ISPOR Student Chapter Leader Handbook

ISPOR
Improving healthcare decisions

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ISPOR Student Chapter Leader Handbook

Welcome from Nancy Berg, ISPOR CEO and Executive Director

Dear ISPOR Student Network Chapter Leader,

I warmly welcome you into your new leadership role as Chapter President for your ISPOR student chapter. You have become a part of something truly powerful and unique—a global organization with more than 20,000 individual and regional chapter members representing over 115 countries focused on the objective of promoting health economics and outcomes research (HEOR) excellence to improve decision making for health globally. ISPOR is the leading global professional society for HEOR and is well-positioned to support the field to respond to the needs of global health care systems. At the same time, ISPOR offers unique value to its global membership by engaging all stakeholders in consensus building, direction setting, and advancing the science. This handbook is a resource to help you contribute effectively to the Society in your important role in influencing the development of knowledge sharing, career and professional development. Your contribution is vital to ensuring a strong pipeline of future HEOR professionals and leaders enter our field.

ISPOR's extensive global reach helps support the growing needs of rapidly developing health care systems. Currently ISPOR has over 80 regional chapters, 2 consortia, 4 networks, and over 100 student chapters. This expanding member base allows the Society to share information on the science with members across the globe and helps ensure that an international perspective is taken by its leadership. As reservoirs for grassroots participation and scientific contribution, ISPOR regional chapters play an important role in supporting ISPOR's mission, vision, and strategic goals. You are encouraged to carefully study this handbook, which has been compiled to provide comprehensive guidance and reference.

As the science of health economics and outcomes research continues to grow in importance, ISPOR will lead the way with its members and chapter leaders. I look forward to working with you and thank you for supporting ISPOR's mission.

Kind regards,

Nancy S. Berg
Chief Executive Officer and Executive Director
ISPOR

CHAPTER 1: INTRODUCTION

Handbook Scope

The Student Chapter Leader Handbook is designed to aid in the onboarding of new chapter presidents and to serve as a living document that provides an open exchange of information between the ISPOR Student Network, its Chapters, and the ISPOR Staff. The content of the toolkit will provide a holistic view of what duties and responsibilities you will be asked to complete during your time as a leader for your chapter. If you have suggestions on how to improve this document, do not hesitate to contact the ISPOR team at studentnetwork@ispor.org. We value your insights as the eyes and ears of the association!

About ISPOR

What is ISPOR?

ISPOR, the professional society for health economics and outcomes research (HEOR), is an international, multistakeholder, nonprofit dedicated to advancing HEOR excellence to improve decision making for health globally. The Society is the leading source for scientific conferences, peer-reviewed and MEDLINE-indexed publications, good practices guidance, education, collaboration, and tools/resources in the field.

ISPOR's Commitment to Health Economics and Outcomes Research

Founded in 1995, ISPOR is committed to education, collaboration, scientific excellence, and leadership in HEOR. The rigor and credibility of ISPOR's reports and tools (i.e., scientific meetings, published research, and facilitated discussions) have earned ISPOR the reputation of being the leading international HEOR resource. As an unbiased organization of 20,000 individual and regional chapter members, ISPOR represents key health care stakeholders from more than 120 countries around the world.

ISPOR's Vision

To be the leading global scientific and educational organization for health economics and outcomes research and their use in decision making to improve health.

ISPOR's Mission

To promote health economics and outcomes research excellence to improve decision making for health globally.

ISPOR's Strategic Focus

The Society's strategy focuses on five core pillars designed to improve the science, education, and global engagement of its members and the HEOR community.

- Scientific and Research Excellence
- Member Engagement
- Education and Training

- Communication and Collaboration
- Organizational Values

ISPOR's Organizational Values

- Promote the production and dissemination of high-quality health economics and outcomes research to inform effective development and efficiency of health care.
- Embrace consideration of patient, provider, and payer perspectives in research design and analysis.
- Cultivate professional ethical standards.
- Strengthen the Society through encouragement and acceptance of diverse ideas, cultures, and disciplines.
- Maintain transparency in association governance and financial practices.
- Utilize the input of members and stakeholders to make informed decisions concerning organizational strategy and governance.
- Ensure the Society's financial sustainability through fiscal responsibility.
- Strive for excellence in everything that we do, and continuously seek innovative ways to improve our work.

ISPOR's Key Stakeholders

Serving Key Health Care Stakeholders

ISPOR serves key health care stakeholders in the global health economics and outcomes research (HEOR) community, including decision makers and payers, researchers and academicians, regulators and assessors, industry, and patient representatives.

ISPOR's mission is to promote health economics and outcomes research excellence to improve decision making for health globally.

Guide to ISPOR Groups

ISPOR Scientific and Health Policy Working Groups

The Society's Scientific and Health Policy Working Groups develop reports and tools to serve key stakeholders. These resources demonstrate ISPOR's strong commitment to its mission to promote excellence in HEOR to improve decision making for health globally. ISPOR also serves the HEOR community by convening diverse constituencies to facilitate dialogue through initiatives such as its Health Technology Assessment Roundtables and Patient Representatives Roundtables.

Reports and Online Tools

- Good Practices for Outcomes Research Reports
- Pharmacoeconomic Guidelines Around the World
- Global Health Care Systems Road Maps
- Scientific Presentations Database
- International Digest of Databases
- Assessing the Evidence for Health Care Decision Makers
- Guidelines Index for Outcomes Research
- ISPOR Books
  - *Book of Terms*
  - *Therapeutic and Diagnostic Device Outcomes Research*
  - *Reliability and Validity of Data Sources*
  - *Taxonomy of Patient Registries*

ISPOR reports and tools are available at www.ispor.org

	Description	Output	Examples
Task Force	**USED FOR SCIENTIFIC INITIATIVES ONLY:** Task Forces consist of groups of experts who collaborate to develop Good Practices for Outcomes Research Reports on a specific topic. Proposals to form a Task Force are submitted to the Health Science Policy Council, which makes recommendations to the ISPOR Board for approval. A Task Force is composed of experts best suited to achieve the defined tasks and deliverables. When the goal of a Task Force is achieved, the Task Force is dissolved. Their draft report is submitted to a reviewer group and then to the general membership for comment. All comments are published on the ISPOR website if appropriate, the report is then modified and submitted to *Value in Health* as an ISPOR Task Force Report, with the final decision for publication in the journal by the Co-Editors-in-Chief.	Good Practices for Outcomes Research Reports, on ISPOR website and in *Value in Health*	Multi-Criteria Decision Analysis for Health Care Decisions, Conjoint Analysis – Statistical Analyses
Special Task Force	**USED PRIMARILY FOR SCIENCE POLICY INITIATIVES:** While the goal for most ISPOR Task Forces is to develop Good Practices for Outcomes Research Reports that are published in *Value in Health,* there are exceptions. Special Task Forces are formed to address time-sensitive issues that require immediate attention. A sub-committee of the Health Science Policy Council's Policy Outlook Committee makes a recommendation to the ISPOR Board after conducting an expedited review. Board approval may be facilitated via email vote. A customized report may be required for this type of Task Force and should be addressed in each case.	White Paper, Position Paper	Value Assessment Framework
Special Interest Group	**USED FOR SCIENTIFIC INITIATIVES ONLY:** Special Interest Groups (SIGs) provide an opportunity for ISPOR members to identify current and trending topics and initiate platforms that focus on these topics. SIGs are expected to develop these topics into educational and scientific reports and/or tools that benefit the Society and the HEOR community. SIGs also monitor and share information relating to these topics with membership. SIGs are initiated by ISPOR members interested in a specific topic or ISPOR may identify timely topics to be developed. Once initiated, SIGs are open to any ISPOR member interested in participating. Proposals are developed with the assistance of the Scientific and Health Policy Initiatives staff and approved by the Task Force and SIG Committee of the Health Science Policy Council. Within the SIG, a working group may be formed to address a specific topic with a specific work product, such as a manuscript or webinar series.	*Value in Health* or *Value & Outcomes Spotlight* article, book, web-based resource (such as databases), webinar	Nutritional Economics–An Introduction, published in *ISPOR CONNECTIONS 2014;4:10-11,* Digest of Databases
Working Group	Working Groups are ad hoc groups formed as part of a larger ISPOR group to perform a defined task. Working Groups are used by ISPOR SIGs, Task Forces, and Councils. The Board may appoint and direct Organizational Working Groups to address organizational issues, such as Governance or Investments. Organizational Working Groups are appointed by the ISPOR Board. Once the mission is completed, the group is dissolved.	Manuscripts, Strategic Plan, Policies & Procedures, Investment Policy, Reserve Policy, Bylaws amendments	Strategic Planning Working Group, Governance Initiatives Working Group
Committee	Committees are formal, enduring groups that are codified in the Bylaws. Board Standing Committees that are "Committees of the Board" include Finance, Nominations, Audit, and Executive. ISPOR Networks and Consortia have a Committee structure. Examples include Education, Publication, and Industry Committees.	ISPOR Budget, Nominees for ISPOR Board, forums, other	Finance Committee, Latin America Consortium

		projects and initiatives	Executive Committee
Sub Committees	Sub-Committees are subdivisions of a Committee that is assigned a portion of a Committee's responsibilities. Like a Committee, this formal, enduring group is part of the Committee structure.	Short Course programming	Short Course Subcommittee
Councils	Councils are established to advise the Board. Councils include: Institutional Council, Health Technology Assessment Council, Health Science Policy Council, and the Student Chapter Faculty Advisor Council. These groups meet regularly.	Health Technology Assessment training, Student Educational Webinars, Member Survey	Institutional Council, HTA Assessment Council, Health Science Policy Council, Education Council, Awards Council
Consortium	ISPOR Consortiums support the Society by advancing the mission in their region through member engagement and ensuring effective Chapters. Working with ISPOR staff, Consortium leaders contribute to the development of market-driven and sustainable regional conferences and education events. Designated Consortium members liaise with the ISPOR Health Science Policy Council Committees, the Education Council, Health Technology Assessment Council, Institutional Council, and others. ISPOR Consortiums reports to the Global Engagement Council that in turn reports to the ISPOR Board of Directors.	Contribute to regional meetings, *Value in Health Regional Issues*, member networking	Latin American Consortium, Asia Consortium, Central & Eastern Europe Consortium *(in development)*
Network	ISPOR Regional Networks are groups within the Society of Regional Chapters from different countries, who share a common language or geographic location. They represent Regional Chapter members interested in HEOR and its use in health care policies and decisions. ISPOR Regional Networks serve at the discretion of the ISPOR Board of Directors. Regional Networks support ISPOR by advancing the ISPOR mission in the region through member engagement and ensuring effective Chapters. Working with ISPOR staff, the Network leaders will contribute to the development of market-driven and sustainable regional conferences and education events. Reporting to the Global Engagement Council that in turn reports to the ISPOR Board of Directors.	Contribute to regional meetings, *Value in Health Regional Issues*, member networking	Arabic Network, Africa Network, Student Network
Chapter	ISPOR Regional Chapters promote the orderly development of the discipline of health economics and outcomes research regionally. A Chapter may cover a city, a state or province, a country, a region of a country, or a region encompassing more than one country.	Chapter events, Networking	Midwest Chapter, Taiwan Chapter, Ukraine Chapter

The Society's Scientific and Health Policy Working Groups develop reports and tools to serve key stakeholders. These resources demonstrate ISPOR's strong commitment to its mission to promote excellence in HEOR to improve decision making for health globally.

