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

Scientific and Research Excellence
ISPOR is committed to strengthening the integrity, advancement, understanding, and use of health economics and outcomes research among researchers, health technology developers and assessors, regulators, health economists, health care policy makers, payers, providers, patients, populations, and society.

Member Engagement
Through its worldwide membership and stakeholder groups, ISPOR has access to the ideas, knowledge, skills, and experiences that enable achievement of its mission. ISPOR offers membership benefits that are valued and essential in members' professional growth.

ISPOR Organizational Values

Education and Training
Knowledge and skill building are at the core of the ISPOR mission. ISPOR will lead efforts to strengthen and expand capabilities in health economics and outcomes research.

Communication and Collaboration
ISPOR will be a valued and reliable resource for translating knowledge into practice for decision makers and stakeholders, who include members, providers, payers, patients, professional societies, foundations, health authorities, the media, and others.

- 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
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	Chicago 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/mission.asp
Membership https://www.ispor.org/members/Index.asp
Meetings: https://www.ispor.org/meetings/Upcoming.aspx
Regional Chapters: https://www.ispor.org/RegionalChapters
Regional Consortia: https://www.ispor.org/consortiums/index.asp
Regional Networks: https://www.ispor.org/Networks/index.aspx
Students: https://www.ispor.org/student/student_index.asp
New Professionals: https://www.ispor.org/newprofessionals
Special Interest Groups: https://www.ispor.org/sigs/sigsindex.asp
Task Forces: https://www.ispor.org/taskForces/TFindex.asp
Councils: https://www.ispor.org/councils/CouncilsIndex.asp
Education: https://www.ispor.org/education/EducationIndex.asp
ISPOR In-Person Training: https://www.ispor.org/InPersonTraining/Index

ISPOR HTA Training Program: https://www.ispor.org/Education/HTATraining/Index
Careers: https://www.ispor.org/careers
ISPOR Press: http://press.ispor.org/
General inquiries: about@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

CHAPTER 2: ISPOR STUDENT NETWORK & CHAPTER OVERVIEW

Student Network Leadership Council

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Student Network Chair 2017-2018
University of Washington
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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
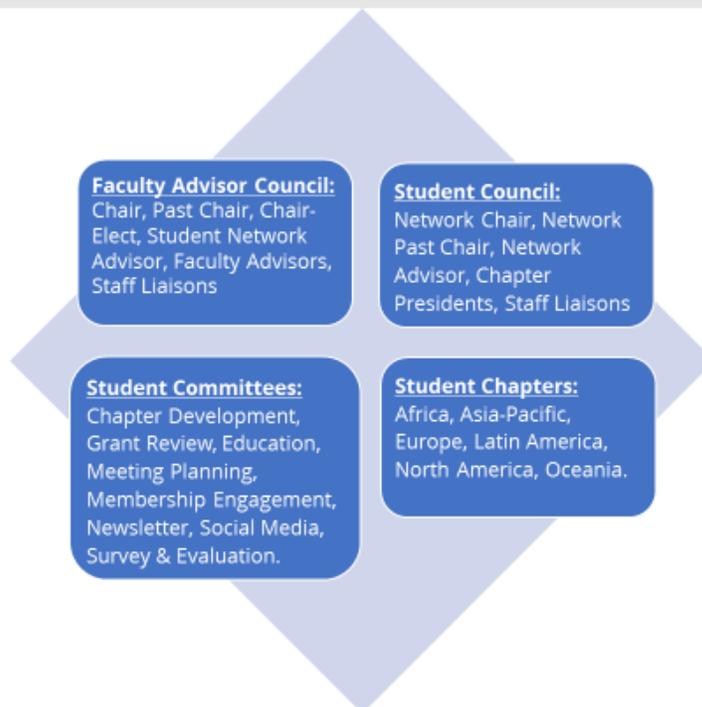
Roles and Responsibilities of ISPOR Chapter Officers

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 and Directors 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 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 to the Board of Directors and the membership.

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).

NEWSLETTER 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
http://www.ispor.org/meetings/Upcoming.aspx
- It is a great way to network with other student chapters and brainstorm ideas for your chapter.

Join a Student Committee
There are 8 committees: Chapter Development, Education, Grant Review, Meeting Planning, Membership Engagement, Newsletter, Social Media, and Survey & Evaluation.

