



ISPOR Student Chapter Leader Handbook



ISPOR

Improving healthcare decisions

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ISPOR Student Chapter Leader Handbook

Welcome from ISPOR CEO and Executive Director

Dear ISPOR Student Chapter Leaders,

I warmly welcome you into your leadership role as a Student Chapter Leader 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 125 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 & OVERVIEW

Handbook Scope

The Student Chapter Leader Handbook is designed to aid in the onboarding of new chapter presidents and to ensure continuity from one year to the next for existing ISPOR student chapters. The document is meant 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@isporg.org. We value your insights as the eyes and ears of the association!

Acronyms

ISPOR – Professional Society for Health Economics and Outcomes Research

HEOR – health economics and outcomes research

PE - Pharmacoeconomics

HTA – health technology assessment

AP – Asia Pacific

EMEA – Europe, Middle East and Africa

LA – Latin America

RWE – Real World Evidence

SIG – Special Interest Group

CER – Comparative Effectiveness Research

UHC – Universal Health Coverage

ViH – *Value in Health*

ViHRI – *Value in Health Regional Issues*

VOS – *Value & Outcomes Spotlight*

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 HEOR

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

ISPOR's Vision

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

ISPOR's Mission

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

ISPOR's Strategic Focus

The [Society's strategy](#) focuses on five core pillars designed to improve the science, education, and global engagement of its members and the HEOR community:

- Scientific and Research Excellence
- Member Engagement
- Education and Training
- Communication and Collaboration
- Organizational Values

ISPOR's Organizational Values

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

ISPOR Stakeholders

ISPOR serves a broad range of [healthcare stakeholders](#) in the global HEOR community, including decision makers and payers, researchers and academicians, regulators and assessors, industry, and patient representatives.

Key Strategic Initiatives with ISPOR

ISPOR pursues numerous strategic initiatives to further its mission, including:

- [Advancing HEOR in Low- and Middle-Income Countries](#),
- [Aiding professionals in the field through the Health Economics and Outcomes Research Competencies Framework™](#),
- [Women in Health Economics and Outcomes Research \(HEOR\)](#),
- [Patient Engagement in HEOR](#),
- [Building Dialogue with Healthcare Decisionmakers](#),

and many others. You can learn more about all the strategic initiatives ISPOR are pursuing [here](#).

ISPOR Governance

Board of Directors

ISPOR is led by the [Board of Directors](#), which is the executive decision-making body for the Society. Board members are elected to 3 year, rotating terms, with elections held annually. There are 12 members of the Board, including a President, President-Elect, Past President, Treasurer and CEO / Executive Director, which is responsible for leading the day-to-day operations of the Society.

Councils

Councils serve as advisory bodies to the ISPOR Board of Directors. There are currently 8 ISPOR Councils:

- [Education Council](#)
- [Faculty Advisor Council](#)
- [Global Engagement Council](#)
- [Health Science Policy Council](#)
- [Health Technology Assessment Council](#)
- [Institutional Council](#)
- [Past Presidents Council](#)
- [Patient Council](#)

ISPOR Groups

Task Force – As a focused group of experts in a particular field of HEOR, Task forces develop ISPOR’s [Good Practices for Outcomes Research Reports](#), which are highly cited expert consensus guidance recommendations that set international standards for outcomes research and its use in healthcare decision making.

SIG - ISPOR members [initiate special interest groups](#) to advance health economic and outcomes research and the use of this research in healthcare decisions. Special interest groups develop valuable tools and manuscripts for the global health economic outcome research audience. Special interest group membership is open to all ISPOR members.

Consortia - [Consortia](#) are regional groups within the Society that consist of ISPOR chapters and individuals who are interested in health economics and outcomes research (HEOR) within their region.

Networks - [Networks](#) are regional groups within the Society that consist of ISPOR chapters from different countries who share a common language or geographic location.

Chapters – ISPOR [regional chapters](#) are affiliated branches of ISPOR in their respective countries that support ISPOR’s mission.

Students - All ISPOR members who are students belong to the [ISPOR Student Network](#) - an engaged collection of PhD, masters, PharmD, and other HEOR-related disciplines. With more than 1,700 individual members and 3,000 chapter members from around the world, the Student Network represents 70+ countries.

New Professionals - The [ISPOR New Professionals Network](#) is composed of over 900 recent graduates from health economics and outcomes research (HEOR) related programs. Membership in the Network is available to former ISPOR student members and any new members who join that possess 3 years or less of HEOR experience.

ISPOR Staff – [ISPOR staff](#) facilitate the day to day operations and activities of ISPOR in furtherance of the Society’s mission. Staff represent key departments of the organization including Global Networks, Scientific Initiatives, Meetings, Member Services, Publications, Communications, Finance, Education, Operations, and others.

Headquarters Office – ISPOR’s office is headquartered at 505 Lawrence Square Blvd South, Lawrenceville, NJ, USA, in close proximity to Princeton, NJ, USA and approximately 1 hour and 20 minutes from Philadelphia, PA, USA and 2 hours from New York, NY, USA.

Legal Compliance

ISPOR complies with all relevant laws of the USA where it is based as well as the governing jurisdictions where it operates, including in the following areas:

- [US and International Anti-Trust Laws](#)
- [Privacy](#)

ISPOR also mandates all leaders to comply with and acknowledge the ISPOR [Code of Ethics](#), which covers aspects relating to professional integrity, transparency, legal compliance and other issues.

Navigating ISPOR’s New Website

ISPOR undertook a comprehensive overhaul of its website in 2018. The homepage, www.ispor.org, provides a top navigation banner that includes links to [About ISPOR](#), How to [Get Involved](#), [Membership](#),

[Manage Profile](#), and on the right-hand side is a search glass function, [Join/Renew button](#), and [Log-In](#). Clicking on the ISPOR logo will return you back to the homepage.