ISPOR Key Links and Email Contacts

ISPOR website: https://www.ispor.org/
Mission, Vision and Strategy: https://www.ispor.org/about/our-mission
Membership https://www.ispor.org/membership
Conferences: https://www.ispor.org/conferences-education/conferences
Regional Chapters: https://www.ispor.org/member-groups/global-groups/regional-chapters
Regional Consortia: https://www.ispor.org/member-groups/global-groups/consortia
Regional Networks: https://www.ispor.org/member-groups/global-groups/networks
Student Network: https://www.ispor.org/member-groups/students
New Professional Network: https://www.ispor.org/member-groups/new-professionals
Special Interest Groups: https://www.ispor.org/member-groups/special-interest-groups
Task Forces: https://www.ispor.org/member-groups/task-forces
Councils & Roundtables: https://www.ispor.org/member-groups/councils-roundtables
Education: https://www.ispor.org/conferences-education/education-training
ISPOR In-Person Training: https://www.ispor.org/conferences-education/education-training/in-person

ISPOR HTA Training Program: https://www.ispor.org/conferences-education/education-training/in-person/hta-training-program
Careers: https://www.ispor.org/heor-careers
ISPOR Press: http://press.ispor.org/
General inquiries: info@ispor.org
Asia Consortium: asiaconsortium@ispor.org
Europe, Middle East and Africa: EMEA@ispor.org
Latin America Consortium: laconsortium@ispor.org
Governance: governance@ispor.org
Member services: membership@ispor.org
Education: education@ispor.org
Students: studentnetwork@ispor.org
New Professionals: newprofessionals@ispor.org
Special Interest Groups: Participate@ispor.org
Registration Inquiries: Registration@ispor.org

CHAPTER 2: ISPOR STUDENT NETWORK & CHAPTER OVERVIEW

Student Network Leadership Council

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ISPOR Student Network

The ISPOR Student Network is composed of all ISPOR student members. Any student who joins the Society becomes a member of the Network. The Student Network is headed by the ISPOR Student Council Chair and guided by the ISPOR Student Network Advisor.

Mission:
To foster future leaders by increasing awareness, providing educational opportunities, and developing professional advancement to promote excellence in health economics and outcomes research globally.

Vision:
To develop leaders in health economics and outcomes research and help build the workforce across the multiple disciplines of outcomes research through the engagement of students.

ISPOR Student Council

The ISPOR Student Council consists of the ISPOR Student Network Faculty Advisor, Student Network Chair, Student Network Past Chair, and ISPOR Student Chapter Presidents. The Council meets monthly via teleconference as well as for a Leadership Retreat and Luncheon during the ISPOR Annual International Meetings.

Mission:
To increase student awareness of the latest advances and discoveries through newsletters and educational webinars, and provide students in the field with opportunities for professional advancement and leadership development.

Vision:
To provide student members with valuable experiences for multidisciplinary networking, professional development, and information exchange.

ISPOR Faculty Advisor Council

As an advisory council to the ISPOR Board of Directors, council members facilitate the educational and professional development of students worldwide in health economics and outcomes research

Vision: To develop leaders in health economics and outcomes research through collaboration with vibrant, purposeful and inspired ISPOR student chapters

Mission: To support ISPOR student members' professional development by providing learning experiences, networking opportunities, and continuity to the student chapters.

ISPOR Student Network Organizational Structure

Roles and Responsibilities of ISPOR Chapter Officers

Governance. ISPOR Student Chapters are governed by the Constitution and other operating documents including policies and procedures developed by the Chapter, provided they are consistent and comply with the ISPOR governing documents.

Chapter Officers. Officer positions include the President, President-elect, Immediate Past President, Secretary/Treasurer. The Officers comprise the Chapter Leadership. All Chapter Officers must be full ISPOR members.

President. The President is the Chair of the Chapter Leadership overseeing Chapter activities and presiding at Chapter Board and member meetings. In addition, the President is responsible for developing and implementing the chapter annual work plan, and completing an Annual Report for ISPOR Headquarters.

Immediate Past President. The Immediate Past-President assists the President with the responsibilities and duties of the office of President as requested and delegated by the President.

President-Elect or Vice President. The President-Elect performs the duties of the President in the absence of the President, and performs other duties as assigned by the Chapter Board.

Secretary/Treasurer. The Secretary/Treasurer maintains the records of the Chapter including membership records, meeting minutes, financial transactions, and correspondence. The Secretary/Treasurer reports the financial status of the Chapter.

Student Network Committee Overviews

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 Membership Engagement Committee to facilitate the Adopt-A-Chapter Mentorship Program for any chapters that have interest. The new Chapter's President will connect with a Chapter President from an existing chapter 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.

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.

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 so they can follow up with the Chapter.

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.

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 their Chapter can get engaged. The Membership Engagement Committee will collaborate with the Social Media and Newsletter Committees to make students aware of Student Member Recruitment Campaigns on an as needed basis. 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).

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.).

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.

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.

CHAPTER 3: STUDENT ENGAGEMENT

Attend ISPOR meetings and participate in student activities

https://www.ispor.org/conferences-education/conferences

- It is a great way to network with other student chapters and brainstorm ideas for your chapter.

Join a Student Committee or apply for Student Regional Lead

There are 8 committees: Chapter Development, Education, Grant Review, Meeting Planning, Membership Engagement, Publication, Social Media, and Survey & Evaluation. There are 3 Regional Leads (EMEA, Asia Pacific, and Latin America). Requests to join Committees will be sent out in April to allow those who are not attending the ISPOR Annual Conference hosted in the US to indicate their interest. Regional Lead application will be announced to all Students when the time is right.

Chapter President monthly teleconferences

Topics include: Announcements of new chapters, webinars, student activities, student activity grant presentations, deadlines, leadership training, open discussions and exchange of ideas, presentations from ISPOR staff or ISPOR leaders, committees' progress, any questions.

Access the Student Council Directory to connect with peers

Submit your information for inclusion on ISPOR Student Network directory
http://www.ispor.org/student/StudentCouncil.asp

Submit content to Student Newsletter

- The Student Newsletter is published on a quarterly basis and we encourage all chapters to submit information, photos, and updates for the newsletter about your chapter activities and events. Submission dates are included on the ISPOR Student Calendar for 2018 and are discussed during the conference calls. **Email:** studentnetwork@ispor.org.

Apply for ISPOR Student Chapter Activity Grant

https://www.ispor.org/student/Chapter_Activity_Grant_Application.docx

- Contact ISPOR Staff at studentnetwork@ispor.org for questions
- Funding is available through ISPOR to support local chapter events
- Submit an article within 30 days after your activity to Newsletter Committee

Encourage members to respond to surveys

- Student Member Interest Survey (Annual)
- Student Membership Benefits Survey (Biennial)
- Student Career Development Survey (Biennial)
- Chapter Presidents' Survey (Ad Hoc)

Promote ISPOR Student Network in Social Media

Be active with Social Media to spread the word of your chapter, ISPOR as a whole, and to promote your activities and achievements.

- ISPOR LinkedIn Group: https://www.linkedin.com/groups/4158822/

- ISPOR LinkedIn Company Page: https://www.linkedin.com/company/international-society-for-pharmacoeconomics-and-outcomes-research/
- ISPOR Student Facebook Group: https://www.facebook.com/groups/ISPORStudents/
  - #ISPORstudents
- ISPOR Twitter: http://www.twitter.com/ispororg
  - #ISPORstudents
- ISPOR Instagram: download the app and be sure to tag @isporstudents in your post
  - #ISPORstudents

Participate in Student Educational Webinars

- Educational webinars – (Open to all members) https://www.ispor.org/conferences-education/education-training/virtual/webinars
- Student Educational Webinars – https://www.ispor.org/member-groups/students/webinars
- Distribute invitations to webinars from Education Committee or ISPOR Staff to all chapter members.

Explore Dymaxiums' FormularyDecisions.com

Utilize and educate your chapter members about FormularyDecisions.com available to ISPOR Student Members - https://www.ispor.org/member-groups/students/formulary-decisions

Dymaxium's FormularyDecisions.com® payer ecosystem is a centralized, secure, web-based platform connecting current and future health care decision makers with evidence from leading scientific sources, insights from HTA and other authoritative reviews, and tools to evaluate new products. The platform allows Users to efficiently access, evaluate, and compare products and support informed, evidence-based decisions.

Member Engagement through Chapter

Membership in the Student Chapter is open to any individual who supports the mission of the Society and the Chapter, and is willing to contribute to the achievement of those objectives. (See ISPOR Model Student Chapter Constitution)

Background

ISPOR Student Chapters and their members are important stakeholder groups of the Society. Through engagement with ISPOR Student Chapters, members of Chapter groups work on the orderly development of the discipline of health economics and outcomes research in their respective regions. A Chapter may be a Chapter of a city, a state or province, a country, a region of a country, or a region encompassing more than one country.

Benefits

- ISPOR Student Chapters benefit through the use of the logo of the Society, ISPOR's well-established reputation, and the international affiliation and support it provides.
- ISPOR headquarters provides staff support, financial assistance (where Chapters qualify based on regional economic conditions), and maintenance of a page on the ISPOR website.
- Chapters are encouraged to publish activities in ISPOR's regional newsletters, E-Bulletin and on the ISPOR website.

Engagement with ISPOR

Members of an ISPOR Chapter actively participate in fulfilling ISPOR mission and vision on a regional and global level. They provide ideas, knowledge, skills and experience, support ISPOR-led initiatives, and

contribute to the organization's scientific and research excellence. Examples of ISPOR Chapters members' engagement with ISPOR include:

- Contribution to the scientific program of ISPOR Conferences.
- Participation in ISPOR events, such as annual and biannual meetings, In-person training courses, Short Courses, and educational webinars.
- Co-organization of ISPOR regional conferences.
- Engagement with ISPOR global networks, special interest groups, task forces, other chapters, and virtual communities that stimulate communications and collaboration among members.
- Support of the development of ISPOR journal *Value in Health Regional Issues* and other publications, such as regional newsletters and E-Bulletin.
- Development of regional research, utilization of research, and educational programs.
- Active participation on ISPOR social media platforms.