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, 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: http://www.linkedin.com/company/international-society-for-health economics-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)
  http://www.ispor.org/education/Educational_Webinars.asp
- Student Educational Webinars – http://bit.ly/isporwebinars
- Distribute invitations to webinars from Communication Committee, 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 - http://www.ispor.org/student/FormularyDecisions.asp

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 meetings.

- Participation in ISPOR events, such as annual and biannual meetings, training 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, ~1,600 paid student members, and more than 3,000 Chapter members. To learn about other ISPOR Chapters and their activities visit https://www.ispor.org/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?
- o To increase student participation in the activities of ISPOR.
- o To provide an environment where students can share knowledge in health economics and health outcomes research.
- o To bring together students of health economics and outcomes research and members of the pharmaceutical industry, health related organizations and academia.
- o To act as forum for the presentation of innovative ideas.
- o To increase student awareness of the latest advances and discoveries in health economics.
- o To provide students in the health economics and outcomes research field with opportunities for professional advancement and leadership development.
- o 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?
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

- o **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.
- o **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.
- o **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).
- o **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.
- o **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.
  - o Education/Workshop plans
  - o Social activities/events
  - o Annual Report
  - o Fundraising plans
  - o Recruitment plans
- o **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 21st, 2019 (appendix pg. 32)
- This is mandatory to maintain good standing with the organization
- Consider keeping a living document to collect information for the annual report
- 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:
    - o Service: participate in a fundraising walks, charity fundraisers, food drives, soup kitchens, etc…
    - o 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

http://bit.ly/StudentTravelGrant **(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 http://www.ispor.org/members/xReg_S0.asp)

To Access The Most Current Travel Grant Applications for ISPOR Conference please follow this link: https://www.ispor.org/student/Travel/grantApp.asp

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/student/Chapter_Activity_Grant_Application.docx **(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

Submit the Student Recruitment Campaign Submission excel file that we will be emailing to all students. Be sure to include all paid ISPOR members from your chapter. Keep track of any new members during the period of the campaign on a separate tab in that file. Direct them to apply online for membership or to submit an application directly to studentnetwork@ispor.org. On final day of the competition, you must submit the file for your chapter for us to review and confirm in order to be eligible for one of the awards. Any files submitted after deadline will not be eligible to be fair to other chapters.

*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
http://bit.ly/ISPORDL
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
http://www.ispor.org/education/Educational_Webinars.asp
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 **http://bit.ly/isporwebinars.** 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 (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. **http://www.ispor.org/education/shortcourses.asp**

In-Person Training Programs
- ISPOR In-Person Training: https://www.ispor.org/InPersonTraining/Index
- ISPOR HTA Training Program: https://www.ispor.org/Education/HTATraining/Index

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.
http://www.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.
http://bit.ly/ISPORCareer

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 at West Virginia University. 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. Our chapter president, Doug Thornton, is an alumnus of the WVU School of Pharmacy, so he is very involved with these interactions. 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. A member of the Student Chapter is a founding member of the Excellence in Mentoring Committee through the GSO.

Examples:

AAPR-ISPOR Pharmacy Research Forum
West Virginia University's AAPS and ISPOR chapters hosted a research forum to highlight Undergraduate, Graduate, Professional and Post-Doctoral students and fellows in fields and on research projects with a pharmacy component.

The purpose of this event was to:
a. Learn more about the theme Team Science: Improving Patient Outcomes through Multidisciplinary Research through sharing research goals and achievements with other students and scientists from industry and clinic.
b. Connect, collaborate, create, 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.
c. Provide educational podia presentations of current topics under the umbrella Team Science: Improving Patient Outcomes through Multidisciplinary Research to stimulate professional growth and development.
d. Provide students the opportunity to ask career-guided questions to members of industry, academia, and government to better their understanding of the demands and expectations associated with each field.

The theme was "Team Science: Improving Patient Outcomes through Multidisciplinary Research," and attended by 84 participants from surrounding universities. Invited universities included: Albany College of Pharmacy and Health Sciences, Campbell University, Chicago State University, Howard University, Lipscomb University, Long Island University, Massachusetts College of Pharmacy and Health Sciences, Mercer University, Northeastern University, Purdue University, Rutgers, The State University of New Jersey, St. Johns University, Sullivan University, Temple University, The Ohio State University, University at Buffalo, University of Charleston, University of Cincinnati, University of Connecticut, University of Georgia, University of Illinois, University of Kentucky, University of Maryland, Baltimore, University of Michigan, University of North Carolina at Chapel Hill, University of the Sciences in Philadelphia, University of Toledo, University of Toronto, Virginia Commonwealth University, and Wayne State University.

