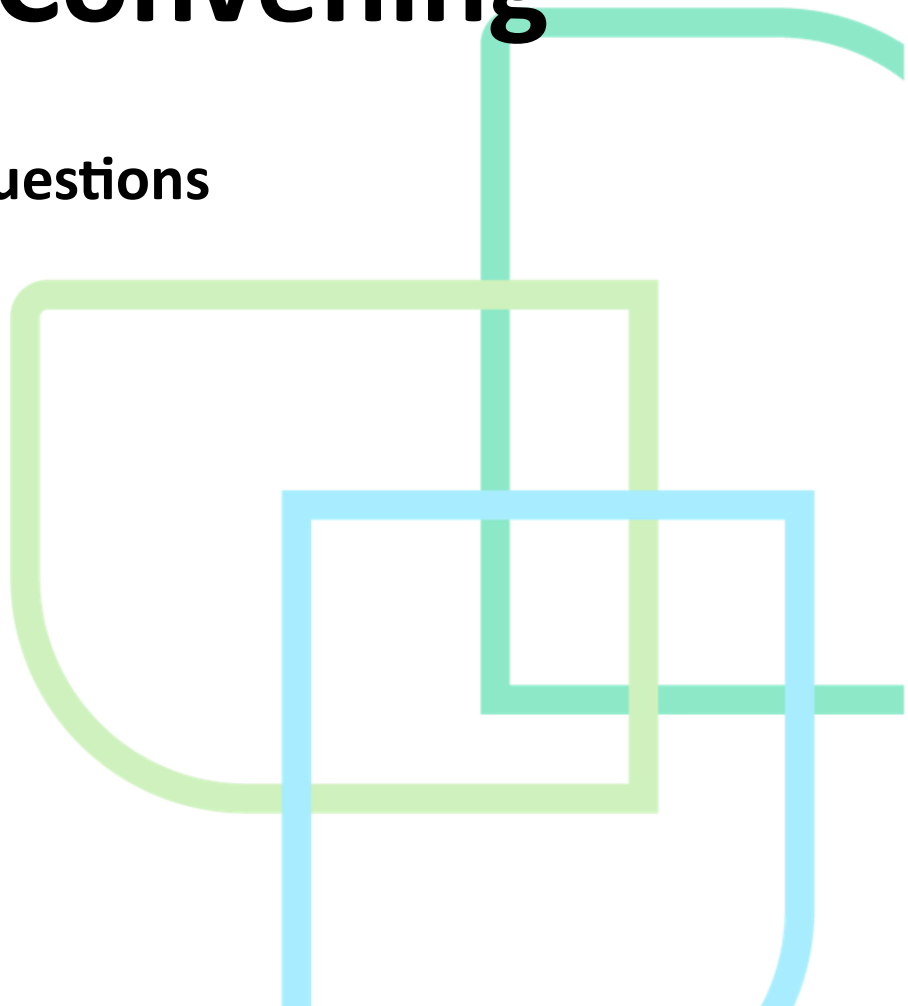
**PHIG
PARTNERS**

Public Health Infrastructure Grant

2025 PHIG Annual Recipient Convening

Frequently Asked Questions

April 24, 2025



Frequently Asked Questions

General Event Questions

What is the Public Health Infrastructure Grant (PHIG)?

The [OE22-2203: Strengthening U.S. Public Health Infrastructure, Workforce, and Data Systems grant](#) is a groundbreaking investment to help health departments across the United States strengthen their workforce and infrastructure. Funding from this grant is designed to ensure that health departments have the people, resources, and systems they need to assess, promote, and protect health in the communities they serve.

What is the PHIG Annual Recipient Convening?

The Public Health Infrastructure Grant (PHIG) Annual Recipient Convening: Gateway to Growth is an opportunity for health department leaders, technical assistance (TA) providers, PHIG National Partners, CDC, and other key partners to connect and collaborate. Inspiring and informative sessions will allow participants from across the nation to share strategies and gain insights to improve health outcomes in their communities.

The Annual Recipient Convening will highlight innovative approaches, promising practices, and valuable lessons learned from public health infrastructure initiatives in state, territorial, and local communities.