The Search glass function is indexed with key taxonomies and terms to make finding articles, presentations, groups via key words easier. If you are not an ISPOR member or your membership has lapsed, the Join/Renew button allows you to become a full member. Many of ISPOR's knowledge products remain open access, but non-members will be requested to fill out their contact information to access and navigate the website.

Logging in and updating your profile

Your ISPOR member profile is important for you to join and maintain your ISPOR group relationships (such as Consortia, SIGs and Committees), access your and manage your event registrations, certificates and journals, submit your manuscripts for ViH and ViHRI, and manage your communications access, providing permissions to receive notifications from ISPOR.

You must [activate your user profile](#) in the new system to access ISPOR's HEOR content and resources with a single sign-on, including *Value in Health* and *Value in Health Regional Issues* articles, Good Practices for Outcomes Research Reports, and other HEOR resources. To activate your user profile, please:

1. Visit the ISPOR website at www.ispor.org.
2. Click the green "Log in" button in the top right corner.
3. Enter your email address and password.
4. You will be requested to change your password.
5. Please use 'Forgot Your Password' to reset your password if needed.

You may also access your communication preferences, including whether you would like to receive ISPOR news and information on specific events, regional updates, and others. You may completely opt out as well through the portal.

ISPOR Resources

There are numerous [HEOR resources](#) available on the ISPOR website, which you may access through the first link on the blue banner of the website:

- [About HEOR](#) – includes information on what is HEOR, HEOR taxonomies, and HEOR Trends, including the [ISPOR HEOR Top Trends Report](#).
- [Good Practices for Outcomes Research Reports](#) – These open-access expert consensus guidance recommendations set international standards for outcomes research and its use in healthcare decision making.
- [HTA Central](#) - ISPOR's Health Technology Assessment Central is a comprehensive repository of resources and tools to support HTA.
- [ISPOR Scientific Presentations Database](#) - A searchable database of research (podiums and posters) presented at ISPOR Conferences since 1998.
- [ISPOR Conference Presentations](#) - This tool provides access to presentations from ISPOR's conferences.
- [Assessing the Evidence for Healthcare Decision Makers Questionnaire](#) - an interactive questionnaire for users of evidence to assess health care research studies used in health technology assessments and/or drug formulary decisions.
- [Global Healthcare Systems Road Maps](#) - provides information on country/region-specific decision-making processes for regulatory (market access) approval, reimbursement and economic evaluations of pharmaceuticals and medical devices and diagnostics.
- [Pharmacoeconomic Guidelines Around the World](#) – a list of country-specific pharmacoeconomic guidelines.
- [Outcomes Research Guidelines Index](#)

Conferences and Education

ISPOR Conferences provide an opportunity for professionals to:

- Learn about different and innovative applications in the conduct and use of HEOR.
- Engage with recognized global experts in the field.
- Network with colleagues, collaborators, and clients.
- Share research and ideas with other ISPOR members in an open and objective environment.
- Stay current on emerging trends in healthcare.
- Advance their careers by being an active participant (e.g., attend an ISPOR Short Course or network with recognized leaders in HEOR).

To learn more about Conferences, including how to register, submit an abstract, view the schedule and program and explore sponsorship opportunities, you may click on the appropriate conference icon located on the [ISPOR](#) homepage or on the [ISPOR Conference webpage](#).

There are many [educational opportunities](#) at ISPOR, including through the [ISPOR Short Course Program](#), [HTA Training Program](#), [Distance Learning Program](#), and [Webinars](#).

Publications

ISPOR publications feature the latest research, information, news, and trends in the field of HEOR:

- [Value in Health](#) - The Society's flagship journal is a highly ranked publication that circulates to 10,000 readers around the world. Published monthly, ISPOR members have full access to the journal articles. You may submit manuscripts [here](#).
- [Value in Health Regional Issues](#) - An online, MEDLINE®-indexed journal that publishes articles on health-related topics that impact the health systems and health policies in the following regions: 1) Asia; 2) Central and Eastern Europe, Western Asia, and Africa; and 3) Latin America. ISPOR members have full access to journal articles, and manuscripts may be submitted [here](#).
- [Value & Outcomes Spotlight](#) - A bimonthly publication for the global health economics and outcomes research (HEOR) community. The HEOR news magazine provides feature articles on timely HEOR topics, methodological and health policy articles, as well as updates from ISPOR leadership and news from around the world. ISPOR members have full access to the magazine.
- [ISPOR Books](#) - ISPOR outcomes research textbooks are products of the Society's special interest groups. Selling more than 12,000 copies worldwide and translated into 15 different languages, these books are excellent resources for healthcare outcomes researchers and decision makers. ISPOR books include:
 - [Therapeutic and Diagnostic Device Outcomes Research](#)
 - [Reliability and Validity of Data Sources for Outcomes Research and Disease and Health Management Programs](#)
 - [Healthcare Cost, Quality and Outcomes: ISPOR Book of Terms](#)
 - [ISPOR Taxonomy of Patient Registries: Classification, Characteristics and Terms](#)

An updated version of the Book of Terms, as well as electronic-only versions of all books will be made available for purchase in the near future.

- ISPOR Newsletters – There are several ISPOR newsletters including:
 - [ISPOR eBulletin](#) – A monthly newsletter available to ISPOR members providing updates on recent ISPOR news, events and resources.
 - [ISPOR News Across Asia](#) – The quarterly newsletter of ISPOR Asia Consortium, this newsletter provides HEOR news, educational information and health policy articles and updates relating to the Asia Pacific region.
 - [ISPOR News Across EMEA](#) - This quarterly newsletter provides HEOR news, educational information and health policy updates relating to the EMEA region.
 - [ISPOR News Across Latin America](#) - This quarterly newsletter provides HEOR news, educational information and health policy updates relating to the EMEA region.

