

#1

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Wednesday, April 11, 2018 1:28:37 PM
Last Modified: Wednesday, April 11, 2018 1:34:57 PM
Time Spent: 00:06:20
IP Address: 128.172.49.63

Page 1: Committee Overview Information

Q1 Committee Name

Newsletter

Q2 2017-2018 Committee Chair(s) - (First name, Last name, Preferred Email in event of contact after graduation)

1. Purva Parab, parabpn@mymail.vcu.edu
 2. Ruchira Mahashabde, ruchira.mahashabde@rockets.utoledo.edu
-

Q3 2017-2018 Committee Members (First name, Last name, Preferred Email in event of contact after graduation)

1. Purva Parab, parabpn@mymail.vcu.edu
 2. Ruchira Mahashabde, ruchira.mahashabde@rockets.utoledo.edu
 3. Martin Eden, Martin.Eden@manchester.ac.uk
-

Page 2: Report Summary

Q4 Committee Goals Established For The Year (Summarize each project with bullet points that break down the task)

Goals:

1. Have at least four newsletters with timelines with appropriate deadlines (soliciting and follow-up)
2. Use money allotted to do a competition with our readers by creating a Newsletter Quiz for each issue
3. Create a new section in the newsletters for professional development, student articles, committee updates, current updates on internships and other career opportunities
4. Include an interview with recent PhD graduate, new student starter, academic supervisor or an ISPOR representative

Project 1 - August 2017 Newsletter

- o Our first newsletter was our chance to work with the previous newsletter committee and learn how to create an informative newsletter
- o It included student network chair's (Blythe Adamson) interview, student and chapter awards, chapter updates, grant activity updates and the newsletter quiz
- o The main feature of this newsletter was to recap the ISPOR 22nd Annual Meeting
- o During this time, we worked on developing a new design to showcase the newsletter

Project 2 – January 2018 Newsletter

- o We created a new section for upcoming professional development activities and student resources
- o We included a summary of the student network educational webinar
- o We included a recap of the ISPOR 20th Annual European Congress Meeting
- o Like all the other issues, we included chapter, committee and grant updates along with the newsletter quiz

Project 3 – April 2018 Newsletter

- o We included a timeline for all the upcoming deadlines and the important student events that would be held at ISPOR 2018, Baltimore
- o We included a section called the 'ISPOR Career Center'
- o It included several chapter updates and grant activity updates along with a committee update
- o Created our third Newsletter Quiz

Project 4 – August 2018 Newsletter

- o Publish this newsletter after the ISPOR 23rd Annual Meeting along with the new committee to recap the meeting and work with the new committee
- o Include the new student network chair's interview
- o Reformat the newsletter along with the new committee

Q5 Achievements of Goals & Deliverables Executed During 2017-2018 (Note: This will be used for a blurb in the last issue of the Student Newsletter before the new Committees take over.)

- o Published three newsletters, will publish fourth issue with the new committee
 - o Created new template and design for newsletters
 - o Introduced new sections for committee updates, professional development and career opportunities
 - o Re-introduced newsletter quiz
-

Q6 Committee Members' Roles (Do you break down the projects to have specific members of the Committee work on them? Separate roles by hitting Enter for another line)

Purva Parab and Ruchira Mahashabde (Co-Chairs)

- o Newsletter compilation: Purva Parab
- o Proof reading: Ruchira Mahashabde
- o Quiz / crossword for issue 1: Purva Parab
- o Quiz / crossword for issues 2 and 3: Ruchira Mahashabde

Martin Eden

- o Create templates
- o Format and design, include the hyperlinks

Interviews: Take it in turns

Q7 Timeline For Any Open/Ongoing Projects

- o April 2018 Newsletter Issue – Under review
 - o Help to form Newsletter Committee for 2018-19 during leadership retreat
 - o Work with new committee to publish Newsletter in the summer of 2018
-

Q8 Biggest Challenges during the year? (Note: This will be used as part of a blurb for the Student Newsletter)

- o Huge gap between the first and second issue
 - o Scheduling interviews with a professional, new student or an ISPOR representative could not be done
 - o Receiving chapter updates and grant activity updates on time
 - o Replying to the Newsletter Quiz responses
-

Q9 Solutions/Suggestions For Overcoming Challenges (Note: This will be used as part of a blurb for the Student Newsletter)

- o More members in the committee, having a specific role (conducting interviews/compiling/editing/proof reading) designated to each member for each issue
 - o Always provide the committee members' personal email ids for any submissions that are to be made for the newsletter (keep proper track of these emails)
-

Q10 Recommendations for Future Committee Members (Note: This will be used as part of a blurb for the Student Newsletter)

- o Plan ahead of time (planning right after the Annual ISPOR Meeting would help)
 - o Stick to the timeframe
 - o Assign roles and responsibilities
 - o Be creative
-

Q11 Google Doc Links (If N/A write that) & Key Resource Documents (email files to studentnetwork@ispor.org and indicate the name of each document in the box below)

<https://drive.google.com/drive/folders/0B9XGb9xEB1ubS1RKdm82bXN0U1k>