Participants will increase their knowledge of essential strategies to protect life, health, and safety in local populations; effectively address public health emergencies; and improve data modernization and information data exchange to better serve state, territorial, and local communities.

Who should attend the PHIG Annual Recipient Convening?

The primary audience for the PHIG Annual Recipient Convening is PHIG health department recipients funded under Component A. For the third year in a row, PHIG health department recipients will gather to connect with partners and peers from across the nation and gain important insights through sessions and workshops designed specifically for their roles as leaders in building public health infrastructure.

Each PHIG health department recipient will be able to have up to four individuals register for the in-person event and is strongly encouraged to have the following roles in attendance: Principal Investigator, Workforce Director, Data Modernization Director, and Evaluator. A waitlist will be available for additional PHIG health department recipient attendees, if any spots are unfilled for the in-person event.

The PHIG Annual Recipient Convening will also include attendance from PHIG National Partners, other technical assistance providers, public health agency partners, and relevant subject matter experts.

Will virtual attendance be available?

Virtual participation will also be available for additional attendees and a wider audience who wish to attend the PHIG Annual Recipient Convening. Select sessions will be livestreamed and/or recorded for viewing after the event. Some networking events will be limited to in-person attendees only.

Who should attend the Data Modernization Pre-conference Workshop?

The primary audience for the Data Modernization Pre-conference Workshop is PHIG A3-recipient health departments and their Data Modernization and Informatics Directors, who will receive an invitation to register. Additional attendees will include data modernization and informatics leaders from public health agencies in Wave 1 of the PHIG Implementation Center program and program partners.

Space is limited for the Data Modernization Pre-conference Workshop; a waitlist will be available for additional health department attendees, if any spots are unfilled. Please note that the agenda for the main meeting of the Annual Recipient Convening will include a wide variety of Data Modernization sessions and content for all participants.

What are the objectives of the 2025 PHIG Annual Recipient Meeting?

During the 2025 PHIG Annual Recipient Convening: Gateway to Growth, attendees can expect to participate in sessions that will:

- Explore Public Health Infrastructure Foundations and Community Impact
- Foster Collaboration and Leverage Partnerships
- Advance Innovation and Sustainability in Infrastructure Efforts

Can I present my organization's PHIG-supported work?

The Call for Session Proposals is open through May 9, 2025. See below for "Proposal Questions" and more information about how to submit.

Where will the PHIG Annual Recipient Convening take place?

In-Person Event

Hyatt Regency St. Louis at the Arch

315 Chestnut Street

Saint Louis, MO 63102

(314) 655-1234

[View Map](#)

When is the PHIG Annual Recipient Convening?

The 2025 PHIG Annual Recipient Convening will be held from Aug. 18 through Aug. 21, 2025.

Date	Attendees	Schedule at a Glance*
Monday, Aug. 18 <i>Afternoon</i>	By invitation	<ul style="list-style-type: none"> DM Pre-conference Workshop (Part 1) Hosted Networking Reception
Tuesday, Aug. 19 <i>Morning</i>	By invitation	<ul style="list-style-type: none"> Breakfast Provided DM Pre-conference Workshop (Part 2) Peer Network Sessions
Tuesday, Aug. 19 <i>Afternoon</i>	All Participants	<ul style="list-style-type: none"> Lunch Provided Opening Keynote and General Sessions/Breakouts Hosted Networking Reception
Wednesday, Aug. 20 <i>Morning</i>	All Participants	<ul style="list-style-type: none"> Breakfast Provided General Sessions and Breakouts
Wednesday, Aug. 20 <i>Afternoon</i>	All Participants	<ul style="list-style-type: none"> Lunch Provided General Sessions and Breakouts
Thursday, Aug. 21 <i>Morning</i>	All Participants	<ul style="list-style-type: none"> Breakfast Provided General Session and Breakouts Hosted Lunch and Closing Keynote Departure

*A more detailed agenda will be available in the coming weeks.

Registration and Travel Questions

How do I register for the event?

General registration for in-person attendance at the Annual Recipient Convening will open on May 28, 2025. (Pre-registration for select groups will begin May 15.) A registration link and detailed agenda will be provided in the coming weeks. Registration for virtual events will open on July 1.

What is the dress code for the event?

Attire for the meeting is business casual. It is recommended to bring a light sweater as meeting rooms can be cold.

