

[www.ispor.org](http://www.ispor.org)



**ISPOR**

*Improving healthcare decisions*

**ISPOR Chapter Annual Report**  
***Instructions & Guidelines***  
***Webinar***

ISPOR Global Networks  
November 2018

# Agenda

## Part I

### Chapter Annual Report - Facts

- Why is it important to provide requested information?
- What if the report is not submitted?
- Where do I obtain information for the report?
- Who is responsible for completing the report?
- Where can I find past Chapter Annual Reports?

### Updated Chapter Annual Report Questionnaire

- New sections and questions
- Instructions on how to complete the report
- To keep in mind when filling out the report
- Submission deadline

### Important Chapter documents to be submitted with the Report

- Annual Work Plan
- President's CV
- ISPOR Chapter Signatures: Usage Guidelines

## Part II

### ISPOR Regional Chapters Initiatives

- Chapter Leadership Training Program
- Outstanding Regional Chapter Award
- Regional Chapter Resource Center

### ISPOR New Branding, Logos, and Website

- New ISPOR brand elements
- ISPOR Chapter logo guidelines
- The don'ts of Chapter logo usage

### Creating ISPOR User Profile

- Why is it important and what are the steps?

### Contact Information

PART I

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# Chapter Annual Report



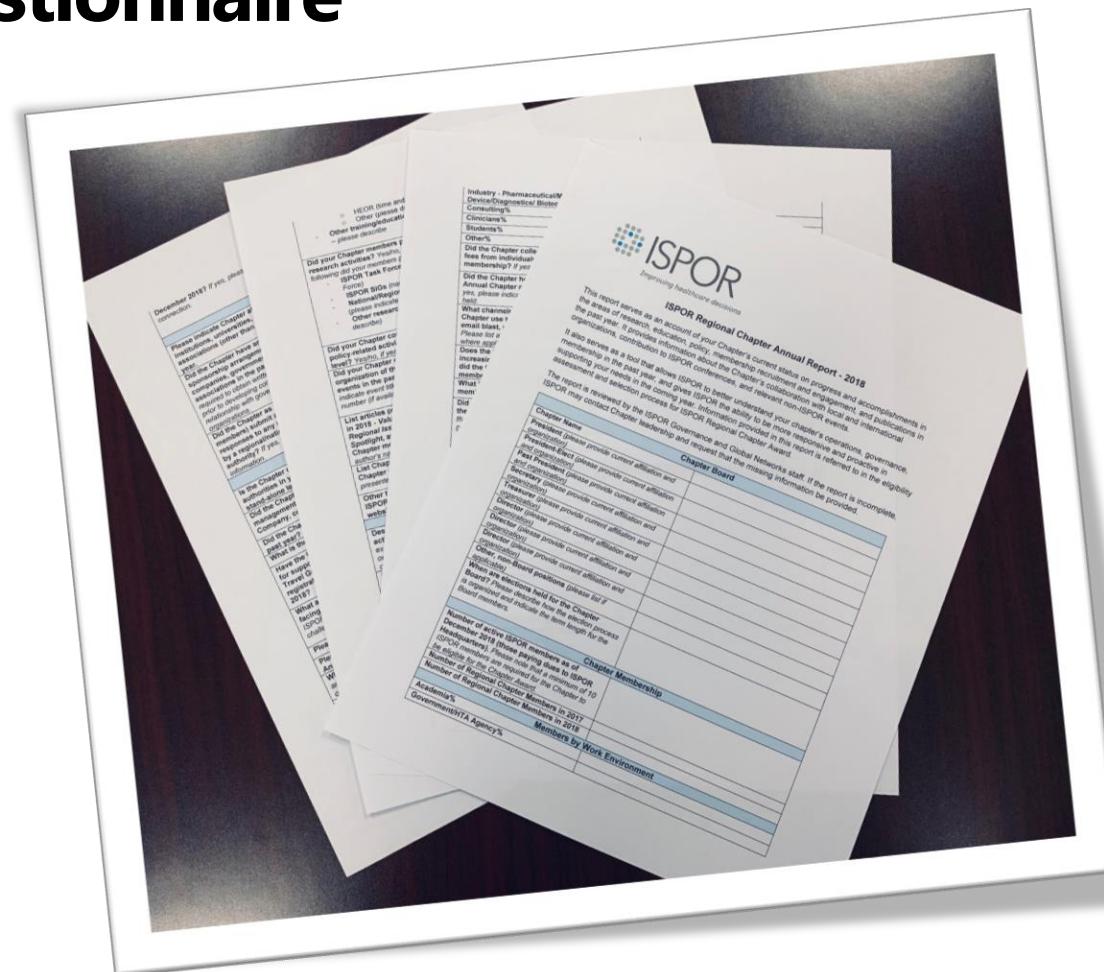
## Why is the Chapter Annual Report Important?

