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COMPLETE

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Page 1: Committee Report Overview

Q1 Committee Name

Meeting Planning

Q2 2018-2019 Committee Chair(s) - (First name, Last name, Preferred Email in event of contact after graduation)

Aakash Gandhi - aakashgandhi26@gmail.com
Mrinmayee Lakkad - Mlakkad@uams.edu

Q3 2018-2019 Committee Members (First name, Last name, Preferred Email in event of contact after graduation)

Elene Fernandez: fernandezev@mymail.vcu.edu
Krystal Williams: krystaljwilliams@hotmail.com
Soumya Chikermane: sam.chikermane@gmail.com
Olha Brezden: obrezden@ukr.net
Mihaela-Simona Subtirelu: mihaela.subtirelu@yahoo.com
Bansri Desai: bdesai@umaryland.edu
Matt Hill: matt.hill@utexas.edu

Page 2: Report Summary

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

Goal 1: To Lay foundation for organizational structure, distribution of responsibilities and execution of tasks given committee expansion

Structure followed:

- Distribution of roles and responsibilities among committee members
- Committee members actively taking on key roles
- Co-chair participation/guidance/co-ordination across all tasks
- Weekly/Bi-weekly conference calls leading up to the conference with Jason
- Team in regular touch with Jason and Koen to share plans/updates/material

Goal 2: To Host student events for the Asia-Pacific (Tokyo) and Latin-America (Columbia) conferences

Goal 3: To Re-evaluate events in co-ordination with ISPOR Staff based on attendance, alternatives, and make recommendations for improvement

Student Network Committee Reports 2018-2019

Q5 Achievements of Goals & Deliverables Executed During 2018-2019 (Note: This will be used for a blurb in the last issue of the Student Newsletter before the new Committees take over.)

Goal 1:

- New student flyer template and design (Found below)
- Actively promoting upcoming ISPOR conferences on social media (Twitter/Facebook/LinkedIn (Kindly find example below))

Goal 2:

- We had our first ever ISPOR informal Student Event at the Asia-Pacific (Tokyo) conference. Koen took the lead on organizing this event.
- The ISPOR Meeting Planning Committee organized an informal student hangout at ISPOR, Barcelona
- The Meeting Planning Committee looks forward to organizing the hangout event at ISPOR annual and first ever student event at the Latin America Conference

Goal 3:

- 1) Strategies to promote ISPOR Student Research Spotlight event
 - The following information is currently being collected from shortlisted attendees:
 - Name
 - Abstract title
 - Current Position
 - Affiliation
 - Research Interests
 - Picture Attachment

Once this information is collected, it will be combined into a document and promoted on various social media platforms. In addition to highlighting the abstracts, we wish to engage the ISPOR community that may have similar research interests, and help make the Student Research Spotlight event a platform for like-minded individuals to network and share their ideas. Kindly find an example of a post shared below

2) Strategies to decide topics for the Student Roundtable event

- The Meeting Planning Committee set up a poll on the ISPOR Student Network Page for selection of topics using the 'ISPOR Top Ten HEOR Trends' as a reference
- Students then voted on which topics they would be interested in learning more about
- Meeting Planning Committee reached out prominent names specializing in these topics through official invitations

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)

Co-chairs: Communicate with team members, delegate tasks, overview of all activities

Social media: 2 members

Flyer: One member (Elena constructed the flyer this year)

Student Round table event: 2 members

Informal Student Hangout event: 2 members

ISPOR Spotlight event: 2 members

Q7 Timeline For Any Open/Ongoing Projects

Meeting Flyer for New Orleans - May 1st
Other activities for ISPOR New Orleans are on track

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

- The team mainly worked on Europe and Annual Meetings. Greater effort to put in for preparation of Asia and Latin America meetings.
 - Spreading word about events needs to be done on larger scale beyond local post sharing
 - Some members become inactive during the year. It is important to provide constant motivation and stay in touch
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Q9 Solutions/Suggestions For Overcoming Challenges (Note: This may be used as part of a blurb for the Student Newsletter)

- In addition to the meeting planning committee sharing flyers on the ISPOR Facebook group or through individual members, sharing these on the official ISPOR LinkedIn page/website could engage a wider ISPOR audience, including students/faculty advisors and professionals
 - Something to think about going forward is making an arrangement for greater involvement of Regional leads, especially in the planning of region specific events
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Q10 Recommendations for Future Committee Members (Note: This may be used as part of a blurb for the Student Newsletter)

- It would be great to continue the momentum going forward through the appointment of highly motivated co-chairs
 - The Meeting Planning committee handles multiple responsibilities leading up to conferences, which require coordinated efforts. Communication is key among members as well with the ISPOR Staff and Student Network Chair
 - Co-chairs should ensure that committee members are not overwhelmed with work, but at the same time have regular calls set-up just to touch base in case of any assistance and guidance
 - Taking the initiative and delegating tasks should be key qualities displayed by Co-chairs
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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.) NOTE: If you created a google drive that was outside of the one provided to you please be sure to transfer ownership of it to ISPOR by contacting us.

Will email files to Student Network