There was a career panel session with each panel lasting 45 minutes (25-30 minutes presentation with 15-20 minutes for Q&A) to meet with multidisciplinary team from each of the following disciplines: academia, regulatory, and industry. Students had the opportunity to hear/ask questions about the team's presentations and seek career advice.

WVU ISPOR members organized the Workshop titled, "Inter-, Multi-, and Trans- disciplinary –- Oh My!" Highs and Lows of Research Collaboration Using Improved Patient Outcomes as a Lense." In this session we discussed what makes a strong interdisciplinary research team, how to put one together, and why such a team is advantageous in terms of patient outcomes.

During the awards session, WVU ISPOR Student Chapter President and President-Elect, Doug Thornton and Rashmi Goyat, won first place in their respective categories for their poster presentations.
More information can be found here: *http://www.hsc.wvu.edu/resoff/wvu-school-of-pharmacy-regional-research-forum/*

Webinars
WVU ISPOR student ISPOR chapter takes active participation in attending ISPOR webinars. We bought the chapter members and faculty together by facilitating the following two webinars. This was followed by an active discussion of the subjects covered in the webinars:
a. ISPOR Webinar "Despite High Costs, Specialty Drugs May Offer Value For Money".
    Delivered by James D. Chambers PhD, MPharm, MSc, Assistant Professor of Medicine, Tufts Medical Center Institute for Clinical Research and Health Policy Studies. Organized in department conference room. January 23, Friday, 1-2 PM.

b. ISPOR Student Webinar "Cost Issues in Health Outcomes Research," Delivered by Christina M. Kelton, PhD, Professor, University of Cincinnati College of Business. Organized in Learning Center Room 3, West Virginia University. September 30, 2015.

WVU ISPOR Welcome Picnic
Before the start of every fall semester, ISPOR hosts a welcome event for all of the new students and faculty members. This year we rented a shelter in Cooper's Rock State Park. Members of the WVU ISPOR Student Chapter, faculty, and their families at the welcome picnic at Cooper's Rock State Park in Bruceton Mills, WV.

WVU School of Pharmacy Student Organization Recruitment Picnic
Current ISPOR President Doug Thornton and President-Elect Rashmi Goyat represented ISPOR at the event that ended up recruiting two new PharmD members to the organization. Over 100 pharmacy students from West Virginia University attended the event.

University of Maryland

UMB-ISPOR continued their efforts to reach out to the community and encouraged the chapter members to partake in many on-going community outreach activities on campus. Two new events this year include i) an interdisciplinary, campus-wide community wellness event to foster good relations between the University and the community and ii) a day to help serve our community while providing education and information about how patients can become more involved in research.

We have highlighted and provided details about our campus and community outreach ventures above.

ISPOR is a well-known organization at PHSR and is becoming more visible to both the broader campus and community. Our courses and enterprises are followed and participated in by more faculty members and students in our department who are interested in the science of health economics and outcomes research. The ISPOR meetings are looked on as a platform for showcasing research and networking with professionals both in academia and industry. The increased visibility of our chapter and the amount of research abstracts and podium presentations from our department are evidence of the positive impact the chapter has on our graduates.

Examples:

Collaboration with other chapters to advertise for our events:
Apart from the usual medium to get the word out such as UMB campus newsletters and the email, we utilized other chapter's membership strength (e.g., AMCP and APhA chapters) to get the word out about our events, especially the different Lunch and Learn sessions.

We are glad to note here that we have had an increased participation from PharmD students during the Lunch and Learn sessions.

Improving visibility of ISPOR UMB Student Chapter activities and benefits of membership during interview day for graduate students:
This year, our ISPOR UMB Student Chapter worked with our graduate program coordinator to allot an hour of the interview day for graduate students for us to present our chapter's opportunities and events. As a result, incoming students were aware and engaged from the moment they first entered the Pharmaceutical Health Services Research department (PHSR) at the University of Maryland, School of Pharmacy.

