

#3

COMPLETE

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Page 1: Committee Report Overview

Q1 Meeting Planning

Choose your Committee from the dropdown

Q2 2019-2020 Committee Chair(s) - (First name, Last name, Preferred Email in event of contact after graduation)

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Q3 2019-2020 Committee Members (First name, Last name, Preferred Email in event of contact after graduation)

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Page 2: Report Summary

Q4

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

Goal 1: Continue the professionalization of how the committee works, by establishing a foundation for organizational structure, distribution of responsibilities and execution of tasks given committee expansion. This entailed:

- Assignment of subcommittee responsibilities
- Developing leadership among committee members, namely by empowering them to reach out to external speakers, and broader student community
- Co-chair participation/guidance/co-ordination across all tasks
- Monthly calls and as needed conference calls leading up to the conference with Jason
- Regular updates with the Student Network Leadership - formally by email and informally via WhatsApp

Goal 2: To improve and expand student events at ISPOR regional Conferences (ISPOR Latin America 2019 and ISPOR Europe 2019), by engaging with the ISPOR Regional Leads.

Goal 3: To revamp the Student Round Table event and re-evaluate other events in coordination with ISPOR Staff based on attendance, and make recommendations for improvement, and alternatives.

Q5

Achievements of Goals & Deliverables Executed During 2019-2020 (Note: This will be used for a blurb in the last issue of the Student Newsletter before the new Committees take over.)

Goal 1:

- Subcommittee framework established
- Redesigned student communication materials (flyer, schedule, and invite to informal hangout)
- Established new mediums for active promotion of ISPOR (videos and quick interviews)

Goal 2:

- Articulated with Latin American Regional lead to organize the Informal Student Hangout with great attendance;
- Organized the the Informal Student Hangout at ISPOR Europe 2019

Goal 3:

1) Strategies to promote ISPOR Student Research Spotlight event

Produced social media posts using images and videos to promote the research students presented at the ISPOR Europe conference. This approach provided international exposure to presenting students, while also promoting the event at the conference. These posts were shared in our Facebook group and on LinkedIn. At the event, students showed up in large numbers, making this a really well attended event. Committee members were critical in taking photographs and inviting fellow students to attend this event during the conference. Because of COVID19 making the conference virtual, we were not able to organize a similar event at the ISPOR Annual conference.

2) Strategies to decide topics for the Student Roundtable event

- The Meeting Planning Committee set up a poll on the ISPOR Student Network Facebook group 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
 - The Meeting Planning Committee reached out to prominent names specializing in these topics through official invitations. Because of COVID19 we were not able to organize this event.
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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

All committee members had several co-appointments within the sub-committees, which aimed at reducing the period of inactivity and ensuring all members could take the lead in several projects. Also, keeping in mind that all the members are also graduate students, with sometimes unpredictable schedules, this design allowed flexibility, as more than one member was assigned a specific task, based on their preferences.

Conference flyers: 5 members;

Student Research Spotlight: 3 members;

Student and Faculty luncheon: 3 members;

Student Research Competition: 4 members;

Student Reception: 2 members;

Student Round Table event: 5 members;

Student informal hangout: 2 members;

Q7

Timeline For Any Open/Ongoing Projects

Due to COVID19, all ongoing projects were suspended: ISPOR Annual Conference flyer, Student Round Table, Student Research Spotlight, and Student Research Competition.

Q8

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

-Ensure participation of all committee members for a conference in Latin America. Establishing a connection with the Regional Lead was critical. Reaching out to local students helped.

-Use of copyright-free material in communication materials. A procedure was put in place to overcome this challenge.

-Informal hangouts have better participation if happening after the Student Reception.

-Signage indicating student events during the European conference were suboptimal.

-Despite the unprecedented situation that led to the cancellation of student events for the ISPOR Annual conference, communication was successful due to the creation of a whatsapp group.

Q9

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

-Continue developing social content (posts/videos/photos) to promote student events ahead of time, but also to share those events on our Facebook group.

-Improve signage during conferences (especially if location is not a specific room)

-Continue engaging with Regional Leads, they provide a substantial information for organizing student events and help with the location of those events (i.e. student informal hangout)

Q10

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

- Establish a whatsapp group early on to reduce email overload and have closer communication/sharing of expectations/motivate committee members;
 - 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
 - Ensuring students had several responsibilities across subcommittees was critical to maintain motivation and develop leadership. We found that instead of overloading students with one big project, dividing those big projects into smaller tasks resulted in higher engagement, better communication, and overall enjoyment with putting things together. Additionally, this approach ensured that committee members were aware of the several goals of the committee, allowing them to lead this committee in a subsequent term.
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Q11

Does your Committee have any files saved outside of the Student Network Committees Folder. If yes, please transfer ownership of the drive to studentnetwork@ispor.org. If you have any questions about this email us.

The folder is already shared with the studentnetwork@ispor.org