- It documents Chapter's current status on progress and accomplishments in the areas of research, education, policy, membership recruitment and engagement, and publications in the past year.
- It provides information about Chapter's collaboration with local and international organizations, contribution to ISPOR conferences, and relevant non-ISPOR events.
- It allows ISPOR to better understand Chapter's operations, governance, membership, and gives ISPOR the ability to be more responsive and proactive in supporting your needs.
- Information provided in this report is referred to in the eligibility assessment and selection process for ISPOR Outstanding Chapter Award.
- Reports are reviewed by the ISPOR Global Engagement Council and a high level summary of Chapter's performance is reported to ISPOR Board of Directors.
- Annual Report submission is a requirement as per the Chapter Agreement. If the report is not submitted in two consecutive years, ISPOR Board of Directors has the right to revoke the ISPOR Chapter status.
- The Chapter President is responsible for making sure the report is submitted by the requested deadline.



# Updated Chapter Annual Report Questionnaire

- The questionnaire was revised to help Chapters report on their performance throughout the past year in specific areas of activities.
- The report is divided into 7 sections:
  - Chapter Board
  - Chapter Membership
  - Chapter Accomplishments
  - Chapter Scientific and Health Policy Initiatives
  - Students and New professionals
  - Chapter partnership and collaboration
  - Chapter operations
- Questions are designed to help Chapters provide as much detailed and relevant information as possible.
- Feedback received with the report is referred to in the process of reviewing Chapters qualification for the ISPOR Outstanding Chapter Award.



Chapter Annual Report -  
2018

# How to fill out the Chapter Annual Report

01  
ISPOR will  
provide an electronic  
template using the  
SurveyMonkey® tool.










02  
Read directions  
and questions  
carefully.

03  
Provide detailed  
information and specific  
examples when  
requested in the report.

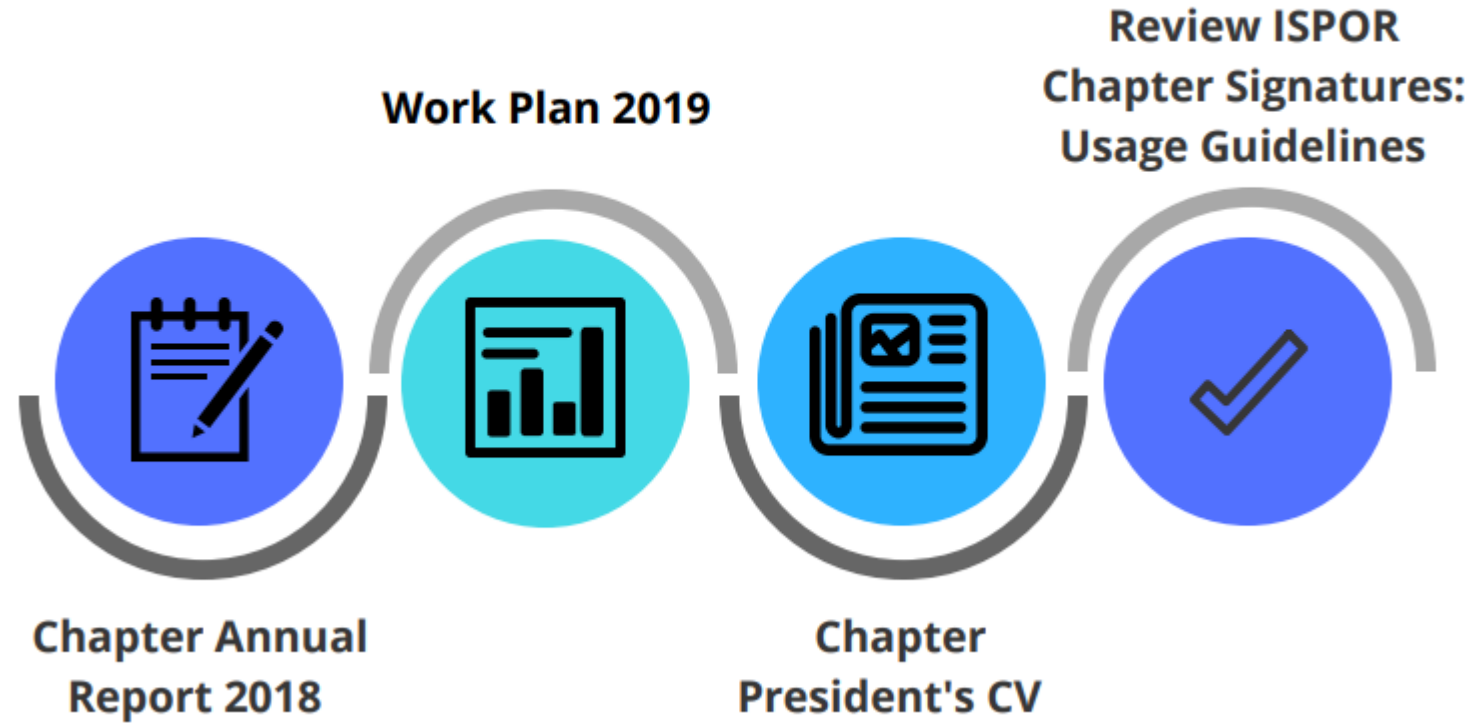
04  
Please complete  
and submit the  
report and other  
required documents  
in English no later  
than January 31st  
2019.