ISPOR Chapter Members have opportunity to engage with these ISPOR Global Groups:

- Asia Consortium
- Latin America Consortium
- Africa Network
- Arabic Network
- Central & Eastern Europe Consortium
- AsiaNetHTA

There are over 100 ISPOR Student Chapters worldwide, ~1,700 paid student members, and more than 3,000 Chapter members. To learn about other ISPOR Chapters and their activities visit https://www.ispor.org/member-groups/students/student-chapters

CHAPTER 4: CHAPTER OPERATIONS & PROCEDURES

Form A Student Chapter

The following are guidelines for the establishment and operation of an ISPOR Student Chapter.

Why start an ISPOR Student Chapter?

- To increase student participation in the activities of ISPOR.
- To provide an environment where students can share knowledge in health economics and health outcomes research.
- To bring together students of health economics and outcomes research and members of the pharmaceutical industry, health related organizations and academia.
- To act as forum for the presentation of innovative ideas.
- To increase student awareness of the latest advances and discoveries in health economics.
- To provide students in the health economics and outcomes research field with opportunities for professional advancement and leadership development.
- To familiarize the students with the affairs of ISPOR and further the goals and objectives of the Society.

How to establish an ISPOR Student Chapter?

For assistance with the chapter formation process the Chapter Development Committee developed a helpful flyer that can be found here: https://www.ispor.org/docs/default-source/default-document-library/ispor_form_a_student_chapter_flyer.pdf?sfvrsn=f221f516_2

Important Information before proceeding

- A minimum of 3 Student Chapter Officers must hold active memberships with ISPOR
- The Faculty Advisor must hold an active membership with ISPOR
- The Chapter President must provide an annual report to the Board of Directors on a yearly basis to maintain active status. The report should demonstrate continued conformance with criteria.

Complete the ISPOR Student Chapter Application

Please send in the following documents with your completed application

1. **Chapter President's Letter of Intent:** *Chapter President must include a letter addressed to the ISPOR Faculty Advisor Council stating their intent to initiate a new Student Chapter at their University.*
2. **Approval Letter from the University:** *The University must state their approval of the new ISPOR Student Chapter. Letter must be on University letterhead. Sample of a University Approval Letter*
3. **Completed Constitution:** *The Constitution must contain the name of the chapter, objectives of the chapter, membership criteria, officers, and election/recall procedure for the officers. Click here for model Student Chapter Constitution.*
4. **Copy of the Faculty Advisor's CV**

How to submit your application

Email

Please email your completed application to studentnetwork@ispor.org

Mail

ISPOR
505 Lawrence Square Blvd South
Lawrenceville, NJ 08648
Attn: Members Services

Questions? Please contact us:
Telephone: 609-586-4981 | **Fax #:** 609-586-4982 | **Email:** studentnetwork@ispor.org

ISPOR Adopt-A-Chapter Mentor/Mentee Program

- **Mentee Eligibility**
  A new ISPOR chapter, an inactive ISPOR chapter, or an existing ISPOR chapter that needs help can request to be a mentee in the ISPOR Adopt-A-Chapter MENTOR/MENTEE Program.
- **Mentor Eligibility**
  An existing ISPOR chapter that (1) is active and (2) has significant engagement/participation in the past can **volunteer** to be a mentor in the ISPOR Adopt-A-Chapter MENTOR/MENTEE Program.
- **Matching rule**
  A mentor and a mentee will be matched primarily based on the topic interest of mentee chapter. Other factors will also be taken into consideration (e.g. geographic location, mentor/mentee preference).
- **Mentor/Mentee communication**
  It is recommended that the mentor/mentee pairs communicate once a month. However, the actual communication frequency should be decided by each mentor/mentee pair based on their need and availability.
- **Discussion topics**
  Below is a list of potential topics that a mentor/mentee pair could discuss. It is by no means an exhaustive list and the actual topics should be dependent on mentee chapter needs and mentor's chapter experience.
    - Education/Workshop plans
    - Social activities/events
    - Annual Report
    - Fundraising plans
    - Recruitment plans
- **Other requirements**

A communication timeline should be submitted to ISPOR student network by each mentor/mentee pair before the start of each semester specifying their plan of communication. A verification form should be submitted to ISPOR student network by each mentor/mentee pair at the end of each semester describing when they met and what topics were discussed.

Submit Student Chapter Annual Report

No later than January 31st, 2019 (appendix pg. 32)

- This is mandatory to maintain good standing with the organization. Chapters who do not submit an Annual Report for more than two consecutive years will be deemed inactive and removed from the active list of chapters. Chapters can be reinstated if there is not adequate leadership to maintain the chapter and it needs to be reformed;
- Consider keeping a living document to collect information for the annual report and be sure to contact the Outgoing Chapter President from the prior year since they will have a lot of the information needed for you to complete;
- A suggestion is to write up all relevant information at the end of each semester or after each event

Student Chapter Model Constitution

- Familiarize yourself with the Student Chapter Model Constitution **(see appendix pg. 34-36)**

Chapter Leader Roles Clearly Defined

- Ensure your officers are helping manage the local chapter
- Assign specific responsibilities to specific officers (i.e. Treasurer responsible for fundraising)

Conduct Chapter Meetings & Events

- Meeting regularly (at least monthly) is important to ensure chapters stay engaged and productive
- Consider having officer meetings sometime before general chapter meetings
- Schedule and Distribute meeting information and agendas in advance
- Organize meeting and allows members to anticipate what topics will be discussed
- Use a planning calendar and set-up events before the semester starts – the summer is a great time to start setting up events
- Put events in an electronic calendar to be shared with chapter members

Types of Student Events

Schedule a variety of events **(see case studies page 27-31)**

- Type of events to consider planning: service activities (philanthropy), educational sessions, socials, etc... Some examples of each are:
    - Service: participate in a fundraising walks, charity fundraisers, food drives, soup kitchens, etc…
    - Education: CV/resume clinic, Mentor-Mentee student pairs, guest speakers, educational seminars, journal club, etc...
- Take photos to share in the Student Newsletter and on social media platforms

Collaborate with other student organizations

Partner with other organizations on campus to participate in a variety of events if there are other similar organizations at your University.

- If there are other student organizations on campus, partner with them to engage your members in a wide variety of activities

Prepare a submission for the Outstanding Student Chapter Award

(See Appendix at pg. 37)

Student Travel Grant Program

https://www.ispor.org/about/awards-grants/ispor-conference-travel-grants/student-travel-grant (See Appendix on pg. 38)

Student Travel Grants are only available to paid ISPOR student members (if you are not an ISPOR member click here to join for $35 https://www.ispor.org/membership/individual-membership/join-ispor-or-renew-your-membership or here to submit an application for fee-waived membership if you qualify.)

Criteria For Selecting Travel Grant Awardees:

The candidates are scored on a 50-point scale as given below:

- Statement of Intent: How will attending the ISPOR Meeting/Congress/Conference selected benefit your academic/professional career? **(15 points)**
- Geographic location: Are you from the region that the meeting is being held in? (**5 points**).
- Candidates ability to contribute to the ISPOR Student Network (Form a student chapter or coordinate student activities at Meetings/Congress/Conferences (**10 points**)
- Submitted an abstract for the Meeting/Congress/Conference (**10 points**).
- Abstract accepted for the Meeting/Congress/Conference (**10 points**).

Chapter Activity Grant Application

https://www.ispor.org/docs/default-source/student-chapter-president-resource-center/student_chapter_activity_grant_application.docx?sfvrsn=bafc8001_2 **(See appendix pg. 39)**.

Committee Sign Up form

Students who are not a Chapter President can join Committees but cannot chair a Committee **(see appendix pg. 44 and you will be emailed a surveymonkey link to express your interest)**

Succession Planning Tips

Managing Leadership Transition

ISPOR Student Chapter Officers are elected every year, which makes having an effective leadership succession plan in place paramount for the Chapter to:

- Prepare for the departure of current leadership
- Identify future potential leaders
- Secure for smooth transition of leadership
- Ensure leadership continuity
- Prevent disruption to Chapter organization and development

Leadership transition plan should include:

- Timeline of leadership succession process.
- Communication plan with members.
- Delegation of duties, roles, and responsibilities within the key Chapter leadership.
- Definition of potential candidate that will help to identify talent from the region.
- Opportunity for exchange of knowledge and experience between the outgoing and new leadership.

Emergency Succession Plan

A vacancy in the office of the President is filled by the President-elect. If both vacate, the Chapter Leadership elects the President to complete the term, and the members elect the incoming President as well as the President-elect at the next election. A vacancy in any other office resulting from death, disability, or resignation is filled on a pro tem basis by a Chapter member appointed by the President with the approval of the Chapter Leadership. Successor Chapter Leader members will serve until the expiration of the term of their predecessors.

Additional Links

- https://www.councilofnonprofits.org/tools-resources/succession-planning-nonprofits-managing-leadership-transitions
- http://www.boardeffect.com/blog/board-succession-planning/
- http://www.blueavocado.org/content/succession-planning-nonprofits-all-sizes

CHAPTER 5: CHAPTER MARKETING & RECRUITING

ISPOR Student Member Benefits

Encourage members and fellow students to join as a paid student member of ISPOR

- There are numerous benefits to joining the organization outside the local chapter (see the Student Network Overview PowerPoint in the Chapter President Resource Center for more information)

Networking opportunities at ISPOR Conferences	ISPOR Career Center	Eligible for Student Awards / Chapter Activity Grants / Travel Grant	Participate in Special Interest Groups (SIGs)
Free access to electronic version of *Value in Health (VIH)* and *Value in Health Regional Issues (VIHRI)* the peer-reviewed journals of the Society	Free access to the electronic version of *Value & Outcomes Spotlight*, the news journal of the Society	Student educational webinars	Access to FormularyDecisions.com
Reduced rates to ISPOR Conferences, Short Course, and ISPOR Books	ISPOR Research & Decision Makers Tools	Access to the ISPOR Global Internship Directory & Global Fellowship Directory	Access to Scientific Presentations Database of research and abstracts submitted for ISPOR conferences
Student Newsletter (Published Quarterly)	ISPOR Global Internship & Global Fellowship Directories	Ability to submit abstracts to present at ISPOR Conferences	Connect with peers from 100+ Chapters around the globe!

Work with ISPOR staff to produce content for the Student Newsletter

- Providing engaging and timely content is a great way to achieve the greatest benefit for your peers. ISPOR relies on its Chapter Presidents to be the eyes and voice of the organization. Get involved with the Newsletter Committee or submit articles and photos to the Newsletter Committee whenever you have the opportunity so that your voices are heard. studentnetwork@ispor.org or email the Chairs of the Committee that can be found in the Chapter President Contact List.

Student Recruitment Campaign

In 2019 ISPOR will relaunch the Student Recruitment Campaign now that we have better technology to track the students who join through the campaign. You will advise anyone who signs up from your chapter to use the source code Students19 at check out when they submit their application. Once the campaign timeframe is over the ISPOR staff will look for anyone who joined during the timeperiod using that source code and they will be counted for your chance to win one of the prizes below.