Press and News

ISPOR regularly published [press releases](#) to update the membership on noteworthy events and initiatives undertaken by ISPOR as well as the broader HEOR community. You are encouraged to regularly check the

announcements box on the ISPOR homepage to stay informed. ISPOR also has LinkedIn and Facebook pages which you may join and stay connected and informed on ISPOR news.

HEOR Careers

ISPOR's website features the [ISPOR Career Center](#) for HEOR candidates and employers.

Awards and Grants

The research presentation awards program recognizes the scientific merit of the podium and poster presentations at ISPOR conferences:

- Best Research Podium Presentation Awards - These awards recognize the scientific merit of podium presentations given at ISPOR scientific conferences. Additional information and criteria on these awards can be found [here](#).
- Best Research Poster Presentation Awards - These awards recognize the scientific merit of poster presentations given at ISPOR scientific conferences. Additional information and criteria can be found [here](#).

Conference Travel Grant Awards - ISPOR's [Conference Travel Grants](#) were established to support attendance at the Society's conferences for eligible members to attend the Society's conferences. These include [Travel Grants](#), [Student Travel Grants](#), and [Patient Representative Travel Grants](#).

ISPOR's scientific achievement and leadership awards program also includes the following distinguished awards:

- [Avedis Donabedian Outcomes Research Lifetime Achievement Award](#)
- [Marilyn Dix Smith Leadership Award](#)
- [Bernie O'Brien New Investigator Awards](#)
- [Health Economics and Outcomes Research Excellence Award-Methodology](#)
- [Health Economics and Outcomes Research Excellence Award-Application](#)
- [Value in Health Paper of the Year Award](#)
- [Value in Health Regional Issues Excellent Article Award](#)

Benefits of ISPOR Membership

ISPOR is a member-driven organization and our volunteer members influence and guide the Society's many scientific initiatives. Through collaboration, global networking, and education activities, ISPOR members gain knowledge and a competitive advantage. [ISPOR Member Benefits](#), include access to high-quality peer-reviewed research, good practice guidelines, and new tools and resources in multiple languages; opportunities to hear, discuss, and present research in highly influential publications and events; global networking and the opportunity to contribute to strategic discussions with payers, governments, policy bodies, and leading experts in the field; and education programs including: short courses, distance learning, webinars, and continuing education accreditation.

Some specific benefits of being an ISPOR member include access to the following:

Global Scientific Meetings	ISPOR's world-class, scientific meetings convene the leading experts in HEOR and include annual meetings in North America and Europe and biennial meetings in Asia-Pacific and Latin America.
Publications	Members have unrestricted access to ISPOR journals , including <i>Value in Health</i> , <i>Value in Health Regional Issues</i> , and <i>Value & Outcomes Spotlight</i> . ISPOR members also receive newsletters and are eligible for discounts on ISPOR books.
Reports and Online Tools	Developed by the Society's Scientific and Health Policy Working Groups, ISPOR knowledge products include Good Practices for Outcomes Research Reports, Pharmacoeconomic Guidelines Around the World, Global Health Care Systems Road

Maps, Scientific Presentations Databases, International Digest of Databases, Assessing the Evidence for Health Care Decision Makers, and more.

Contribute to the Science

Members are encouraged to join the Society's Scientific and Health Policy Working Groups (Task Forces, Special Interest Groups, and Council Working Groups) that contribute to the high quality, consensus nature of ISPOR knowledge products to advance HEOR and its use in health care decisions. Participate@ispor.org

Educational and Training Programs

The Society's HEOR short courses, webinars, distance learning programs, and training offer [world class education for HEOR professionals worldwide](#).

Networking

In addition to ISPOR's global meetings and educational programs, networking and collaboration is facilitated through regional and student chapters, consortia, and regional networks.

RegionalChapters@ispor.org | Studentnetwork@ispor.org

Awards and Recognition

ISPOR's prestigious [awards](#) for scientific achievement and leadership recognize HEOR excellence.

Career Development

The ISPOR *Career Center* is the site for HEOR professionals seeking career opportunities and employers seeking to reach candidates in the HEOR field. Members will find that ISPOR activities provide many opportunities to connect with thought leaders and peers working in HEOR. ispor.org/careers

ISPOR Key Links and Email Contacts

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

Membership: <https://www.ispor.org/members/Index.asp>

Conferences: <https://www.ispor.org/conferences-education/conferences>

Regional Chapters: <https://www.ispor.org/RegionalChapters>

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

Students: https://www.ispor.org/student/student_index.asp

Councils: <https://www.ispor.org/councils/CouncilsIndex.asp>

Education and Training: <https://www.ispor.org/conferences-education/education-training>

Special Interest Groups: <https://www.ispor.org/sigs/sigsindex.asp>

Task Forces: <https://www.ispor.org/taskForces/TFindex.asp>

Careers: <https://www.ispor.org/careers>

ISPOR Press: <http://press.ispor.org/>

General inquiries: info@ispor.org

Asia Consortium: asiaconsortium@ispor.org

Europe, Middle-East and Africa: EMEA@ispor.org

Latin America Consortium: laconsortium@ispor.org

Governance: governance@ispor.org

Member services: membership@ispor.org

Education: education@ispor.org

Publications: publications@ispor.org

Presentations / Abstracts: presentations@ispor.org

Registration: Registration@ispor.org

Student Network: Studentnetwork@ispor.org

New Professionals: Newprofessionals@ispor.org

CHAPTER 2: ISPOR STUDENT NETWORK, FACULTY ADVISOR COUNCIL, AND CHAPTER OVERVIEW

Student Network Leadership Council 2019-2020

Zeba M. Khan, Rh, PhD
Student Network Advisor
Vice President, Celgene

Aakash Gandhi
Student Network Chair 2019-2020
University of Maryland, Baltimore

Koen Degeling
Student Network Past Chair 2019-2020
University of Melbourne

Daniela Yucuma
Student Regional Lead, Latin America 2019-2020
Javeriana University (Pontificia Universidad Javeriana)

Judith John
Student Regional Lead, Asia Pacific 2019-2020
Kerala University of Health Sciences

Chinwendu Amagba
Student Regional Lead, Europe, Middle East, Africa (EMEA) 2019-2020
Nnamdi Azikiwe University, Awka

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Faculty Advisor Council Leadership 2019-2021

Khalid Kamal, MS PhD
Faculty Advisor Chair 2019-2021
Professor, Duquesne University

Sandipan Bhattacharjee, MS PhD
Faculty Advisor Chair-Elect 2019-2021
Assistant Professor, The University of Arizona

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 Advisor, Student Network Chair, Student Network Past Chair, Student Committee Members, Student Regional Leads, and ISPOR Student Chapter Presidents of the 125+ Student Chapters globally. The Council meets monthly via teleconference as well as for a Leadership Retreat and Luncheon during the ISPOR Annual Conference.