05  
If the report is incomplete, ISPOR may  
contact the Chapter and request to provide  
missing information

## To keep in mind when filling out the report ...

-  Gather all necessary information on activities and contributions by the Chapter and individual members within the past year.
-  Involve other Chapter members in the process.
-  Make sure to indicate whether a contribution refers to an individual member vs the Chapter.
-  If you have questions on any of the requested information, please contact Global Networks staff liaison.
-  Prepare the report thoroughly and provide specific examples of Chapter activities, including title of the activity, date, place.
-  Start working on the report early to allow ample time for facts checking.
-  If the Chapter does not have any contribution to report, please indicate this, instead of leaving blank space.
-  Check that all questions are answered and requested documents are attached before you submit the report.
-  Information provided in the Report is reviewed for the consideration for the ISPOR Outstanding Chapter Award.

# Important documents to be submitted with the Chapter Annual Report





PART II

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# ISPOR Regional Chapters Initiatives



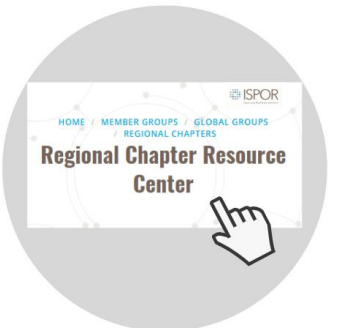
# ISPOR Regional Chapter Initiatives



The **ISPOR Chapter Leadership Training Program** includes webinars as well as 2-hour in-person trainings offering learning and information-sharing opportunities during ISPOR events. The program is focused on strengthening leadership skills in managing and leading successful Chapter development.



The **ISPOR Outstanding Chapter Award** recognizes exceptional contribution and leadership of ISPOR Regional Chapters in advancing the ISPOR mission and vision in ISPOR global regions. The Award is offered in three categories based on Chapter membership size: small, medium, large. ISPOR staff assess the Chapters contributions by applying eligibility and selection criteria in their review of the information available from the Chapter Annual Reports, chapter input to the ISPOR publications and ISPOR activities throughout the year.



The **ISPOR Regional Chapter Resource Center** is a new online repository of information for Chapter leaders and members to assist them with Chapter development, eg, membership, governance, policies, available trainings, recognition opportunities, dissemination and communication, etc, <https://www.ispor.org/ChapterResources.asp>.

PART II

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# ISPOR New Branding



# What has Changed?

ISPOR has moved away from the full legacy name of the Society and is now using, "ISPOR—The professional society for health economics and outcomes research."

The logo is reflective of these messages:

- **Global:** The new logo was inspired by ISPOR's legacy logo and reflects the importance of its international membership.
- **Healthcare/Science:** The new logo can also suggest a molecule as a nod to ISPOR's significant impact in the field of health.
- **Data Points:** As ISPOR's mission is to promote HEOR excellence to improve decision making for health globally; the new logo is intended to indicate data points that contribute to intelligence that informs healthcare decisions.
- **Connection:** ISPOR serves as a convener, connector, and catalyst in the field of HEOR. The 3 blue dots in the logo icon are intended to convey the impact ISPOR members have and how the Society's many parts are connected across borders, disciplines, and professions.

**Theme line:** *"Improving Healthcare Decisions"*

ISPOR chose the theme line, "Improving healthcare decisions," as it best conveys the Society's mission, "promote health economics and outcomes research excellence to improve decision making for health globally."

