## **ISPOR STUDENT NETWORK COMMITTEE SIGN UP FORM**

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| Today’s Date: [Date] | Chapter:  |

STudent INFORMATION

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| --- | --- | --- | --- |
| Student’s last name: [Last Name] | First: [First Name] | Middle: [Initial] | [Choose an item] |
| Are you graduating soon? | Anticipated Graduation (Ex. May 2018): |
|  |  |
| Preferred phone no.: | Preferred Email: |
| [Phone] | [email] |

Committee Information**Chapter Development Committee*** **Responsibilities:** Works collaboratively with ISPOR staff to identify, contact, and convert prospective ISPOR Student Chapters. The Committee will work closely with the Member Engagement Committee to facilitate the Adopt-A-Chapter Mentorship Program for any chapters that have interest. The new Chapter President will be connect with a Chapter President from an existing chapter that would be a good resource based on geographic location or the type of academic programs offered. The Committee will also work with ISPOR Staff to facilitate the reinstatement of recently inactive chapters through the identification of faculty within the University.
* **Recommended number of committee members:** Minimum of 4

**Education Committee*** **Responsibilities:** To coordinate three educational webinars each semester that will provide ISPOR Student Members with the opportunity to learn from established researchers in HEOR. The Committee will work to identify speakers and topics based on input from the Student Member Interest Survey, recommendations from prior committee members, and through consulting with the Faculty Advisor Council (FAC). Upon confirming speakers and topics, the Committee will consult with ISPOR staff on confirming dates to avoid conflicts.
* **Recommended number of committee members:** Minimum of 4

**Grant Review Committee*** **Responsibilities:** Work with ISPOR Staff to review and approve Chapter Activity Grant submissions based on established criteria. The Committee will follow up with the Chapter if there are any clarifications or changes required for the event to gain approval. Once the Activity Grant has approval, the Committee will let ISPOR Staff know for processing purposes and will also update a Google Docs spreadsheet accessible by the Newsletter and Social Media Committees. The three Committees will collaborate to follow up with Chapter President who received the grant about posting to social media outlets and submitting an article summarizing the event for to the Student Newsletter.
* **Recommended number of committee members:** Minimum of 4

**Meeting Planning Committee*** **Responsibilities:** To assist ISPOR Staff and the Student Network Chair with planning student events during ISPOR conferences (members will choose between North America, Latin America/Asia Pacific, and Europe) to enhance students’ educational experience and facilitate networking. The Committee will identify ways to improve existing offerings of events and implement new ones in coordination with ISPOR staff. In addition, the Committee will review Student Research Showcase Proposal Submissions for the Annual Meeting and European Congress using a developed scoring system.
* **Recommended number of committee members:** Minimum of 9 (3 members for each Conference)

**Membership Engagement Committee*** **Responsibilities:** To maintain and grow ISPOR student membership through periodic outreach to new chapter presidents by offering insights and suggestions on how to grow their student chapter membership. Membership Outreach Committee will collaborate with the Communication Committee to make students aware of the Student Member Recruitment Campaigns that occur semi-annually. The Committee will also create flyers that tailor the benefits of membership based on the student’s program of study (i.e. flyer highlighting all ISPOR benefits specific to PharmD or PhD students).
* **Recommended number of committee members:** Minimum of 4

**Publication Committee*** **Responsibilities:** To report on chapter activities and to provide information about issues that may be of interest to the student members of ISPOR. Articles for the Newsletter may also include helpful tips and insights about networking, research methods, or other HEOR related content. The Newsletter Committee creates a crossword puzzle for each issue designed for students to compete to win a prize. Committee members will be responsible to liaise with other committees to collect latest news (i.e. Survey releases, Activity Grants, Webinars, etc.).
* **Recommended number of committee members:** Minimum of 4

**Social Media Committee*** **Responsibilities:** To facilitate strategies and tactics that will grow ISPOR student engagement on the various social media platforms that ISPOR operates including: Facebook, LinkedIn, Instagram, Twitter. The Social Media Committee will also be responsible for soliciting postings from student chapters for any recent events held. The Committee will also follow up with Chapter Activity Grant recipients to post photos and summaries of their events on the Student Facebook Group. This role may include evaluating and providing feedback on new social media platforms as well as how to better utilize existing channels.
* **Recommended number of committee members:** Minimum of 4

**Survey & Evaluation Committee*** **Responsibilities**: Work with ISPOR Staff to design, test, implement, and evaluate annual surveys for distribution to student members and chapter presidents. The Committee will utilize the data collected to help ISPOR Staff in developing improvements or enhancements of existing ISPOR Student Network activities. The Committee will handle Annual (Student Member Interest) and Biennial (Internship & Summer Employment Survey and Student Member Benefit) surveys. The Committee will also work on additional studies / ad hoc projects as needed (ex. introduce a Member Testimonial Survey) under the direction of the Staff Liaison.
* **Recommended number of committee members:** Minimum of 4

Committee you wish to JOIN

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| **Name of Committee You Prefer (choose top two options)** |
| Committee Choice 1:  |
| Committee Choice 2: |
|  | Student signature |  | Date |  |

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