***Incentives for top 3 chapters based on percentage of growth (Number of members prior to start date / Number of members after end date.)**

- 1st Place: $250 | 2nd Place: $150 | 3rd Place: $100

Definitions & Eligibility:

A new member is considered to be someone who has paid the $35 student fee. This campaign does not include renewing members but would include former student members whose membership has lapsed.

Additionally, it would not count for the purposes of the campaign if the student pays a local chapter fee but do not pay the $35 fee.

New Member Information Session Invite (See appendix pg. 40)

- Host an information session aimed at educating new members that join the chapter about the local and national scale activities that are available to them as a member of the association. Each new student member should be assigned a buddy that will make sure they feel welcomed, comfortable, and are brought up to speed about the organization. To further support this effort, ISPOR will be introducing a New Member 101 Conference call that will be archived as a webinar. In addition to this effort chapters are encouraged to offer a breakfast or luncheon to welcome them to the chapter as a great personal touch.

Prospective Member Information Session Invite (See appendix pg. 41)

- Host an information session for prospects by identifying students that would be interested in learning more about ISPOR. This can be done through "tabling", posting flyers on campus, having a faculty advisor recommend the information session to students that are in a relevant academic program, etc.

Leverage the Chapter Collateral Material Order Form available in the Chapter President Resource Center section of student website (See appendix pg. 45)

- Use the chapter collateral order form to obtain ISPOR resources to provide to prospective members and to give away at events as incentives. If you have questions contact ISPOR Staff Liaisons.

Additional Chapter Recruitment Tips

Retaining and recruiting new members to join the Chapter and ISPOR is key to the sustainable and successful growth of the organization. Here are the following marketing and recruitment techniques for your Chapter:

- Utilize your Chapter member email contact list
- Request that your Faculty Advisor email all students in your academic program to invite them to an event
- Hold regular Chapter meetings in your local area to promote membership, invite prospective members, and provide opportunities for interaction and idea sharing among members.
- Encourage current members to recommend and discuss Chapter benefits with other professionals in their work area.
- Follow up with newly joined members by sending them salutatory messages.
- Recognize members' contribution to your Chapter's mission.
- Increase your Chapter visibility on social media platforms and encourage discussion.
- Develop a communication plan to regularly reach out to your members about upcoming Chapter engagement opportunities and achievements.
- Through ISPOR staff liaison, contribute Chapter news to ISPOR monthly E-Bulletin and ISPOR Regional Group Newsletters including ISPOR *News Across EMEA*, *News Across Asia*, and *News Across Latin America*.

Additional Links

- https://www.wildapricot.com/blogs/newsblog/2010/07/23/5-ideas-for-recruiting-new-members-to-your-association
- http://www.webbrightservices.com/the-association-blog/bid/118570/Recruitment-and-Retention-5-Best-Practices-for-Member-Retention

CHAPTER 6: PROFESSIONAL DEVELOPMENT RESOURCES

ISPOR Distance Learning Program

https://www.ispor.org/conferences-education/education-training/virtual/distance-learning

The ISPOR Distance Learning Program provides convenient access to individual training modules. Each module is self-contained. Modules can be used individually or used in combination, making the learning program highly customized. The modules are prerecorded, rather than live, and are available 24 hours a day. The modules are presented in a relatively non-technical format and include the following:

- an integrated slide-audio presentation
- downloadable slide presentation
- transcript of the presentation
- Certificate of completion

ISPOR Educational Webinar Series on Good Practices for Outcomes Research

https://www.ispor.org/conferences-education/education-training/virtual/webinars

ISPOR Educational Webinars is a series on the ISPOR Good Practices for Outcomes Research Reports that serves to promote the use of good research practices and to further educate on key outcomes research methods. With these series participants will have the opportunity to learn about best methodology practices for outcomes research directly from the authors. Please see the box below for a list of all Upcoming Educational Webinars.

ISPOR Student Educational Webinars

In collaboration with the Educational Committee, ISPOR staff makes available webinars specifically designed to meet student's interests. To access them visit https://www.ispor.org/member-groups/students/webinars. If you are interested in suggesting a topic or learning more about archived webinars contact studentnetwork@ispor.org

ISPOR Short Courses

Since 1997, ISPOR has been offering the opportunity for live, hands-on training from experts in the field of health economics and outcomes research via its Short Course Program. Short courses are a series of 4- and 8-hour live training sessions presented in conjunction with ISPOR's meetings worldwide. To date, the ISPOR Short Course Program has been utilized by nearly 30,000 participants from 20 countries.
https://www.ispor.org/conferences-education/education-training/in-person/short-courses

In-Person Training Programs

- ISPOR In-Person Training: https://www.ispor.org/conferences-education/education-training/in-person
- ISPOR HTA Training Program: https://www.ispor.org/conferences-education/education-training/in-person/hta-training-program

Digest of Databases

The electronic Index (digest) of International Databases, developed by ISPOR in 2008, is an invaluable source of information for health care outcomes researchers, health care decision makers, clinicians, and ultimately, patients around the world. Currently the Digest lists 408 databases from 47 different countries and consists of key attributes of health care databases grouped by country. The continual evaluation of

the databases and key attributes is a necessary task to keep current of global health care research.
https://tools.ispor.org/DigestOfIntDB/CountryList.aspx

CME and CE

Continuing Education (Credit opportunities only available for short courses)
As a leading scientific organization which advances the research of health economics, health outcomes assessment, and related issues of public policy, ISPOR's continuing educational activities provide an ideal forum for the interchange of scientific knowledge for researches, pharmacists, physicians, economists, and other professionals involved in health economics analysis and health outcomes assessment.

ISPOR HEOR Career Center

ISPOR is the leading scientific and educational organization for health economics and outcomes research (HEOR) professionals globally and the Career Center offers the ideal platform for candidates seeking the next step in their career and for employers looking for the most qualified HEOR professionals.
https://www.ispor.org/heor-careers

Career Development

As the leading scientific and educational organization for health economics and outcomes research (HEOR) professionals globally, ISPOR is committed to providing education for new and experienced professionals in the field. ISPOR is dedicated to:

- Leading the development of focused education and training programs in health economics and outcomes research.
- Delivering high quality educational opportunities through meetings, programs, tools, and publications.

Chapter members seeking new opportunities in their career should visit ISPOR Career Center website, which is a great platform for those seeking new jobs openings and trying to make the next step in their career. In addition to career opportunities, the website includes the following resources:

- Career learning center
  http://careers.ispor.org/jobseekers/resources/blueskyLMS/index.cfm
- Reference checking
  http://careers.ispor.org/jobseekers/resources/store/employment_verification.cfm
- Career coaching
  http://careers.ispor.org/jobseekers/resources/coaching/
- Resume writing
  http://careers.ispor.org/jobseekers/resources/store/resume_service_info.cfm

ISPOR Online Tools

- Research Tools Index: https://www.ispor.org/research/research_index.asp
- Decision Makers Tools Index: https://www.ispor.org/UseOfResearch_index.asp

CHAPTER 7: CHAPTER GOOD PRACTICES – CASE STUDIES

West Virginia University

In addition to all of the activities listed, ISPOR is a valuable Graduate Student Organization not only within the WVU School of Pharmacy but also across the Health Science Campus. Our active participation in helping in the organization of WVU events such as Van Liere gives our chapter good recognition for our efforts. We are a recognized as a School of Pharmacy student organization and coordinate monthly with the Presidents of all School of Pharmacy student organization to improve the quality in both the PharmD and PhD program. We spearhead the interaction of graduate and professional students in the School of Pharmacy. In addition, WVU ISPOR's Student Chapter is a member of the Robert Byrd Health Sciences Center Graduate Student Organization (GSO) which is a group of doctoral and master's students throughout the University. Our chapter president, Drishti Shah, is also highly involved in the GSO. She was also a part of the GSO committee that was responsible for conducting nominations and selecting the winner for the "Best Faculty Award" across WVU Health Science Campus.

Our chapter members are also very active in showcasing their research findings in various arenas within our Institution. It is due to the active participation of ISPOR student members Xiaohui Zhao and Drishti Shah in the WVU Meeting of Behavioral and Biomedical Sciences (MOBB), that they were awarded the inaugural Dr. James Stevenson Scholarship Award for 2017 (http://www.hsc.wvu.edu/resoff/behavioral-biomedical-sciences/). Further, due to the active contribution of our Chapter President towards WVU ISPOR Chapter and other organizations within WVU, she was recently awarded the Outstanding Student Award within the School of Pharmacy.

Participation in University-wide 3-minute thesis for PhD Candidates
As the most senior member, WVU ISPOR's member, Snow Feng, competed in the University's Three Minute Thesis Competition after practicing with the WVU ISPOR Student Chapter. Her dissertation research was about "Switching from Vitamin K Antagonists to Non-Vitamin K Oral Anticoagulants, Drug-drug Interactions and Health Outcomes among Working-age Adults with Atrial Fibrillation" was very well received. Usually for such podium competitions and presentations, our members usually get together to help the speaker by serving as an audience during the practice session and by providing useful feedback. We plan to do the same for our member Xiaohui Zhao whose research on "Incremental Burden for Osteoarthritis" has been selected for podium presentation at the ISPOR Conference in Baltimore.
This year has been a great year in terms of community service activities for the WVU ISPOR student chapter. One of our most successful events of the year was the Halloween themed WVU-ISPOR Annual Bake Sale event (October 30th, 2017), where we managed to raise $ 200 to donate food cans to the Morgantown Food drive, which gives food to children in need in the area of Morgantown, West Virginia.
As a part of the "ISPOR Good Deed if the Year" all ISPOR members sent a personally signed card with happy messages to Jacob, a 9 year old with Stage 4 high-risk neuroblastoma. Doctors had told his family in early October that he probably has only a month to live. So the family had decided to celebrate Christmas early in 2017 and Jacob wanted people to celebrate with him by sending him cards. WVU ISPOR members tried their best by sending him cards with encouraging words and happy thoughts.
With more than 2,000 deaths occurring each day from heart diseases in the US, our student chapter tries to make the most out of every opportunity to promote a healthy lifestyle. Being a part of the School of Pharmacy at WVU, our student chapter is fortunate to be close to other health institutions like the school of medicine and the school of dentistry. So, we often take advantage of this and participate in various health promotional activities organized by other schools. On this Valentine's Day, WVU ISPOR student chapter members donned red attire to support American Heart Month along with American Pharmacists Association members.

Lastly, new students coming to our department from various parts of the country often struggle with receiving appropriate information about living in Morgantown and life at WVU. Our Chapter, under the leadership of our former ISPOR secretary, Pragya Rai took the task of developing a "Welcome to WVU HSOR New Student's Guide." The guide provided information on how to reach Morgantown, nearest airports and bus stations, best places to rent apartments in Morgantown and things required to be done during the first one month of entering our program.