## The Society's New Look:

Reflecting how the many parts of ISPOR are connected across...

*Borders, Disciplines, and Professions*



# ISPOR

*Improving healthcare decisions*

# ISPOR Chapter Logo: Usage Guidelines\*\*

ISPOR logo is a legal, intellectual property of ISPOR and cannot be used without written consent of ISPOR.


Each ISPOR Regional Chapter is provided with an official **ISPOR-branded Chapter logo** that identifies the Chapter's relationship with ISPOR and provides professional image to the Chapter that is reflective of ISPOR brand, mission, and vision. No component of the logo should be changed or modified at any time.


## **ISPOR Regional Chapter can use Chapter logo to:**

- promote ISPOR Chapter activities on ISPOR-hosted website
- promote ISPOR Chapter activities on Chapter's individual website [upon prior ISPOR approval]
- publicize information about Chapter organized activities, such as meetings, workshops, and conferences
- communicate with Chapter
- engage in a discussion on HEOR through social media and other digital platforms with clear indication that expressed views are those of a Chapter not ISPOR HQ
- members and outside stakeholders on the subject of Chapter-related activities,


*\*\* Reference to document: "ISPOR Chapter Signatures: Usage Guidelines"*

# ISPOR Chapter Logo: Usage Guidelines

 DO NOT:

 DO NOT distort




 DO NOT add elements




 DO NOT place over dark backgrounds



 DO NOT rotate



 DO NOT crop



 DO NOT place over busy backgrounds



PART II

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# Creating ISPOR User Profile and Why Is It Important?



# Creating ISPOR User Profile

## Why Is It Important?

The new ISPOR website is now integrated with our new association management system (AMS)—an IT platform that will provide ISPOR constituents with many benefits, including the ability to manage user profile, set communication preferences, and indicate areas of interest.

By creating a profile at ISPOR.org you will have access to ISPOR's rich repository of HEOR tools and resources and start enjoying many benefits available to visitors who log into the site:

- Receive communication from ISPOR groups on relevant activities and contribution opportunities
- Download PDFs and access full-text of ISPOR content
- Register for online trainings and webinars
- Stay informed of HEOR news and events in your region
- Find your next career opportunity

## What Do You Need To Do?

To activate your user profile, please:

- Visit the new, redesigned ISPOR website at [www.ispor.org](http://www.ispor.org)
- Click the green "Log in" button in the top right corner
- Enter your email address and password [your password will be your last name in lowercase (case sensitive)]
- You will be requested to change your password
- Please use 'Forgot Your Password' to reset your password if needed

**Please take the time to create your ISPOR user profile and customize your communications preferences!**

# How do I activate my user profile?

## A 5-STEP PROCESS



Please keep me informed about:

Promotional Messages

- General Membership (eg. eBulletin, Nominations/Voting)
- Scientific Summits
- ISPOR Annual Conference (held in North America)
- ISPOR European Conference
- ISPOR Asia Pacific Conference
- ISPOR Latin America Conference
- ISPOR Regional Conference
- Education and Training (training programs, webinars)
- Publications (eg. Value in Health)
- HEOR News
- Career Center

1



2



3



4



5

**VISIT:  
WWW.ISPOR.ORG.**

**CLICK THE GREEN  
"LOG IN" BUTTON  
IN THE TOP RIGHT  
CORNER.**

**ENTER YOUR EMAIL  
ADDRESS &  
PASSWORD**

**USE 'FORGOT  
YOUR  
PASSWORD' TO  
RESET YOUR  
PASSWORD IF  
NEEDED**

**CUSTOMIZE YOUR  
COMMUNICATIONS  
PREFERENCES.**

PART II

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# Contact Information



## Contact Information

### Email us at ....

Global Networks - Asia: [asiaconsortium@ispor.org](mailto:asiaconsortium@ispor.org)

Global Networks - Europe, Middle-East and Africa: [EMEA@ispor.org](mailto:EMEA@ispor.org)

Global Networks - Latin America: [laconsortium@ispor.org](mailto:laconsortium@ispor.org)

Governance: [governance@ispor.org](mailto:governance@ispor.org)

### Key links

ISPOR website: <https://www.ispor.org/>

Global Groups: <https://www.ispor.org/member-groups/global-groups>

Regional Consortia: <https://www.ispor.org/member-groups/global-groups/consortia>

Regional Networks: <https://www.ispor.org/member-groups/global-groups/networks>

Regional Chapters: <https://www.ispor.org/member-groups/global-groups/regional-chapters>