Career Development Series
We will also collaborate with the AMCP UMB Student Chapter and the campus-wide President's Student Leadership Institute to provide students with a certificate-awarding program that offers workshops in various topics related to professionalism. Topics include: Myers-Briggs Type Indicator, LinkedIn Trainings, Networking Skills, Public Speaking, and Developing Your Personal Brand.

University of Utah Chapter

This year outreach efforts were successful in establishing contact points with students groups in multiple disciplines. We targeted multiple potential students groups that may have an interest in joining our chapter. We established contacts with undergraduate/graduate-level students, student organizations, faculty members, and departments in College of Pharmacy, Division of Public health in School of Medicine, and Department of Economics at College of Social and Behavioral Science.

Given the limited number of our chapter officers/members this year, we eventually decided to focus our recruitment efforts at the College of Pharmacy level. This year, we sponsored multiple events to increase awareness of ISPOR society and our student group. Our main goal was to share with Pharmacy student's potential opportunities and benefits of joining ISPOR. Our outreach has increased membership in our group from 8 students last year to over 30 students this year. We are planning to have more involvement from pharmacy students and start using our connections to target students in other departments in the upcoming years as well.

In addition, we are supporting USPA activities by attending their meetings and volunteering in their fund raising event. We met with USPA leadership to discuss the expectations/needs of our current PharmD students, what benefits/opportunities could be gained by joining ISPOR student group, and how can our group support them. In addition, we are building connections with other UPSA student group members.

Examples:

First-year pharmacy student orientation ISPOR recruitment, August 2015
This activity targeted PharmD students. Our ISPOR Student Chapter tabled at first-year pharmacy student orientation to promote membership. We reached out to students by introducing ISPOR and discussing our chapter's planned activities. At the tabling event, we had a table banner highlighting ISPOR's vision and scope. Members of our ISPOR student chapter shared outcomes research posters with pharmacy students to give an example of our research and raise interest in research and ISPOR. Through this successful recruitment venture, we received email addresses for 13 students. We sent out a follow-up e-mail with interested students and invited them to an opening event held in November.

"Intro to ISPOR", November 2015
This activity targeted pharmacy students. An introduction to ISPOR and our chapter was presented by our Faculty Advisor, Dr. Joanne LaFleur, and our Chapter President, Eman Biltaji. Dr. LaFleur provided a brief description of ISPOR, health economics research and its impact, and how would students benefit from joining our student group. Eman, our Chapter President, shared her experience of how she was introduced to the society, her first project in this field, what students can do, and how the benefits of attending an ISPOR conference. She also discussed upcoming chapter activities and future plans. Students showed great interest in the society. A follow-up email with our next activity was sent to all interested students. Pens and brochures with ISPOR logo and website where distributed on those who attended the event.

University of North Carolina at Chapel Hill

Our Lunch & Learn series has garnered so much interest that some of our events were standing room only. Furthermore, these events have allowed students the opportunity to network with other students and professionals outside of academia. The UNC-CH ISPOR-SC has 66 active members, 44 of whom joined this year. There are 44 doctoral students, representing primarily Health Policy and Management (11 students), Pharmaceutical Outcomes and Policy (10 students), and Epidemiology (10 students), as well as students from Biological and Biomedical Sciences, Biomedical Engineering, Biostatistics, Genetics and Molecular Biology, Molecular Pharmaceutics, Neurobiology, Nursing, Pharmaceutical Sciences, and Pharmacology. In addition to our PhD students, we have 9 masters students, including Masters of Science in Public Health (5 students) and Maters of Health Administration (4 students). We have 6 undergraduate students, with majors including Biology, Chemistry, Business, and Health Policy Management. Finally, we have 7 post-docs and staff members from the following departments: Lineberger Cancer Center, Health Policy Management, Pharmacology, and Chemistry.

Examples:

November 12, 2015: Careers in the Pharma/Biotech Industry
- Wei-Shi (Danny) Yeh, PhD, MS, Associate Director, Global Market Access, Biogen Idec
- Dr. Yeh led an interactive discussion about careers in the pharma/biotech industry. He talked about his experience in health economics and outcomes research and market access roles in various therapeutic areas at multiple companies. This was especially timely as the pharmaceutical industry is experiencing dramatic changes due to the increasing emphasis on value-based medicine, shifts from a mass-market to a target-market approach, new and alternative provider payment models, increasing focus on prevention rather than treatment, and more.