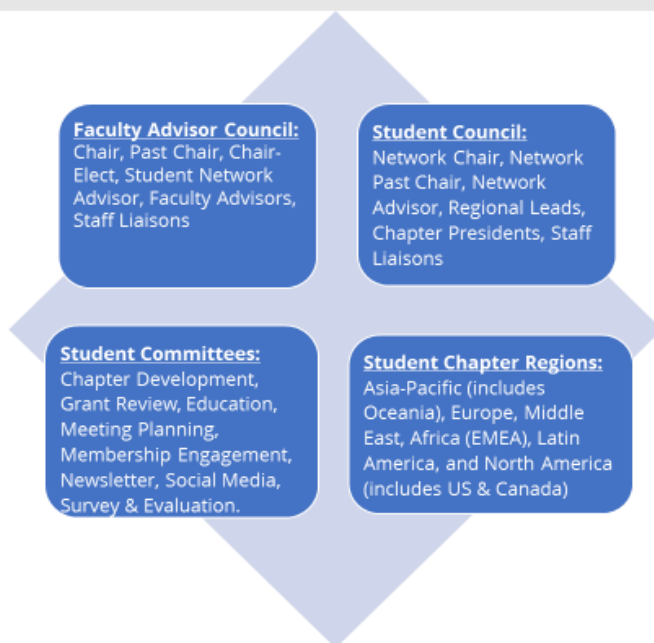
ISPOR Faculty Advisor Council

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



ISPOR Student Chapters

Roles and Responsibilities

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

Roles and Responsibilities for:

Chapter Officers. Officer positions include the President, President-elect or Vice President, Secretary, and Treasurer. The Officers comprise the Chapter Board of Directors, also called the Board. All Chapter Officers must be full ISPOR members. Chapters may identify more positions within their board as needed and can ask studentnetwork@ispor.org for guidance on this.

President. The President is the Chair of the Chapter Board 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. Refer to the ISPOR Regional Chapter President Term of Service below for more information.

President-Elect. 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. The Secretary maintains the records of the Chapter including membership records, meeting minutes, and reports on events through the various social media platforms as necessary.

Treasurer. financial transactions, and correspondence. The Secretary/Treasurer reports the financial status of the Chapter to the Board of Directors and the membership.

A regular meeting of the Chapter Officers is held at least once during the year at such time and at such place as the Officers may determine. Special meetings of the Officers may be called by the President or at the request of a majority of Officers. Action taken by electronic mail or telephone conference call of the members of the Board in which a majority of the Board indicate themselves in agreement, shall constitute a valid action of the Officers if reported at the next regular meeting of the Board. A majority of the voting Officers shall constitute a quorum for the transactions of business.

ISPOR Student Chapter President Terms of Service

Purpose of the Position

The President is the Chair of the Chapter Board overseeing Chapter activities

Responsibilities

- Preside over the Chapter Board
- Lead Chapter member meetings
- Serve as key point of contact with ISPOR pertaining to chapter activities
- Initiate and manage member educational and scientific activities of the chapter
- Complete and submit an Annual Report of Chapter activities to ISPOR Headquarters
- Lead member recruitment and onboarding efforts for the Chapter
- Oversee succession planning and elections
- Share all ISPOR related information with your chapter officers and chapter members in a timely fashion

Performance Expectations

- Remain in compliance with all ISPOR policies, procedures, bylaws and agreements.
- Avoid any conflict of interests
- Keep ISPOR headquarters regularly informed on Chapter activities

- Remain committed to smooth leadership transition protocols including transparent elections and succession planning
- Ensure the continual engagement and productivity of the chapter by holding regular annual meetings and activities

ISPOR Staff Chapter Liaison Responsibilities

As full-time supporters of the ISPOR mission, ISPOR staff are always available to support the ISPOR regional chapters. Some key responsibilities of the ISPOR staff chapter liaisons include:

- Contacting chapter leaders at least quarterly to provide communication and service
- Regularly maintain chapter websites
- Inform ISPOR membership of chapter events via key publications such as eBulletin and newsletters
- Provide event support in the form of educational funds (if available to chapter per policies) or other promotional aspects
- Support chapters at ISPOR meetings
- Encourage non-Chapter full ISPOR members to join chapter as requested
- Provide information on ISPOR-related activities and events

Succession Planning

Managing Leadership Transition

ISPOR Student Chapter Officers and Directors are elected every year. Having effective leadership succession plan in place allows the Chapter to:

- Prepare for the departure of current leadership by having the Vice President/President Elect shadow the current President towards the final months of his/her term
- 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 Board 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 Board. Successor Board 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>

ISPOR Logo Usage Guidelines

Each ISPOR Chapter can request the ISPOR Student Network or ISPOR Student logos that identifies the Chapter's relationship with ISPOR and provides a professional image to the Chapter that is reflective of ISPOR's brand, mission, and vision. No component of the logo should be changed or modified at any time. The individual ISPOR logos should be used for all chapters specific events and communications and in

accordance with the guidelines outlined in this document. The ISPOR (Headquarters) logo is a legal, intellectual property of ISPOR and cannot be used without written consent by ISPOR.

