

CHAPTER DEVELOPMENT COMMITTEE

Structure:

- Chairs (1)
- Committee Members (Minimum of 4)

Responsibilities:

- Work with ISPOR Staff to identify, contact, and convert prospective ISPOR Student Chapters;
- Collaborate with Member Engagement Committee to assist newly formed chapters with the onboarding process by communicating Adopt-A-Chapter Mentorship Program;
- Facilitate the reinstatement of recently inactive chapters through the identification of faculty within the University;
- Foster ISPOR chapter growth for regions where there is a greater need (eg, regions with fewer chapters);
- Work with Regional Leads when they contact Committee about interest in forming a chapter from their region.
- Research Regional Chapters and identify areas where we have a Regional Chapter but no Student Chapter so we can try to develop one;

Goals:

- Revise the Form a Student Chapter flyer and work with Staff to translate to Spanish;
- Establish at least 3 new chapters in Latin America and 2 in Africa through collaboration with Regional Leads;
- Review lists of top programs related to HEOR to determine if there are Universities listed that we do not have a chapter and add these to prospect list;
- Leverage ISPOR conferences to promote Student Chapter formation.

Regions to Cover: Please identify at least 1 member to handle each region.

- North America & Canada
- Latin America
- Europe, Middle East, Africa (EMEA)
- Asia Pacific



EDUCATION COMMITTEE

Structure:

- Chair (1)
- Committee Members (Minimum 4)

Responsibilities:

- Coordinate educational webinars each semester that will provide ISPOR student members with the opportunity to learn from established HEOR professionals;
- Identify topics and speakers based on input from the Student Interest Survey, recommendations from prior committee members, and through consulting with the Faculty Advisor Council (FAC);
- Leverage the Competency Assessment Framework to fill in the gaps on topics where there is not enough existing content;
- Communicate timing of student educational webinars and availability of archived webinars to social media outlets (eg, Student Facebook Group, LinkedIn, Twitter).

Goals/Activities:

- Plan four Student Webinars as outlined in the suggested timeline below;
- Work with ISPOR staff to provide Database/Resource Center to Education Council so they can review;
- Perform an analysis of ISPOR webinar attendee information;
- Promote archived webinars as activities chapters can use at their local events;
- Develop a post survey for Webex that will give the Student Network better insights into the success of webinars.

Suggested Webinar Timeline: Work with existing Committee to pick up where they are leaving off.

- 2+ in Fall Semester (July to December)
- 2+ in Spring Semester (January to June)



GRANT REVIEW COMMITTEE

Structure:

- Chair (1)
- Committee Members (Minimum 3-4)

Responsibilities:

- Maintain all deadlines and notification dates for the new quarterly submission periods as defined below;
- Work with fellow Committee members to review and score Chapter Activity Grant submissions based on newly established criteria;
- Once applications are reviewed and scored email studentnetwork@ispor.org to update the Google Docs spreadsheet;
- Communicate approved Grants to Publication Committee to follow up with the Chapter post event for their Newsletter write up.
- Communicate recipients for and availability of funds through social media (e.g. Student Facebook Group, LinkedIn, Twitter) and Student Network Leadership Monthly Meetings.

Goals:

- Implement the new Grant Review Committee process for receiving and delivering Activity Grants;
- Starting January 1, 2020 ensure equal distribution of funds throughout the 2020 year as according to the Activity Grant Submission/Review Periods outlined below;
- Evaluate the revamped Grant process as the year goes on and tweak scoring as needed;
- Produce a sample document with different examples of successful events that were funded through Activity Grants

Activity Grant Submission/Review Periods:

Application Open	Application Deadline	Chapters Notified	Activity Period
Apr. 15, 2019*	May 1, 2019	June 1, 2019	July – Sept. '19
July 1, 2019	Aug. 1, 2019	Sept. 1, 2019	Oct. – Dec. '19
Oct. 1, 2019	Nov. 1, 2019	Dec. 1, 2019	Jan. – Mar. '20
Jan. 1, 2020	Feb. 1, 2020	Mar. 1, 2020	Apr. – June '20
Apr. 1, 2020	May 1, 2020	June 1, 2020	July – Sept. '20
July 1, 2020	Aug. 1, 2020	Sept. 1, 2020	Oct. – Dec. '20



MEETING PLANNING COMMITTEE

Structure:

- Co-Chairs (2)
- Committee Members (At least 6)

Responsibilities:

- Assist ISPOR Staff and the Student Network Chair with planning and executing student events during ISPOR conferences;
- Committee members will choose between ISPOR Annual, ISPOR Regional (Latin America/Asia Pacific), and ISPOR Europe
- Identify ways to improve existing offerings of events and implement new ones in coordination with ISPOR staff
- Post about ISPOR conference events related to students on social media outlets on site or virtually as relevant (e.g. Student Facebook Group, LinkedIn, and Twitter)

Goals:

- Assist ISPOR staff to organize student activities at all ISPOR Conferences during the year. Refer to the listing of events that typically occur at each event below;
- Develop student brochures for each meeting (variable deadlines) using Canva;
- Evaluate student meeting related activities to suggest changes or new ideas;
- Identify topics and potential speakers for student events as needed (eg, for roundtable events at conferences).