Examples:

Educational Activities:

AAPS-ISPOR organized Pharmaceutical Science Research Symposium (PSRS)

Our chapter in collaboration with WVU and University of Pittsburgh's AAPS student chapter helped in organizing the 8th Annual Pharmaceutical Science Research Symposium (PSRS). This event rotates between University of Pittsburgh, West Virginia University, and Duquesne University. This year the event was hosted by University of Pittsburgh on June 21st, 2017. In addition to organizing the event, several ISPOR members also presented their research at the conference and won awards for the same.

The purpose of this event was to:

a. Connect, collaborate, and communicate with regional AAPS and ISPOR chapters to enhance interschool interactions, share research ideas and experience, create a regional annual Pharmacy Research focused meeting, and to establish connections with current and future leaders of the pharmaceutical industry.

b. Provide educational podium and poster presentations of current topics under the umbrella, "Biomedical and Pharmaceutical Research in the Era of Big Data: Rationale, Methods and Tool.

c. Provide students the opportunity to ask career-guided questions to members of academia and government to better their understanding of the demands and expectations associated with each field.

3. Internship Experience Presentation

While academia provides a great environment to sharpen our research and teaching skills, utilizing these skills in a real-world job setting is a different ball game. The WVU ISPOR Student Chapter President, Drishti Shah and chapter member, Pragya Rai were able to receive summer internships at leading bio-pharmaceutical companies Abbvie and Amgen respectively in the year 2017. In order to share their experience and skills that they learnt during the internship with rest of the WVU ISPOR members and school of pharmacy students, they hosted a discussion forum with faculty and students. The aim of this discussion forum was to guide students in their internship application process, share tools to enhance communication skills and expand knowledge on the structure and working of a HEOR team in a Pharma Industry.

Webinars/Journal Clubs

Our chapter organizes monthly WVU ISPOR meetings wherein our chapter President shares with other members' important topics/information that is discussed during the monthly ISPOR President's Meeting. While the first 15 to 20 minutes of the meetings are utilized for the exchange of information, the other half of the meeting is frequently used for journal clubs and webinars, Our first journal club for the year 2017 was organized on 6th February, 2017 on the topic "Feasibility of a novel mHealth management system to capture and improve medication adherence among adolescents with asthma." The presenter for this topic was Pragya Rai. This year the focus of our journal club was use of Digital Technology in HEOR. Following this we organized three more journal clubs on topics, use of twitter in big data analytics, use of EMR data, and use of personalized medicines for improving health outcomes.

This year, we were fortunate to recruit members from other departments such as Clinical and Translational Sciences, Pharmaceutical Sciences, and Pharm D students. These students are not members of the main ISPOR student network. Therefore, our chapter also arranged the showcase of several ISPOR educational webinars, so that our Pharm D and other members can make the most out of the webinars.

We bought the chapter members and faculty together by facilitating several ISPOR webinars such as:

1. Good practices for successful job search on July 6, 2017
2. Estimating Health-State Utility for Economic Models in Clinical Studies on Sept 14, 2017
3. Disease Model Calibration on December 18, 2017
4. Drug Pricing on February 21st, 2018,

In addition to attending ISPOR webinars, we also showcased a webinar organized by Academy Health on "Pitfalls and Improvements to ACA's Risk Adjustment" in January 2017 and a webinar on Medical Science Liaison (MSL) without industry experience on October 6th, 2017 by speaker Martijn Bijker. Receiving knowledge on career as a Medical Science and outcomes liaison was widely appreciated by Pharm D students.

Social Activities:

WVU ISPOR Holiday Pot Luck Lunch & Gift Exchange

Following the traditions from the past few years, once again, in the beginning of December 2017(after the end of finals), WVU ISPOR student chapter organized a holiday potluck. ISPOR students and faculty in the department participated in the holiday gift exchange (white elephant) which was followed by a multiethnic potluck. Our students and faculty cooked and brought some delicious food items from their culture. This is also a great way to celebrate the cultural diversity within our organization.

Volunteer Activities:

Helped WVU Food Pantry

Our chapter members helped WVU's own food pantry ("The Rack") by distributing food items to people in need. Since 2010, The Rack has provided WVU students with perishable and non-perishable food items. The WVU food pantry operates at two main locations, the Mountainlair and Arnold Hall. The Rack staff and volunteers participate in community service activities and assists WVU student organizations with their programming efforts.

Mercer University

Mercer ISPOR is the primary campus organization that provides students with an in depth introduction to research and Health Economics Outcomes Research (HEOR). There are not many opportunities in our College of Pharmacy, outside of the working experience and expertise of a few faculty that provide students with a solid foundation of knowledge of regarding HEOR. Mercer does not offer Health Economics and Outcomes Research degree programs, thus as the chapter leader I do my best to incorporate professionals in the field that will be able to provide members knowledge, insight and inspiration to pursue the field. Participation in Mercer ISPOR has opened doors for students to take advantage of multiple research and industry opportunities at Mercer, regionally and nationally. The majority of graduating students from our chapter secure coveted internships, APPE Rotations, Residencies and Fellowship experiences.

For the community, Mercer ISPOR promotes to high school and undergraduate students who attend Mercer College of Pharmacy Admission events. Officers and members promote careers that assess "value for healthcare" to attendees. Finally, our weekly community service events where we provide point of care services to the those in need in the community via blood pressure screenings, cholesterol and glucose screenings, we promote disease prevention and provide our members direct patient care experiences.

Examples:

ISPOR/GSHP Journal Club Competition
Journal Club Competition (Tuesday, April 10, 2018 from 4 pm to 7 pm) funded by the ISPOR Student Activities Grant. Students will compete against one another in teams of 2-4 members giving 30 minute presentations of a journal article on outcomes research to a panel of faculty judges to receive a monetary prize to be used toward school accessories and books.

Book of Terms Competition: Tentative Date April 16, 2018
During the Book of Terms Competition, student-formed teams of 4 will be required to study, comprehend and interpret the content found in the official book that ISPOR has chosen to be used as its "Book of Terms" over a 3-week period. Each team (4 students) will use their quick wit, reflexes and the Book of Terms knowledge that they have refined or acquired over the last three weeks to answer questions that have been formulated using the information found in the book of terms. The competition will require participants to apply clinical and Pharmacoeconomic info/skills as they work as a team to beat other teams. It is our hope that the winning team will be available to attend this year's ISPOR conference to represent Mercer College of Pharmacy in the Book of Terms Competition.

Volunteer Activities:
Walgreen's Blood Pressure Screenings at 950 Indian Trail Lilburn Road, Lilburn, GA 30047
- Walgreens Flu Clinics:
  - Walgreen Flu Clinic on 10/22/2017
  - Walgreen Flu Clinic on 10/29/2017
  - Walgreen Flu Clinic on 11/11/2017
- Walgreens: First Aid station at the Atlanta International Night Market. Hosted by Dr. Thao Nguyen.
- Sam's Club: standing weekly Service Learning opportunities. Blood pressure screenings as well as diabetes and cholesterol education was administered to patrons. This opportunity was for ISPOR members only.
- Hours Recorded for 2017-2018 thus far: Approx 588

Social Activities:

ISPOR Member Fellowship/Potluck (12.07.17 & 11.22.17)
ISPOR members held a potluck to celebrate one another, family, health and bright futures. We gathered to share in the holiday spirit with one another. This event provided us an opportunity to intermingle among classes and network within our organization. This even also served as an opportunity for us to socialize with one another.

Koozie Fundraiser (02/29/18 to 03/22/18) sold 20 koozies that say "Mercer University College Pharmacy" to fundraise over $80 for ISPOR social events.

University of Arizona

Over the last year, our chapter has had a number of achievements including receiving two-chapter activity grants which were used for educational workshops to benefit our members and participating and winning the student t-shirt competition. We have recently increased our funding revenues, and increased membership of our chapter. Finally, we have substantially increased the number of educational, networking, social, and voluntary events to benefit not only our members, but also our community.

Our chapter has been actively involved with the student network, in particular the president serving as co-chair of the survey committee.

Examples:

Social Activities:

- Hosted graduation/end of year party social event
- Bowling and happy hour - social event
- Welcome Back Percentage Night - social and fundraising event
- Hosted mid-semester weekend brunch
- Visited "Old Tucson", a wild-west themed movie set town for our halloween social event
- Holiday party social event

Volunteer Activites:

- Hosted welcome event for graduate program applicants including logistical support, campus tour, Q&A session, and dinner
- Attended the Southern Arizona Research, Science, and Engineering Foundation (SARSEF) Science Fair – philanthropic event
- Donate to hurricane Harvey – philanthropic event
- PharmD student abstract reviews
- Volunteered as facilitators at the Center for Health Outcomes and Pharmacoeconomic Research Annual training session
- "Walk to End Alzheimer's" - philanthropic event

University of Twente, Netherlands

The ISPOR Student Chapter enabled us to invite highly qualified speakers to our educational symposium. For this symposium, students from multiple educational programs were invited who had the opportunity to benefit from the knowledge and insights that were provided by these speakers. Furthermore, our members had the opportunity to further expand their professional network to improve on the possibility to establish valuable future collaborations. Furthermore, by having an active student chapter we improved on the financial resources which were necessary to take all our junior researchers and our PhD candidates to the annual European ISPOR congress.

We believe that we have shown exceptional motivation to contribute to the ISPOR professional society by organizing valuable events and retrieving financial resources enabling attendance to the ISPOR European meeting for all of our members. We utilized the valuable ISPOR resources to provide the opportunity to improve on the professional network of our members and even the students within our educational programs.

Examples:

Educational Activities:
We reached out to the directors of all relevant educational programs at our university to establish a collaboration so that approximately 400 students of these educational programs are invited to our events, our events align with the programs, and resources are shared and used efficiently. The educational programs with which collaboration was sought and established are: Health Sciences, Technical Medicine, Biomedical Engineering, and Industrial Engineering and Management. After establishing these collaborations we organized an Educational Symposium on "Developing, Evaluating, and Implementing Healthcare Interventions: applying methodologies in practice" in which five highly qualified (international) speakers from key institutions and a professional discussion leader spoke about Point-of-Care-Tests. The speakers represented different perspectives: government (National Institute for Health and Care Excellence [NICE], UK), industry (Philips), clinical (University of Amsterdam, Jeroen Bosch Hospital), and academic (University of Twente). The target audience were both senior staff from within and outside the university and Health Sciences, Technical Medicine, Biomedical Engineering, and Industrial Engineering and Management students. With approximately 100 attendees, the first edition of this educational symposium was considered a great success!

In addition, our president-elect at the time (Sofie Berghuis) organized a Course Track in the CuriousU Summer School. The track was named "The Future of Health Technology" and all officers contributed lectures to the Course Track. We earned approximately €2,000.- for our ISPOR Student Chapter with this event. Based on the feedback and our personal experiences it was a great success!