Who do I contact with questions about accessibility or accommodations?

Please reach out to PHIG@astho.org with any questions about accessibility or accommodations.

What is the cost to attend the event?

There is no registration fee for PHIG health department recipients to attend the PHIG Annual Recipient Convening in-person or virtually. Some meals will be hosted and/or provided as part of the meeting (see “Schedule at a Glance” above). Participants are responsible for all other non-sponsored meals as well as arranging and paying for all hotel and travel costs.

Is there a discounted rate for rooms at the event hotel?

Upon registration for the PHIG Annual Recipient Convening, a block of guest rooms will be made available until sold out. Participants are responsible for arranging and paying for their own hotel reservations. Rooms will be available at the government rate (\$150/night + tax) via a unique booking link and should be reserved as early as possible once the participant has completed registration.

Can PHIG health department recipients use their PHIG funds to pay for travel costs?

The Annual Recipient Convening is a PHIG programmatic activity that provides a unique opportunity for PHIG health department recipients to connect with partners and peers from across the nation to share strategies and gain insights to improving health outcomes in their communities.

By participating in sessions and workshops designed specifically for Principal Investigators, Workforce Directors, Evaluators, and Data Modernization Directors, attendees will increase their knowledge of essential strategies to protect life, health, and safety in local populations; effectively address public health emergencies; and improve data modernization and information data exchange to better serve state, territorial, and local communities.

PHIG awarded grant funds may be used for travel expenses related to the Annual Recipient Convening. If PHIG health department recipients have any questions or concerns about necessary prior approval actions, please reach out to assigned CDC Project Officers.

How do I book my hotel and travel?

Information will be provided during the registration process—please stay tuned for a registration link coming in May!

Proposal Questions

Who should submit a proposal?

PHIG health department recipients, National Partners, TA providers, CDC leaders, and other partners are all invited to submit session proposals. Submissions that feature collaborations across multiple organizations (health departments, TA providers, PHIG National Partners, CDC, and other key partners) are especially encouraged.

Organizations/individuals are welcome to submit multiple proposals; please keep in mind that each accepted presenter from a PHIG health department recipient will be counted as one of its four attendees at the in-person event. Submitters should consider the best format for presentation- breakouts, posters, and workshops.

How do I submit my proposal(s)?

Session proposals will be collected through the designated online [submission portal](#). To submit a proposal(s), you must create an account using your email address. After creating an account, you can submit and edit your proposal(s) until the deadline, Friday, May 9, at 11:59 p.m. ET.

Can I revise and resubmit my proposal?

Submitters may revise and resubmit their proposals through the portal until the call for proposals is closed (11:59 p.m. ET on May 9).

Are there any formatting guidelines I need to follow?

There are formatting guidelines that submitters will need to follow. To submit a proposal, you will need to provide the following information:

- Presenter Information (name, credentials, contact information, title, organization)
- Co-presenter Name (There will be future opportunities to provide additional information.)
- Submission Title (250-character limit)
- Session Description (2,500-character limit), including learning objectives

Can presentations be delivered virtually?

A limited number of virtual presentations may be selected for delivery or facilitation by an offsite presenter. Proposals for virtual presentations should align with convening objectives and include robust participant engagement to make the most of the virtual format. A virtual presentation preference may be indicated when submitting through the online portal.

What is the review process for proposals?

All proposals must be submitted through the online portal by the deadline of May 9 at 11:59 p.m. ET.

The review committee will conduct an initial screening to ensure all submissions meet the basic requirements and guidelines. Each proposal will then be assigned to a panel of reviewers with expertise in the relevant field. Reviewers will evaluate the proposals without access to authors' identities.

Proposals will be selected based on relevance to convening themes and objectives, effectiveness of the work to address an issue or contribute value to building public health infrastructure, and/or the originality and innovation of the strategy or activity.

Reviewers will provide feedback and recommendations for each proposal. Based on reviewers' evaluations, the review committee will make decisions on acceptance, rejection, or waitlist.

When will I be notified if my proposal is accepted or not selected?

The review committee will notify all submitters of the final decisions by May 28.

Who can I reach out to if I'm having trouble submitting my proposal?

If you face issues with submission, please contact PHIG@astho.org for assistance.