Member Engagement

Membership in the Regional 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. (ISPOR Regional Chapter Constitution)

Background

ISPOR Student Chapters and their members are an 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 using the logo of the Society, ISPOR's well-established reputation, and the international affiliation and support it provides.
- ISPOR headquarters provides staff support and financial assistance.
- Chapters are encouraged to publish activities in ISPOR's Student newsletters and E-Bulletin.

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. You can [get involved](#) in some of the following ways:

- 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

Keep you members informed

- ISPOR Travel grant deadlines
- ISPOR Abstract submission deadlines
- News Across calls for content and publication
- Forward all consortium e-mails to your membership
- Publication of new ISPOR Task force reports
- Any ISPOR regional group meetings or events

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

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

There are over 120 ISPOR Student Chapters worldwide and more than 3,000 Student Chapter members. To learn about other ISPOR Student Chapters visit: <https://www.ispor.org/member-groups/students/student-chapters>.

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.

Access the ISPOR career site for HEOR professionals at <https://www.ispor.org/careers>.

Student Network Committee Overviews

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:

Activity Period	Application Open	Application Deadline	Chapters Notified
Jan. – Mar.	Oct. 1	Nov. 1	Dec. 1
Apr. – June	Jan. 1	Feb. 1	Mar. 1
July – Sept.	Apr. 1	May 1	June 1
Oct. – Dec.	July 1	Aug. 1	Sept. 1

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

CHAPTER 3: STUDENT ENGAGEMENT**Attend ISPOR meetings and participate in student activities**<https://www.ispor.org/conferences-education/conferences>

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

Join a Student Committee or apply for Student Regional Lead

There are 7 committees: Chapter Development, Education, Grant Review, Meeting Planning, Membership Engagement, Publication, and Survey & Evaluation. There are 3 Regional Leads (EMEA, Asia Pacific, and Latin America). Requests to join Committees will be sent out in April to allow those who are not attending

the ISPOR Annual Conference hosted in the US to indicate their interest. Regional Lead application will be announced to all Students when the time is right.

Chapter President monthly teleconferences

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

ISPOR Student Chapter Resource Center

The [ISPOR Student Chapter Resource Center](#) is an online repository that contains information for Chapter leaders and members about Chapters development, membership, grants, update forms, collateral requests, governance, policies, available trainings, and recognition opportunities. It will be periodically updated so Chapter leaders and members are encouraged to check back regularly.

ISPOR Student Network Chapter Leader Handbook – This handbook will be updated and available on the ISPOR Student Chapter Resource Center webpage.

[ISPOR Student Network Leadership Monthly Webinars](#) - Webinars that provide useful and practical information on Student Chapter development, leadership, governance and policies updates, available tools, and opportunities for members engagement.

Access the Student Council Directory to connect with peers

Submit your information for inclusion on ISPOR Student Network directory

<https://www.ispor.org/member-groups/students/student-council>

Submit content to Student Newsletter

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

Apply for ISPOR Student Chapter Activity Grant

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

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

Encourage members to respond to surveys

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

Promote ISPOR Student Network in Social Media

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

- ISPOR LinkedIn Group: <https://www.linkedin.com/groups/4158822/>
- ISPOR LinkedIn Company Page: <https://www.linkedin.com/company/international-society-for-pharmacoeconomics-and-outcomes-research/>
- ISPOR Student Facebook Group: <https://www.facebook.com/groups/ISPORStudents/>
 - #ISPORstudents

- ISPOR Twitter: <http://www.twitter.com/isporg>
 - #ISPORstudents
- ISPOR Instagram: download the app and be sure to tag @isporstudents in your post
 - #ISPORstudents

Participate in Student Educational Webinars

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

Explore Dymaxiums' FormularyDecisions.com

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

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

Member Engagement through Chapter

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

Background

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

Benefits

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

Engagement with ISPOR

Members of an ISPOR Chapter actively participate in fulfilling ISPOR mission and vision on a regional and global level. They provide ideas, knowledge, skills and experience, support ISPOR-led initiatives, and contribute to the organization's scientific and research excellence. Examples of ISPOR Chapters members' engagement with ISPOR include:

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

- Development of regional research, utilization of research, and educational programs.
- Active participation on ISPOR social media platforms.

ISPOR Student 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 120 ISPOR Student Chapters worldwide, ~1,800 paid student members, and more than 3,000 Chapter members. To learn about other ISPOR Chapters and their activities visit <https://www.ispor.org/member-groups/students/student-chapters>

ISPOR Membership within your Chapter

As a part of maintaining your ISPOR Student Chapter with ISPOR, it is required that all Chapters have **at least 3 full ISPOR student members (chapter leaders)** in their membership, and that **Faculty Advisor(s) are ISPOR members**. To facilitate broader awareness of HEOR in your chapter membership, we encourage you to promote ISPOR membership among your delegates and inform them on the benefits.

To be eligible to participate on Consortium, SIGs, be nominated and serve in ISPOR leadership positions, and receive funds and grants, you must be an active ISPOR member.

Chapter Recruitment

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 email database.
- 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 ISPOR Chapter benefits with other professionals in their work area.
- Follow up with newly joined members by sending them salutory messages.
- Recognize members' contribution to your Chapter's mission.
- Utilize social media to promote Chapter membership benefits, highlight activities, and share Membership Application (if applicable).
- 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>
- <https://www.netimpact.org/resources/recruiting-and-engaging-members>

CHAPTER 4: CHAPTER OPERATIONS & PROCEDURES

Starting 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.

DOWNLOAD THE ISPOR STUDENT CHAPTER APPLICATION

WHY FORM AN ISPOR STUDENT CHAPTER?