Student activities by conference: (subject to change)

ISPOR Annual (May)	ISPOR Regional Conference Latin America or Asia Pacific (September)	ISPOR Europe (November)
Student Leadership Retreat	Student Event (presentation or roundtable)	Student Research Spotlight
Student Research Competition	Student Reception (if applicable)	Student Roundtable Event (If applicable)
Student & Faculty Icebreaker Reception		Student Reception
Student Research Spotlight		Student & Faculty Luncheon
Student & Faculty Luncheon		
Student Roundtable Event		



MEMBERSHIP ENGAGEMENT COMMITTEE

Structure:

- Chair (1)
- Committee Members (Minimum 4)

Responsibilities:

- To maintain and grow ISPOR student membership within chapters through periodic onboarding outreach to new chapter presidents
- Collaborate with Publication Committee to spread awareness of Student Recruitment Campaigns;
- Maintain and update 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);
- Post about Student Chapter President Resource Center and Adopt-A-Chapter Mentorship Program on social media outlets to ensure awareness amongst Chapter Leaders. (eg, Student Facebook Group, LinkedIn, and Twitter).

Goals:

- Make available the existing flyers and member engagement guidelines developed by Member Engagement Committee;
- Collaborate with current ISPOR Chapter Presidents of previously awarded Outstanding Chapter Universities from 2018 - 2019 to obtain feedback on member engagement guidelines and flyers for incorporation/revision of the following (funded or non-funded):
 - Educational Activities
 - Networking Activities
 - Social Activities
 - Volunteer Activities
 - Fundraising Activities
- Tailor the member engagement guidelines and flyers to communicate the brand / benefits of ISPOR chapters housed in different program (PharmD, PhD, MS) concentrations (health economics, health policy, public health sciences, health services research, pharmacoepidemiology, etc.);
- Revise and distribute the chapter onboarding documents on a monthly and 6-month basis for chapters that were formed this year.



PUBLICATION COMMITTEE

Structure:

- Chair (1)
- Committee Members (Minimum 4)

Responsibilities:

- Report chapter activities broken into regions (Asia Pacific, North America, Europe, Middle East, Africa (EMEA), and Latin America);
- Articles may also include helpful tips and insights about networking, research methods, or HEOR related content;
- Create quarterly Newsletter Quiz designed for students to compete to win a \$100 prize for their chapter;
- Committee members will be responsible to liaise with other committees to collect latest news (i.e. Survey releases, Activity Grants, Webinars, etc.)
- Collaborate with Grant Review Committee to follow up on Chapter Activity Grant write ups for inclusion in Newsletter
- Post about the release of Newsletters and highlight articles from each issue in social media outlets (e.g. Student Facebook Group, LinkedIn, and Twitter)

Goals:

- To publish 4 issues including regional chapter, chapter activity grant, and committee updates;
- To network with and cross promote other ISPOR publications (eg, work with ISPOR Staff and Student Network Chair on Student By The Numbers Articles for VOS);
- To increase contributions of content from students throughout the globe that are not related to chapter events;
- Develop a new content section that can be pulled from other ISPOR publications. (eg,

Student Newsletter Timing:

Summer Issue: Covers activities from May 2019 to July 2019 (work with the prior year's Committee)

Fall Issue: Covers activities from August 2019 to October 2019

Winter Issue: Covers activities from November 2019 to January 2020

Spring Issue: Covers activities from February 2020 to April 2020



SURVEY & EVALUATION COMMITTEE

Structure:

- Chair (1)
- Committee Members (Minimum 4)

Responsibilities:

- Work with ISPOR Staff to design, test, implement, and evaluate annual and biennial surveys for distribution to student members and chapter presidents
- Conduct data analysis to utilize the information to aid ISPOR Staff in developing improvements or enhancements of existing ISPOR Student Network activities
- Share relevant results with appropriate ISPOR Committees to help inform their activities
- Post about the release of Surveys in social media outlets (e.g. Student Facebook Group, LinkedIn, and Twitter)

Goals:

- Analyze Student Interest Survey results for trends to inform changes or improvements to the Student Network
- Analyze and compare data from Student Membership Benefits Survey from 2018 and the second biennial version going out in 2020 for trends;
- Work with other committees to share results of surveys to help with needs of the ISPOR student membership (eg, Education Committee, Meeting Planning Committee, Publication Committee, Chapter Development, and Regional Leads);
- Publish all Survey results in Student Newsletter so all student members can benefit from the learnings;
- Present Survey results at ISPOR Annual and possibly ISPOR Europe as relevant.

Surveys Managed:

- **Student Interest Survey (Annual)**
Data Collection Period: December 1, 2019 through February 28, 2020
- **Student Membership Benefits Survey (Biennial)**
Tentative Data Collection Period: March 15, 2020 to April 15, 2020