January 14, 2016: Career Opportunities Combining Science and Business
- Katherine Lelli, PhD, Consultant, Insight Strategy Advisors
- Dr. Lelli talked about her experience in consulting at Insight Strategy Advisors (ISA), which is a boutique healthcare and life sciences consulting firm based in New York City. Consultants at ISA gain: 1) exposure to key aspects of the pharmaceutical industry including: the drug approval process, product launch strategies, product lifecycle planning, and payer reimbursement policies; and 2) opportunities to work in a wide variety of therapeutic areas including: oncology, diabetes, cardiovascular disease, mental health and immunology/rheumatology. Several cases were practiced in this interactive setting to allow students a better understanding of consulting as a potential career path.

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 2017 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 2017-2018 Outstanding Chapter Awards will be due April 15, 2018 and will include the questions below.

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

Each recipient of the grant is awarded a COMPLIMENTARY REGISTRATION TO THE ISPOR EVENT inclusive of SHORT COURSES (up to 4 courses) – registration form to be submitted to ISPOR for processing prior to the Meeting/Congress/Conference. Also inclusive is round trip coach class travel, hotel, meals, and conveyance up to $1300 USD for Annual Meetings and European Congresses and up to $1100 USD for Latin America and Asia-Pacific Conferences. Recipients will be responsible for booking their own hotel and flight. ISPOR will not release funds prior to the event to cover these expenses. Reimbursement form, including all required receipts, must be submitted within 30 days after event ends. *Note: Note: All non-US $ reimbursements will be made via bank transfer.*

*required information

STUDENT TRAVEL GRANT APPLICATION

* Select ISPOR event you want to apply for

○ **ISPOR Asia Pacific 2018, Tokyo, Japan, 8-11 September 2018**
Student Travel Grant Application Deadline: Tuesday, June 12, 2018
Student Travel Grant Notification: Tuesday, July 3, 2018

*Member ID#: _____ (Membership verified)

*First Name: _____ *Last Name: _____

*University: _____

*Primary Address: _____

Address 2: _____

*City: _____

State: --Select State-- ▼ Zip: _____

*Country: --Select Country-- ▼

*Phone: _____ Fax: _____

*Email: _____

*Have you received an ISPOR travel grant to a previous ISPOR Meeting/Congress/Conference? ○ Yes ○ No

If yes, which meeting (including the year): _____

*Statement of Intent: How will attending the ISPOR event you have selected benefit your academic/professional career? *(up to 300 words)*

_____

*How have you contributed to the ISPOR Student Network?

_____

*Does your University currently have a Student Chapter? ○ Yes ○ No

If not, are you interested in starting a student chapter at your University? ○ Yes ○ No
How to form »

If so, how would you initiate a chapter within your University?

_____

*Have you submitted an abstract for selected ISPOR event? ○ Yes ○ No

Has your abstract been accepted? ○ Yes ○ No

Comments:

_____

I understand that the grant includes complimentary registration and short courses and up to $1300 USD for Annual Meetings and European Congresses and $1100 USD for Latin America and Asia-Pacific Conferences in travel expenses that will be reimbursed after the ISPOR event. Expenses exceeding this amount will be my responsibility. Upon selection, I agree to submit all receipts within 30 days after the meeting to follow the ISPOR Travel and Reimbursement Policy.

*Signature (typing your name is your signature) _____

Submit Application

Student Chapter Activity Grant Application

∷∷∷ ISPOR

The professional society for health
economics and outcomes research

Improving healthcare decisions

505 LAWRENCE SQUARE BLVD SOUTH   P +1-609-586-4981
LAWRENCEVILLE, NJ 08648   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:

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.

Prospective Member Information Session Invitation

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

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PROSPECTIVE 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

For more information, email: _____

POLICY, SCIENCE, AND PRACTICE OF HEALTH ECONOMICS

CLINCIAL AND ECONOMIC OUTCOMES RESEARCH

PATIENT-CENTERED OUTCOMES RESEARCH

<UNIVERSITY> ISPOR STUDENT CHAPTER

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 & Website 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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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

See the form in the Chapter President Resource Center for full list of items

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.

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.

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.

COMMUNICATION
It's best to pretend people are actually listening to you.

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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