Volunteer Activites:
We have supported the open days at the University of Twente in which we tried to make new and young people enthusiastic for our profession. For these days we have developed a Quiz which gave insights in questions that you will learn to answer in the educational program of Health Sciences. Furthermore, we have provided several lectures on health economics and statistics for bachelor and master students health sciences.

Social Activities:
We organized a movie night for all members of our Student Chapter during which we watched the PhD movie.

CHAPTER 8: APPENDIX OF IMPORTANT RESOURCES & DOCUMENTS

Student Chapter Annual Report

January 1, 2018 – December 31, 2018

Starting in 2016-2017 ISPOR Staff created a survey monkey for the Annual Report Submissions. The Survey will include the questions below. **We will contact all Chapter Presidents with the SurveyMonkey link to complete the Annual Report online.**

Please complete the survey in English. **Thank you for your leadership.**

1. Which of the following regions does your chapter best fall into?
North America (Including US & Canada)
Latin America
Europe
Asia Pacific (Includes Middle Eastern countries)
Oceania (Includes Australia & New Zealand)
Africa
Other (please specify)

2. Please indicate your chapter's name.

3. Please indicate the names and emails of the Officers * in your chapter.
President:
Email:
President-Elect:
Email:
Past President:
Email:
Secretary:
Email:
Treasurer:
Email:
Faculty Advisor:
Email:

4. How many members does your chapter currently have?
Less than 10
Between 10-25
Between 25-50
Between 50-75
Between 75-100
More than 100

5. Describe your chapter's accomplishments for 2017 with regard to Scientific and Educational activities. If no Scientific or Education activities to report, please put None. (Note: Please include no more than 5)

6. Describe your chapter's accomplishments for 2017 with regard to Community Service. If no Community Service activities to report, please put None. (Note: Please include no more than 5)

7. What other associations are your chapter members * affiliated with?
AMCP

APhA
SMDM
Academy Health
Other
If Other, please list and describe affiliations.

8. Does your chapter collect local membership dues or fees from individuals for local chapter membership?
Yes
No
If yes, how much are the dues?

9. How many members within your Chapter are paid ISPOR members (paying dues to ISPOR Headquarters)? Provide an estimate if you do not have an exact count.

10. Please upload a list of your current chapter members in Word format and typed in English.
(The file should include First name, Last name, Chapter Name, Primary Email, Personal Email)

Only DOC or DOCX files please
No file chosen

11. What are the greatest challenges facing your chapter?

12. How can ISPOR better support your chapter?

Model Constitution of an ISPOR Student Chapter

Article 1: Name

1. The name of this organization should be the International Society of Pharmacoeconomics and Outcomes Research Student Chapter at (name of academic institution), herein referred to as ISPOR-SC.

Article 2: Mission

The mission of the ISPOR-SC is to:

1. Provide an environment where students can share knowledge in pharmacoeconomics and health outcomes research.
2. Serve as a bridge in bringing together students interested in pharmacoeconomics and members of the pharmaceutical industry, health-related organizations, and academia.
3. Act as a resource for new students interested in pharmacoeconomics and outcomes research.
4. Provide an opportunity for student chapter members to become familiar with the affairs of ISPOR as well as have representation in its affairs.

Article 3: Affiliation

1. This ISPOR-SC will maintain affiliation as a component chapter of the International Society of Pharmacoeconomics and Outcomes Research (ISPOR).

Article 4: Membership

Active membership

1. Membership should be open to any undergraduate or graduate student at any health-related academic institution.
2. At least three of the officers will be ISPOR members.
3. ISPOR-SC members are encouraged to be ISPOR student members.

Article 5: Organization

1. The ISPOR-SC Executive Committee should have at least the following officers: President, President-elect, Secretary/Treasurer. The duties and responsibilities should be as defined in Article 7.
2. ISPOR-SC Executive Committee members must be ISPOR Student Members.
3. The active members of ISPOR-SC should elect the ISPOR-SC executive committee officers. Elections should be held in April of each year according to the rules and procedures outlined in Article 8.
4. The ISPOR-SC executive officers should hold their respective positions for a term of one year, or for the remainder of a term when filling a vacancy.
5. A faculty member will be asked to serve as the Faculty Advisor, and will oversee the activities of the student chapter. The Faculty Advisor should be a member of ISPOR.
6. A person who is not in good academic standing in the academic institution should not be elected to hold an ISPOR-SC office.

Article 6: Procedures

1. ISPOR-SC should be governed by this constitution.
2. ISPOR-SC should be a recognized student organization of the academic institution.
3. ISPOR-SC should hold general meetings during the academic year. Special executive meetings should be held at the discretion of the executive officers.
4. Any member or officer of the ISPOR-SC may initiate a constitutional amendment. Procedures for amending this Constitution are outlined in Article 9.

5. Each ISPOR-SC executive officer or member should exercise one vote. In the event of a tie, the Faculty Advisor should cast the deciding vote.

Article 7: Duties of Officers

Each officer should be elected for a term of one year.

President

The President of ISPOR-SC should:

1. Conduct and preside over all meeting of ISPOR-SC.
2. Represent ISPOR-SC when called upon to do so.
3. Appoint an individual to any office that becomes vacant subject to the ISPOR-SC Executive Committee approval.
4. The office of the President should be open to any active member of ISPOR-SC.
5. Provide a report of activities and financial transaction to the ISPOR Board of Directors annually prior to the ISPOR Annual Meeting.

President-elect

The President-elect of ISPOR-SC should:

1. Succeed to the office of the President upon completion of a one-year term of President-elect.
2. Conduct and preside over all meetings of ISPOR-SC in the absence of the President.
3. Assist the President with the responsibilities of ISPOR-SC.
4. The office should be open to any active member of ISPOR-SC.

Secretary/Treasurer

The Secretary of ISPOR-SC should:

1. Record the minutes of ISPOR-SC meetings. An official copy of the minutes should be kept in the ISPOR-SC records and a copy mailed to the ISPOR Executive Director at: ISPOR, 505 Lawrence Square Blvd. South, Lawrenceville NJ 08648 or email to: info@ispor.org.
2. Handle ISPOR-SC correspondence as necessary.
3. Be responsible for any financial transactions of ISPOR-SC.
4. Keep and maintain the ISPOR-SC records.
5. Keep and make available to the members of ISPOR-SC and the ISPOR Board of Directors a record of all monies received and spent by ISPOR-SC.
6. Report the financial status of ISPOR-SC at meetings.
7. Assist the President in the preparation of an annual budget.
8. Oversee the financial activities of ISPOR-SC.
9. The office should be open to any active member of ISPOR-SC.

Article 8: Election Procedures

1. The active members of ISPOR-SC should elect the ISPOR-SC executive officers.
2. The ISPOR-SC Executive Committee (President, President-elect, and Secretary/Treasurer) should appoint an Election Committee.
3. The Election Committee should solicit nominations. ISPOR-SC members may nominate other members or nominate themselves for any available office. All nominees should be informed about their nomination. If a nominee accepts the nomination, he/she should provide a brief description of him/herself.
4. Elections should be held in April. Results should be determined by a count of ballots. In the event of a tie, the ISPOR-SC President will cast the deciding vote. The Election Committee should notify the winners of the election.

5. The new ISPOR-SC President should inform the ISPOR Board of Directors of the newly elected officers. The names of the newly elected officers should be sent to the ISPOR office at students@ispor.org.

Article 9: Amendments

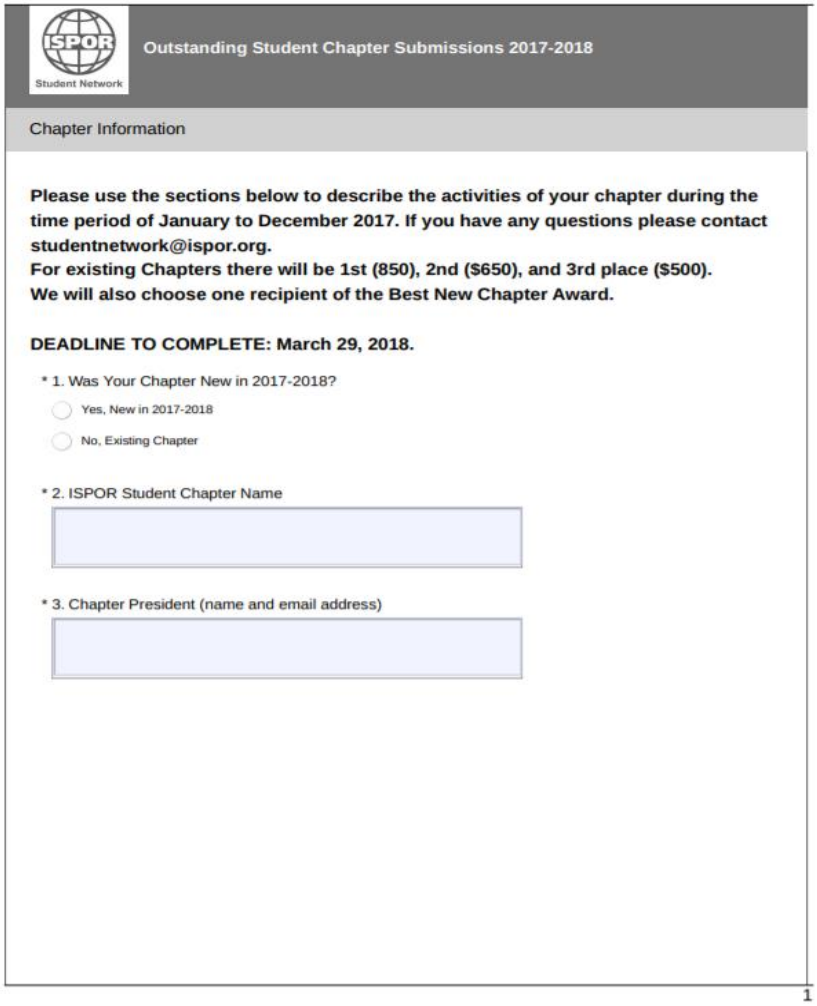
1. Any active member or officer of ISPOR-SC may propose constitutional amendments.
2. A proposed amendment to this or new Constitution should become binding after receiving a two-thirds majority of the total voting membership of ISPOR-SC.
3. Any proposed amendment should be presented to the ISPOR Board of Directors for final approval.

Article 10: Indemnification

1. ISPOR-C will indemnify ISPOR from liability for injury or damage, cost or expense resulting from or which arises out of or in connection with the use by ISPOR-SC of the ISPOR name, logo, or arising from the relationship or affiliation between the parties.

Outstanding Student Chapter Award 2019 Application

Starting with 2016-2017 ISPOR Staff has created a survey monkey for the Annual Report Submissions. The Survey will include the questions below. The 2018-2019 Outstanding Chapter Awards will be due April 15, 2019 and will include the questions below.



Outstanding Student Chapter Submissions 2017-2018

Chapter Information

Please use the sections below to describe the activities of your chapter during the time period of January to December 2017. If you have any questions please contact studentnetwork@ispor.org.
For existing Chapters there will be 1st (850), 2nd ($650), and 3rd place ($500).
We will also choose one recipient of the Best New Chapter Award.