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**

ISPOR Adopt-A-Chapter Mentor/Mentee Program

- **Mentee Eligibility**
A new ISPOR chapter, an inactive ISPOR chapter, or an existing ISPOR chapter that needs help can request to be a mentee in the ISPOR Adopt-A-Chapter MENTOR/MENTEE Program.
- **Mentor Eligibility**
An existing ISPOR chapter that (1) is active and (2) has significant engagement/participation in the past can **volunteer** to be a mentor in the ISPOR Adopt-A-Chapter MENTOR/MENTEE Program.
- **Matching rule**
A mentor and a mentee will be matched primarily based on the topic interest of mentee chapter. Other factors will also be taken into consideration (e.g. geographic location, mentor/mentee preference).
- **Mentor/Mentee communication**
It is recommended that the mentor/mentee pairs communicate once a month. However, the actual communication frequency should be decided by each mentor/mentee pair based on their need and availability.
- **Discussion topics**

Below is a list of potential topics that a mentor/mentee pair could discuss. It is by no means an exhaustive list and the actual topics should be dependent on mentee chapter needs and mentor's chapter experience.

- Education/Workshop plans
- Social activities/events
- Annual Report
- Fundraising plans
- Recruitment plans
- **Other requirements**

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

Note: If your chapter wishes to participate in the Adopt-A-Chapter Mentor/Mentee Program you can contact studentnetwork@ispor.org. We collect interest in the Fall Semester but can add new chapters provided there is a mentor available.

Submit Student Chapter Annual Report

No later than January 31st annually (see appendix)

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

Note: Chapters that become inactive, because they do not meet the requirements, can be reinstated if they can reform the chapter with new student leadership and a new Faculty Advisor who are active members. This will be done through the submission of a [Reinstatement Application](#);

Student Chapter Model Constitution

- Familiarize yourself with your chapter's Student Chapter Constitution and be sure your chapter is in compliance with it at all times.

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**)

- Type of events to consider planning: service activities (philanthropy), educational sessions, socials, etc... Some examples of each are:

- Service: participate in a fundraising walks, charity fundraisers, food drives, soup kitchens, etc...
- Education: CV/resume clinic, Mentor-Mentee student pairs, guest speakers, educational seminars, journal club, etc...
- Take photos to share in the Student Newsletter and on social media platforms

Student Event Related Flyers:

Student Chapter Event Promotional Flyer

To request this document for an event email studentnetwork@ispor.org or access it in the Student Chapter Resource Center using this [direct link](#).

New Member Informational Session Invitation

To request this document for an event email studentnetwork@ispor.org or access it in the Student Chapter Resource Center using this [direct link](#).

Prospective Member Information Session Invitation

To request this document for an event email studentnetwork@ispor.org or access it in the Student Chapter Resource Center using this [direct link](#).

ISPOR Student Membership Overview Flyer

This flyer is available in the [Student Chapter Resource Center](#) or by request to studentnetwork@ispor.org.

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

Submit your chapter updates to the Student Newsletter using this [form](#).

Prepare a submission for one the Student Chapter Awards & Apply for Student Complimentary Conference Registration

(See Appendix at pg. 45)

Have your secretary keep good notes throughout the year of the various chapter events and successes you have accomplished so that you can easily have that information available when it comes time to submit for the Outstanding Student Chapter Award or for Student Complimentary Conference Registration. Note that application period is usually in March. For more information [click here](#).

Student Travel Grant Program

<https://www.ispor.org/about/awards-grants/ispor-conference-travel-grants/student-travel-grant>

Student Travel Grants are only available to paid ISPOR student members (if you are not an ISPOR member click here to join for \$45 <https://www.ispor.org/membership/individual-membership/join-ispor-or-renew-your-membership> or here to submit an application for [fee-waived membership](#) if you qualify.)

Criteria For Selecting Travel Grant Awardees:

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

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

Chapter Activity Grant Application

https://www.ispor.org/docs/default-source/student-chapter-president-resource-center/student_chapter_activity_grant_application.docx?sfvrsn=bafc8001_2.

Committee Sign Up form

Students who are not a Chapter President can join Committees but cannot chair a Committee. Sign up is handled via surveymonkey and those who are selected are notified after the ISPOR Annual Meeting.

Succession Planning Tips

Managing Leadership Transition

ISPOR Student Chapter Officers and Directors are elected every year. Having effective leadership succession plan in place allows the Chapter to:

- Prepare for the departure of current leadership by having the Vice President/President Elect shadow the current President towards the final months of his/her term
- 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.
- Be sure to submit your [Chapter Leader Update Form](#) anytime there is a change in your chapter's leadership. This includes a change to student leaders or faculty.

Emergency Succession Plan

A vacancy in the office of the President is filled by the President-elect. If both vacate, the Board 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 Board. Successor Board 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)

- Meet and connect with other PhD, masters, and PharmD students studying the same content in other areas of your country and the world;
- Find experienced mentors in health economics and outcomes research;
- Customized educational [webinars](#);
- Eligible to apply for Grant opportunities:
 - [Student Chapter Activity Grants](#) (provided funds are not exhausted)
 - [Student Travel Grants](#);
- Professional development and leadership opportunities;
- Annual competition and awards for participation in Student Network Activities: (Research Competition, Outstanding Student Chapter, Newsletter Quizzes, T-Shirt Competition, and Student Recruitment Campaigns);
- Full access to ISPOR publications:
 - *Value in Health*, a peer-reviewed journal of the society
 - *Value in Health Regional Issues*, a peer-reviewed journal of the society
 - *Value & Outcomes Spotlight*, the news publication of the society;
- Access to [Dymaxium's FormularyDecisions.com®](#);
- Eligible to download the ISPOR Global Internship & Fellowship Directory;
- Access to the ISPOR HEOR Career Center.

Work with ISPOR staff to produce content for the Student Newsletter

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

Student Recruitment Campaign

In 2019 ISPOR relaunched the Student Recruitment Campaign now that we have better technology to track the students who join through the campaign. Students were asked to advise anyone who signs up or who is renewing from their chapter to use the source code StudentRecruit at check out when they submit their application or renew their membership. Student Recruitment Campaigns will be announced to Chapter Leaders and Faculty Advisors so that all are aware of the timeframe.

