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Page 1: Committee Overview Information

Q1 Committee Name

Chapter
Development

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

Eric, Chinaeke, ejikechinaeke@gmail.com
Koen, Degeling, koendegeling@icloud.com

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

Nora, Alkhayyat, Nora.alkhayyat@gmail.com
Sofie, Berghuis, sofie.berghuis@hotmail.com

Page 2: Report Summary

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

• Prospect Overview: to create a structured overview of all prospects (i.e., universities at which no chapter is established, but ISPOR Students are located), to be reached out to.
• Committee Workflow: to create an overview of all tasks, responsibilities, and communication rules of this new committee, so that efforts are aligned and the ISPOR Student Network is expanded as effectively and efficiently as possible.
• Prospect Contact: to use the Prospect Overview and the Committee Workflow to expand the ISPOR Student Network by reaching out to prospects, informing them about benefits of, and the process of founding an ISPOR Student Chapter at their university.

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

• Prospect Overview: an Excel Workbook document has been created, containing all prospect ISPOR Student Members, structured according to their respective region. Later, this Excel Workbook was adapted into an online Google Sheet document (see Item 11), to enhance version control and so that all committee members could simultaneously make edits to the file.
• Committee Workflow: a graphical representation of all tasks, responsibilities, and communications rules has been developed and uploaded to a shared Google Drive (see Item 11), so that committee efforts were aligned. This overview also contains information about resources that are available for each task.
• Prospect E-mail: an e-mail template was developed to unify how the committee reaches out to prospects. This template can be customized corresponding to the information that is known about the prospect that is being reached out to, so that the e-mail becomes personalized.
• Chapter Development Flyer: a visually attractive information flyer has been designed together with the ISPOR Staff to be send together with the Prospect E-mail. This flyer briefly discusses the objectives of the ISPOR Student Network, and benefits of founding an ISPOR Student Chapter (for students, officers, and the institute), as well as how to found an ISPOR Student Chapter and how the Chapter Development Committee can assist in this process. This flyer, as well as an editable Photoshop file, as available in the Google Drive (see Item 11).
• Prospect Contact: we reached out to almost two hundred prospects, which together with other efforts of the committee and ISPOR Staff resulted in 12 new ISPOR Student Chapters all over the world. Over the period September 2017 – April 2018, the total number of established ISPOR Student Chapters increased from 95 to 107, which is a 13% increase.

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

Eric & Nora have been responsible for making the Prospect Overview.

Sofie & Koen have been responsible for making the Chapter Development Flyer.

Koen has been responsible for making the Committee Workflow & Prospect E-mail.

Eric has been responsible for reaching out to the prospects in the African, Asian Pacific and Australian regions, and keeping track of new prospects in these regions.

Nora has been responsible for reaching out to the prospects in the Asia and Pacific regions, and keeping track of new prospects in these regions.

Sofie & Koen have been responsible for reaching out to the prospects in Europe, and keeping track of new prospects in this region.

Q7 Timeline For Any Open/Ongoing Projects

There are currently no open or ongoing projects.

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

In the start of our term, we found it challenging to keep track of our efforts, i.e. who of the committee reached out to prospects and the corresponding status. We used an Excel file to keep track of these efforts and status, though it was difficult to keep this Excel workbook synchronized between all committee members. Furthermore, without standardized documents, such as an e-mail template, reaching out to prospects was challenging and time consuming. Besides these issues, we did not experience any additional major challenges during the year.

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

To keep track of our efforts, and keep the corresponding document synchronized, we decided to set up a Google Drive (see Item 11 for access details). In this Google Drive, we transformed the Excel file to keep track of efforts and prospect status to a Google Spreadsheet, to which multiple persons can make changes simultaneously. Furthermore, as pointed out before, we developed several standardized resources, such as a draft prospect e-mail and an information flyer, to make reaching out to prospects a more uniform and less time consuming activity. Key in our pleasant and effective collaboration was that we communicated on a regular basis.

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

Make specific agreements on which committee member is responsible for reaching out to prospects from a specific region. This is especially applicable to the situation in which ISPOR Staff informs the committee on a new prospect via e-mail. The committee member responsible for the new prospect's region should add the prospect to the Google Worksheet, reach out to this prospect, and inform the ISPOR Staff that their e-mail has been addressed.

Make sure to utilize and benefit of the resources described in this report, as developing such items and files requires substantial time investments.

As the number of responses received after sending the Prospect Email was dissatisfying, efforts may be invested in identifying other ways to identify and reach out to prospects.

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

A Google Drive, including several documents, has been established during the year. Ownership of this Google Drive is with the ISPOR Student Network (isporstudents@gmail.com). The ISPOR Student Network, as well as others with access to the Google Drive, can provide new Committee Members access to the Google Drive. The link to the Google Drive is: https://drive.google.com/drive/u/1/folders/1zHGIrPQiPsKUGA2viU9FStbEVS17LhPL