DEADLINE TO COMPLETE: March 29, 2018.

* 1. Was Your Chapter New in 2017-2018?

Yes, New in 2017-2018

No, Existing Chapter

* 2. ISPOR Student Chapter Name

* 3. Chapter President (name and email address)

1

ISPOR Student Chapter Name: XXX
Please select one: ☐New Chapter ☐Existing Chapter
Chapter President: XXX
Chapter Activities, 2017-2018:
Education:
Networking:
Social:
Volunteer:
Impact of your ISPOR Chapter within Your University, Institution, or Community?
Involvement in Student Network?:
Articles Submitted to the ISPOR Student Network Newsletter (2017-2018):
Goals and/or planned activities for 2017-2018 Year (and beyond): (*What are the future goals for your chapter? Are there any plans in motion?)*
Summary: In 3-5 sentences, why should your chapter be considered for the ISPOR Outstanding Chapter Award?

Student Travel Grant Application

Student Travel Grant Application - ISPOR Europe 2018

Description:

The ISPOR Student Travel Grant is established for student members to receive financial support to attend an ISPOR meeting. ISPOR meetings include ISPOR Annual International Meetings, ISPOR Annual European Congresses, ISPOR Asia-Pacific Conferences, and ISPOR Latin America Conferences. The goal of the ISPOR Student Travel Grant is to enhance the science of pharmacoeconomics / health economics and outcomes research and its use in health care decisions.

Eligibility:

- The candidate must be active members of ISPOR
- The candidate for an ISPOR Regional Conference will be given preference if the individual is from that region.
- The candidate cannot receive 2 consecutive travel grants. (Example: If you were awarded a Student Travel Grant for the Annual International Meeting you are not eligible to receive one for the Annual International Meeting the next year.)

Application:

The candidates are scored on a 50-point scale as given below:

- Statement of Intent: How will attending the ISPOR Meeting/Congress/Conference selected benefit your academic/professional career? (15 points)
- Geographic location: Are you from the region that the meeting is being held in? (5 points).
- Candidates ability to contribute to the ISPOR Student Network (Form a student chapter or coordinate student activities at Meetings/Congress/Conferences (10 points)
- Submitted an abstract for the Meeting/Congress/Conference (10 points)
- Abstract accepted for the Meeting/Congress/Conference (10 points).

Nature of the Grant:

The grantee of the ISPOR Student Travel Grant receives the following to attend an ISPOR meeting:

- A complimentary registration to the ISPOR meeting;
- A complimentary ISPOR Short Course registration (up to 4 courses per meeting);
- Up to US $1,300 for airfare (coach), transportation, and lodging expenses for Annual & European Congress;
- Up to US $1,100 for airfare (coach), transportation, and lodging expenses for Latin America and Asia-Pacific Conferences.

NOTE: ALL RECEIPTS MUST BE SUBMITTED WITHIN 30 DAYS OF THE EVENT TO BE REIMBURSED. EACH RECIPIENT WILL BE RESPONSIBLE FOR BOOKING THEIR OWN HOTEL AND FLIGHTS. ISPOR DOES NOT RELEASE FUNDS NOR BOOK FLIGHTS OR ACCOMODATIONS PRIOR TO ANY MEETING.

Selection Timeline:

- ISPOR Student Travel Grant application submission deadline is 3 months prior to an ISPOR meeting;

Student Chapter Activity Grant Application

ISPOR
The professional society for health economics and outcomes research
Improving healthcare decisions
505 LAWRENCE SQUARE BLVD SOUTH
LAWRENCEVILLE, NJ 08648
P +1-609-586-4981
F +1-609-586-4982
info@ispor.org
www.ispor.org

ISPOR Student Chapter Activity Grant Application

NOTE: Please submit the application to studentnetwork@ispor.org once it is completed and allow up to two weeks for processing. chapters may apply for two activity grants during the year due to availability of funding.

Covered Expenses:	Not Covered:
Participant Travel Expenses (air, taxi, hotel, train, tolls, mileage, etc.)	**Social events** (i.e. admission tickets, sporting events, etc.)
Refreshments	**Honorariums** (speaker fees/gifts)
Gifts (educationally focused only i.e. books, pens)	**Toys**
Equipment for health events (BP Monitors, Sugar/Glucose Monitors, etc.)	**Postage**
Registration materials (handouts, name badges, etc.)	**Bank fees**
Meeting/Event related expenses (room rental for meeting space)	**Icebreaker activities** (not educational in nature or are outside the scope of HEOR)

Date of Application: _____

University: _____

Chapter President: _____

Faculty Advisor: _____

Type of Event:
- ☐ Educational
- ☐ Fundraiser
- ☐ Networking
- ☐ Prospecting (must include an educational component)
- ☐ Other, Specify

_____
_____

Reimbursement Information:

Requested Amount: ☐ $100 ☐ $200 ☐ $300 ☐ $400

Check made payable to: _____
(Check must be made payable to the University/Student Chapter)

Address for check to be mailed: _____
_____
_____

Telephone Number: _____

-More-

New Member Informational Session Invitation

To request this document for an event email studentnetwork@ispor.org.

ISPOR
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NEW MEMBER INFORMATION SESSION

<DATE>
<TIME>
<LOCATION>

ISPOR is the leading global scientific and educational organization for HEOR and its use in decision making to improve health

POLICY, SCIENCE, AND PRACTICE OF HEALTH ECONOMICS

CLINCIAL AND ECONOMIC OUTCOMES RESEARCH

PATIENT-CENTERED OUTCOMES RESEARCH

<UNIVERSITY> ISPOR STUDENT CHAPTER

For more information, email:

Prospective Member Information Session Invitation

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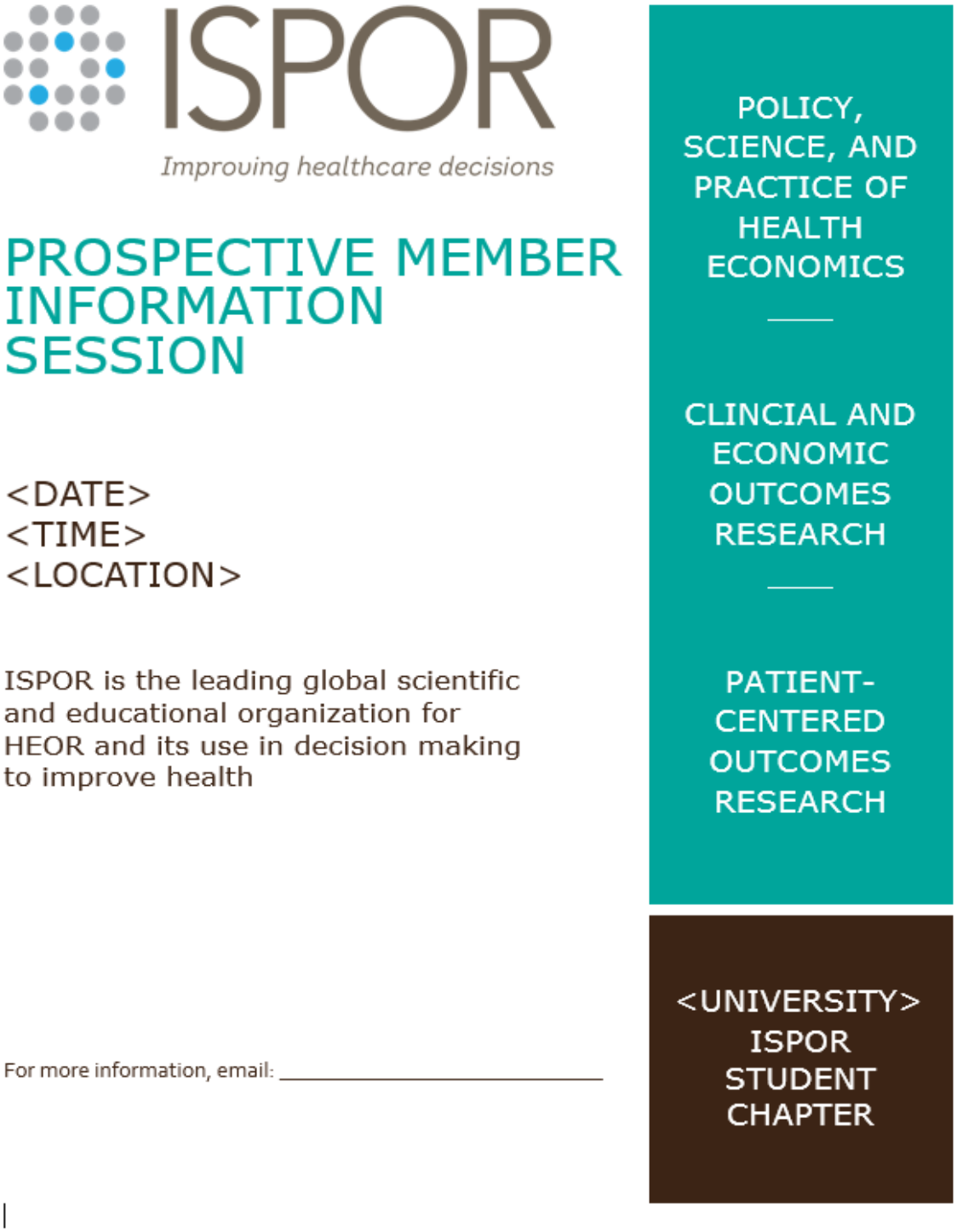

Join ISPOR Student Network Flyer

To request this document for an event email studentnetwork@ispor.org.

ISPOR Student Chapter Officer & Website Update Form

The Chapter Officer Update Form may be completed using this Survey Monkey link or by completing the form that is saved in the Chapter President Resource Center.

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ISPOR STUDENT NETWORK CHAPTER OFFICER UPDATE FORM

Please complete the information below and email it to ISPOR Staff at StudentNetwork@ispor.org. If you prefer to complete this on Survey Monkey email us. Headshot is only required for Incoming Chapter President so it can be added to Student Council webpage.