*Incentives for top chapter from each tier size

Tier 1: Chapter Size of <10 - \$150

Tier 2: 10-24 chapter members - \$150

Tier 3: 25+ chapter members - \$150

Definitions & Eligibility:

A new member is considered to be someone who has paid the \$45 student fee. This campaign also includes renewing members or former student members whose membership has lapsed that rejoin. Additionally, it would not count for the purposes of the campaign if the student pays a local chapter fee but does not pay the \$45 fee.

Membership Overview Flyer (See appendix)

This flyer overviews the benefits of membership and is useful for handing out at student events.

New Member Information Session Invite

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

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.

ISPOR Logo Usage Guidelines

Each ISPOR Chapter can request the ISPOR Student Network or ISPOR Student logos that identifies the Chapter’s relationship with ISPOR and provides a professional image to the Chapter that is reflective of ISPOR’s brand, mission, and vision. No component of the logo should be changed or modified at any time.

Additional Chapter Recruitment Tips

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

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

Additional Links

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

CHAPTER 6: PROFESSIONAL DEVELOPMENT RESOURCES

ISPOR Distance Learning Program

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

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

day. The modules are presented in a relatively non-technical format and include the following:

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

ISPOR Educational Webinar Series on Good Practices for Outcomes Research <https://www.ispor.org/conferences-education/education-training/virtual/webinars>

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

ISPOR Student Educational Webinars

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

ISPOR Short Courses

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

In-Person Training Programs

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

Digest of Databases

The electronic Index (digest) of International Databases, developed by ISPOR in 2008, is an invaluable source of information for health care outcomes researchers, health care decision makers, clinicians, and ultimately, patients around the world. Currently the Digest lists 408 databases from 47 different countries and consists of key attributes of health care databases grouped by country. The continual evaluation of the databases and key attributes is a necessary task to keep current of global health care research. <https://tools.ispor.org/DigestOfIntDB/CountryList.aspx>

CME and CE

[Continuing Education](#) (Credit opportunities only available for short courses)

As a leading scientific organization which advances the research of health economics, health outcomes assessment, and related issues of public policy, ISPOR's continuing educational activities provide an ideal forum for the interchange of scientific knowledge for researchers, pharmacists, physicians, economists, and other professionals involved in health economics analysis and health outcomes assessment.

ISPOR HEOR Career Center

ISPOR is the leading scientific and educational organization for health economics and outcomes research (HEOR) professionals globally and the Career Center offers the ideal platform for candidates seeking the next step in their career and for employers looking for the most qualified HEOR professionals.

<https://www.ispor.org/heor-careers>

Career Development

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

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

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

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

CHAPTER 7: CHAPTER GOOD PRACTICES – CASE STUDIES

OUTSTANDING STUDENT CHAPTERS 2017-2018

West Virginia University – 1st Place

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

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

Participation in University-wide 3-minute thesis for PhD Candidates

As the most senior member, WVU ISPOR's member, Snow Feng, competed in the University's Three Minute Thesis Competition after practicing with the WVU ISPOR Student Chapter. Her dissertation research was about "Switching from Vitamin K Antagonists to Non-Vitamin K Oral Anticoagulants, Drug-drug Interactions and Health Outcomes among Working-age Adults with Atrial Fibrillation" was very well

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

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

Examples:

Educational Activities:

AAPS-ISPOR organized Pharmaceutical Science Research Symposium (PSRS)

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

The purpose of this event was to:

- a. Connect, collaborate, and communicate with regional AAPS and ISPOR chapters to enhance interschool interactions, share research ideas and experience, create a regional annual Pharmacy Research focused meeting, and to establish connections with current and future leaders of the pharmaceutical industry.
 - b. Provide educational podium and poster presentations of current topics under the umbrella, "Biomedical and Pharmaceutical Research in the Era of Big Data: Rationale, Methods and Tool.
 - c. Provide students the opportunity to ask career-guided questions to members of academia and government to better their understanding of the demands and expectations associated with each field.
3. Internship Experience Presentation

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

communication skills and expand knowledge on the structure and working of a HEOR team in a Pharma Industry.

Webinars/Journal Clubs

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

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

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

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

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

Social Activities:

WVU ISPOR Holiday Pot Luck Lunch & Gift Exchange

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

Volunteer Activities:

Helped WVU Food Pantry

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

Mercer University – 2nd Place

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

research and industry opportunities at Mercer, regionally and nationally. The majority of graduating students from our chapter secure coveted internships, APPE Rotations, Residencies and Fellowship experiences.

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

Examples:

ISPOR/GSHP Journal Club Competition

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

Book of Terms Competition: Tentative Date April 16, 2018

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

Volunteer Activities:

Walgreen's Blood Pressure Screenings at 950 Indian Trail Lilburn Road, Lilburn, GA 30047

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

Social Activities:

ISPOR Member Fellowship/Potluck (12.07.17 & 11.22.17)

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

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

University of Arizona – 3rd Place

Over the last year, our chapter has had a number of achievements including receiving two-chapter activity grants which were used for educational workshops to benefit our members and participating and winning the student t-shirt competition. We have recently increased our funding revenues, and increased

membership of our chapter. Finally, we have substantially increased the number of educational, networking, social, and voluntary events to benefit not only our members, but also our community.