Incoming President Name	
University	
ISPOR Committee (if any)	
Anticipated Graduate Date	
School Email address	
Secondary Email Address (for use post-graduation)	
Please attach a headshot	

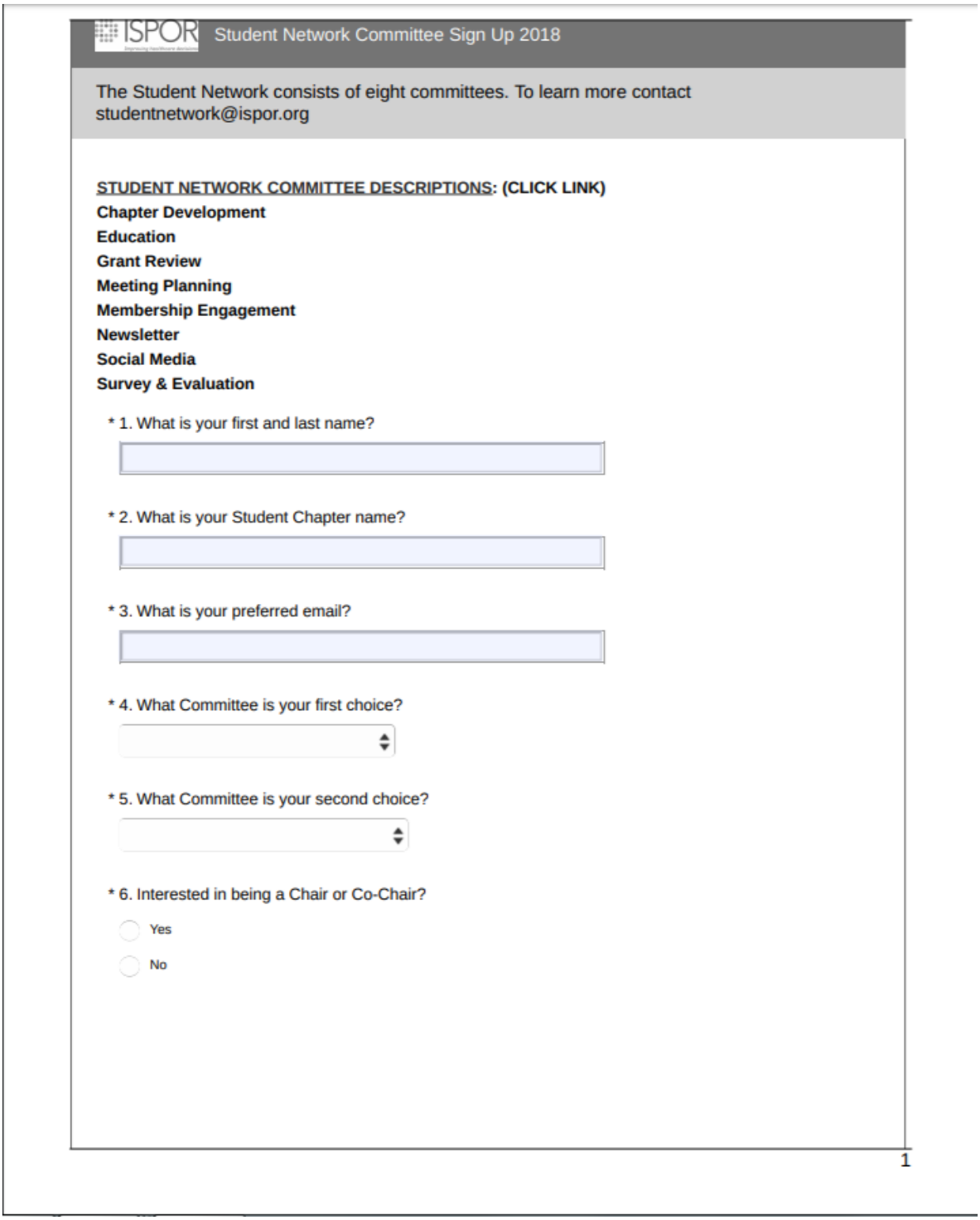
Vice President Name	
University	
ISPOR Committee (if any)	
Anticipated Graduate Date	
School Email address	
Secondary Email Address (for use post-graduation)	

Secretary Name	
University	
ISPOR Committee (if any)	
Anticipated Graduate Date	
School Email address	
Secondary Email Address (for use post-graduation)	

Treasurer Name	
University	
ISPOR Committee (if any)	
Anticipated Graduate Date	
School Email address	
Secondary Email Address (for use post-graduation)	

ISPOR Student Council Committee Sign-up Form

If you prefer to sign up using the paper form instead of the SurveyMonkey link that is distributed please contact studentnetwork@ispor.org.



ISPOR Student Network Committee Sign Up 2018

The Student Network consists of eight committees. To learn more contact studentnetwork@ispor.org

STUDENT NETWORK COMMITTEE DESCRIPTIONS: (CLICK LINK)

Chapter Development
Education
Grant Review
Meeting Planning
Membership Engagement
Newsletter
Social Media
Survey & Evaluation

* 1. What is your first and last name?

* 2. What is your Student Chapter name?

* 3. What is your preferred email?

* 4. What Committee is your first choice?

* 5. What Committee is your second choice?

* 6. Interested in being a Chair or Co-Chair?

Yes

No

1

Student Chapter Collateral Order Form

(Access form in Chapter President Resource Center)

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Improving healthcare decisions

Student Chapter - Collateral Order Form

Student Chapters can request materials ONCE a semester and provide 2 week lead time for the request.

Date:	[Date]
Chapter:	[Institution]
Email:	[email]

Ship to:	[Name]
	[Street Address]
	[City, ST Postal Code]
	[Country]

		For Items That Are Self Pring Please Use The Link Included	Use drop down menu for selection or the link for self print items
Item Name	**Description**	**Link to access for self printing**	**Quantity**
ISPOR Pens	ISPOR Pens		0
VOS	ISPOR Value & Outcomes Spotlight (Current Issue)	http://www.ispor.org/ValueOutcomesSpotlight_	**USE THE LINK TO SELECT THE CURRENT ISSUE FOR SELF PRINT**
MembApp	ISPOR Membership Applications	http://www.ispor.org/members/MembershipApplication.pdf	**USE THE LINK TO SELECT THE CURRENT ISSUE FOR SELF PRINT**
Earbuds	ISPOR Earbuds	Based on availability we will try to accommodate requests. ***Limited inventory to 25 or less at this time.***	0
StudNetOv	ISPOR Student Network Overview PowerPoint **NOTE:** Print or use on computer during meetings	**See Chapter President Resource Center:** http://www.ispor.org/student/ChapterPresidentResources.asp	**USE THE LINK TO ACCESS FOR SELF PRINT**
VIH	ISPOR Value in Health	http://www.valueinhealthjournal.com/_	**USE THE LINK TO ACCESS TH CURRENT ISSUE FOR SELF PRINT**

Encourage Faculty Advisor & Student Collaboration Across Chapters

- Leverage the communication lists for both students/faculty to enhance communication between presidents and also committees (i.e. google spreadsheet of chapter presidents & committee members, FAC Directory);

- Keep the Faculty Advisor (FA) in the loop about upcoming activities to help promote through channels (i.e. email list of all students in the program and/or email to other professors to distribute to their students);

- Join other chapters' meetings through the use of technology like Skype, Google Hangouts, Web Teleconferencing technology, etc.;

- Increase awareness of ISPOR resources (i.e. FAC database on website so FA's can connect with other FA's, the Student Council Roster, and the Chapter President Resource Center);

- Organizing common events and communicating with other chapters that are nearby so they are aware;

- Formation of a regional liaison position and quarterly teleconferences to connect Chapter Presidents within a region (Latin America, Europe, Asia Pacific, Africa). This will provide feedback from those who are not able to attend teleconferences due to time zone. Regional liaison will report to SN Chair & ISPOR Staff and participate on the monthly teleconference to keep everyone up to date.

ACKNOWLEDGMENTS: This content was developed as a result of discussion by ISPOR students, staff and faculty advisors during the Student & Faculty Luncheon at the ISPOR European Congress Meeting in Glasgow on November 7, 2017.

Recruiting Students From Other Disciplines

- Identify common interests of various programs within your institution. (i.e. MPH, PharmD, PhD);
- Attend events from other student organizations on campus and recruit them to an ISPOR event;
- Work with your Faculty Advisor to identify key professors in those programs and ask him/her to invite them to a meeting to discuss how to work together;
- Create promotional flyers tailored to the various disciplines;
- Work with consultancy or ISPOR Sponsors to get real world experience opportunities;
- Organized drinks to invite individuals from other programs;
- Collaborate with another student organization on campus (i.e. AMCP, DIA, ISPE, IHEA, EuHea, ASCO, SMDM);
- Show how Health Economics can explain other areas (Epi studies, vaccination, etc.);
- Hosting bake sales or information sessions during beginning of the year to invite all students;
- Speak with other communities within your University like a general PhD network.

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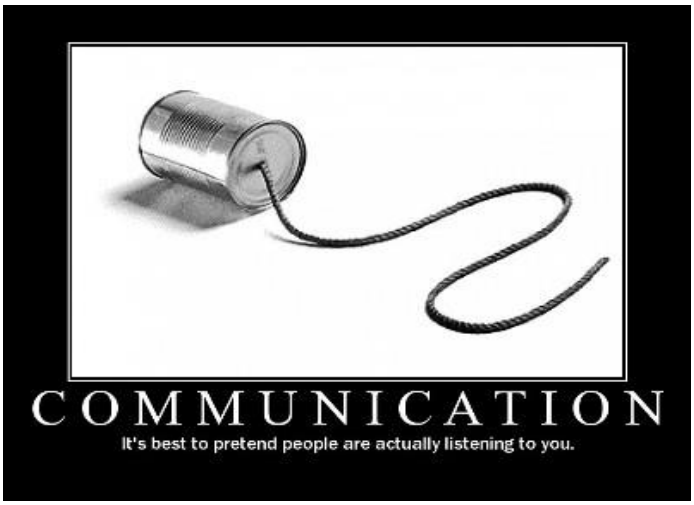
Improve Student & Faculty Advisor Communication

- Invite faculty to planning sessions one (1) each year or once each semester;
- Communicate information received from Faculty Advisor (FA) to students in Chapter and vice-versa;
- Schedule a once per month skype or teleconference between FA & Chapter President;
- Increase awareness of ISPOR resources (i.e. The FAC database on the website so FA's can connect with other FA's, the Student Council Roster, and the Chapter President Resource Center);
- Invite FA to Chapter President Teleconferences or the Virtual Retreat (optional to attend based on schedule) & make FA aware of archived teleconferences for educational purposes.



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Identify Speakers For Chapter Events Or Webinars

- Social Media – (Search for most active individuals on LinkedIn, Facebook, Twitter for topics that are HEOR related);
- Networking with your Faculty members to help identify speakers that are prominent in your alumni network or at other Universities;
- See who is speaking for other chapters or at other Conferences;
- Contact the ISPOR staff and ask if they can provide some recommendations on speakers based on the topic you want to focus on;
- Identify topics of interest and then search for individuals that have expertise in those areas;
- Join the ISPOR LinkedIn Group and see who is active in the group;
- Send out an email to all professors in the program through the Faculty Advisor to solicit for potential parties interested in speaking for the Chapter;
- Invite speakers to do virtual presentations for your chapter through identifying Skype or another webcasting technology that your University offers. (You may also ask ISPOR to set up a Webex for the presentation provided we can promote it to all ISPOR Students.)
- Search for topics of interest on YouTube, TED, or other social media outlets to identify thought leaders and view the presentations they give to ensure they are a quality presenter.

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