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

Examples:

Social Activities:

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

Volunteer Activities:

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

BEST NEW CHAPTER 2017-2018

University of Twente, Netherlands

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

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

Examples:

Educational Activities:

We reached out to the directors of all relevant educational programs at our university to establish a collaboration so that approximately 400 students of these educational programs are invited to our events, our events align with the programs, and resources are shared and used efficiently. The educational programs with which collaboration was sought and established are: Health Sciences, Technical Medicine, Biomedical Engineering, and Industrial Engineering and Management. After establishing these collaborations we organized an Educational Symposium on "Developing, Evaluating, and Implementing Healthcare Interventions: applying methodologies in practice" in which five highly qualified (international) speakers from key institutions and a professional discussion leader spoke about Point-of-Care-Tests. The

speakers represented different perspectives: government (National Institute for Health and Care Excellence [NICE], UK), industry (Philips), clinical (University of Amsterdam, Jeroen Bosch Hospital), and academic (University of Twente). The target audience were both senior staff from within and outside the university and Health Sciences, Technical Medicine, Biomedical Engineering, and Industrial Engineering and Management students. With approximately 100 attendees, the first edition of this educational symposium was considered a great success!

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

Volunteer Activities:

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

Social Activities:

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

CHAPTER 8: APPENDIX OF IMPORTANT RESOURCES & DOCUMENTS

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 Conferencing technology, etc.;
- Increase awareness of ISPOR resources (i.e. FAC database on website so FA's can connect with other FA's, the [Student Council Roster](#), and the [Chapter President Resource Center](#));
- Organizing common events and communicating with other chapters that are nearby so they are aware;
- Formation of a regional liaison position and quarterly teleconferences to connect Chapter Presidents within a region (Latin America, Europe, Asia Pacific, Africa). This will provide feedback from those who are not able to attend teleconferences due to time zone. Regional liaison will report to SN Chair & ISPOR Staff and participate on the monthly teleconference to keep everyone up to date.



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

Recruiting Students From Other Disciplines

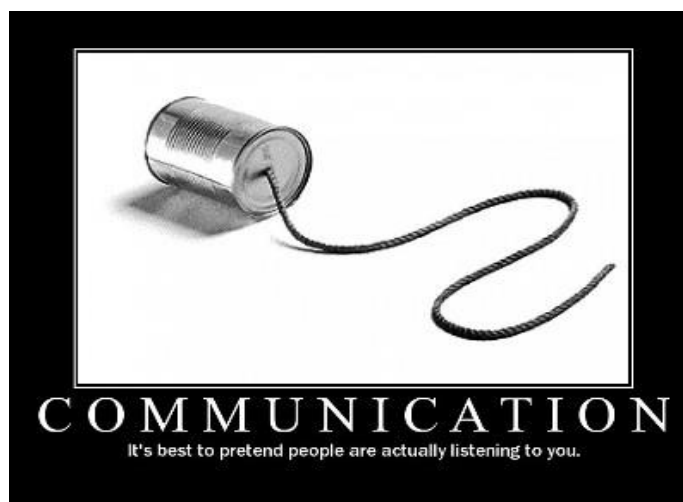
- Identify common interests of various programs within your institution. (i.e. MPH, PharmD, PhD);
- Attend events from other student organizations on campus and recruit them to an ISPOR event;
- Work with your Faculty Advisor to identify key professors in those programs and ask him/her to invite them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



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

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.



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

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.



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

TOP 10 REASONS TO BE A STUDENT MEMBER OF ISPOR

This document can be downloaded directly from the Chapter Resource Center



Top 10 Reasons to be a Student Member of ISPOR

1. Shared experiences with different countries
2. Networking/Mentorship
3. Leadership and soft skill development
4. Funding opportunities for conferences
5. Student Activity Support
6. Leading HEOR content
7. Presenting and Publishing opportunities
8. Discounts on conference fees
9. Educational opportunities virtual and in person
10. Career development (Internship/Fellowship opportunities)



Tips to Encourage Further Engagement of Students and Faculty in the Student Network

- Add Faculty Advisor Regional Leads, like the Student Regional Leads, for broader discussion between Faculty;
- Suggest the Student Chapter add a second Faculty member to help during times of additional need. This could be an advisor from outside the University who has experience in another discipline for added perspectives;
- Build student awareness of the existing ISPOR resources and engagement opportunities:
 - ie, Archived Webinars, Special Interest Groups, Regional Chapters, Student Committees/ Working Groups, Student Newsletter, Good Practice Reports, Dymaxium's FormularyDecisions.com;
- Ask Faculty to assist in the planning and implementation of events:
 - Organize mini HEOR symposia on campus and invite students from relevant disciplines (undergrad, masters, phd, pharmd) so they can learn about HEOR;
 - Present for the Student Chapter on HEOR related topics and/or invite guest lecturers outside academia;
 - Invite successful alumni back to the University to present about their ISPOR experiences and what they are doing now that they have graduated.
- Cross country collaborations on events:
 - Collaborate with another chapter that is near your University or with another society that has a chapter at your University (ie ISPE, AMCP, Academy Health, DIA);
 - ISPOR can create a platform where chapters can share what events they are working on. This would include timelines, type of event, topics, etc and will allow chapters to easily see what other chapters are organizing so they might be able to collaborate with them (if they are considering a similar event) or build off the event in their own chapter.
- Implement a Chapter Awards Program to complement the Student Network Awards Program at the local level:
 - Recognize student and faculty participation within the chapter and for attending events (ie, certificates for Officers to thank them for their service, certificate of attendance certified by the chapter and the University that the individual attended an event on a particular topic);
- Create a monthly or bimonthly chapter newsletter so it can be shared with faculty and students to keep both sides engaged about what is happening at the chapter level;
- Plan a Women's day to recognize the Women in HEOR from the University or invite famous women alumna back to speak to the chapter;
- Focus on the social/networking aspect of ISPOR in addition to the educational components to encourage more variety in events;
- "Social media takeover" where the students can promote HEOR and their chapter using their University's twitter or social media handles;
- Target undergraduates from broader degrees (ie. Pharmacology and biomed).

ACKNOWLEDGMENTS: This content was developed by ISPOR students, staff, and Faculty Advisors during the Student & Faculty Luncheon at ISPOR Europe 2019 in Copenhagen on Tuesday, November 5, 2019.



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00112012017