ISPOR Faculty Advisor Council Leader Handbook

ISPOR

Improving healthcare decisions

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ISPOR Faculty Advisor Council Handbook

Welcome from ISPOR CEO and Executive Director

Dear ISPOR Faculty Advisors,

I warmly welcome you into your leadership role as a Faculty Advisor Council member 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 130 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 Faculty Advisor Council Leader Handbook is designed to aid in the onboarding of new Faculty Advisors 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@ispor.org. We value your insights as the eyes and ears of the association!

Acronymns

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 Key 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 Engagment 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 heath 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 overhall 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 opportunites 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 stayed 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 *Value in Health*, *Value in Health Regional Issues*, and *Value & Outcomes Spotlight*. 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 | StudentChapters@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

CHAPTER 2: ISPOR FACULTY ADVISOR, STUDENT NETWORK OVERVIEW

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

Faculty Advisor Council Fellowship Focus Group Leadership 2019-2021

Co-Chairs

Annesha White, MS, PharmD, PhD
Associate Dean for Assessment & Associate Professor, UNT System College of Pharmacy

Melissa Roberts, MS, PhD,
Assistant Professor, University of New Mexico, College of Pharmacy, Health Sciences Center

Student Network Leadership 2020-2021

Zeba M. Khan, Rh, PhD
Student Network Advisor

Vasco M. Pontinha
Student Network Chair 2020-2021
Virginia Commonwealth University (VCU)

Aakash Gandhi
Student Network Past Chair 2020-2021
University of Maryland, Baltimore

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

Sathish Venkatasamy Dhayalan, PharmD,
Student Regional Lead, Asia Pacific 2020-2021
Annamalai University, Tamil Nadu, India

Felix Constantin Wolfrum, MSc,
Student Regional Lead, Europe, Middle East, Africa (EMEA) 2019-2020
TH Koeln - University of Applied Sciences, Leverkusen, Germany

ISPOR Staff Liaisons

Jennifer Casillas
Director, Member Services, ISPOR
jcasillas@ispor.org

Jason A. Cohen
Senior Manager, Member Services, ISPOR
jcohen@ispor.org
609-586-4981 Ext. 149

Stacey Mauriello
Associate, Member Services, ISPOR
smauriello@ispor.org
609-586-4981 Ext. 138

Jada Lamptey
Associate, Member Services, ISPOR
jlamptey@ispor.org
609-586-4981 Ext. 204

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

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.

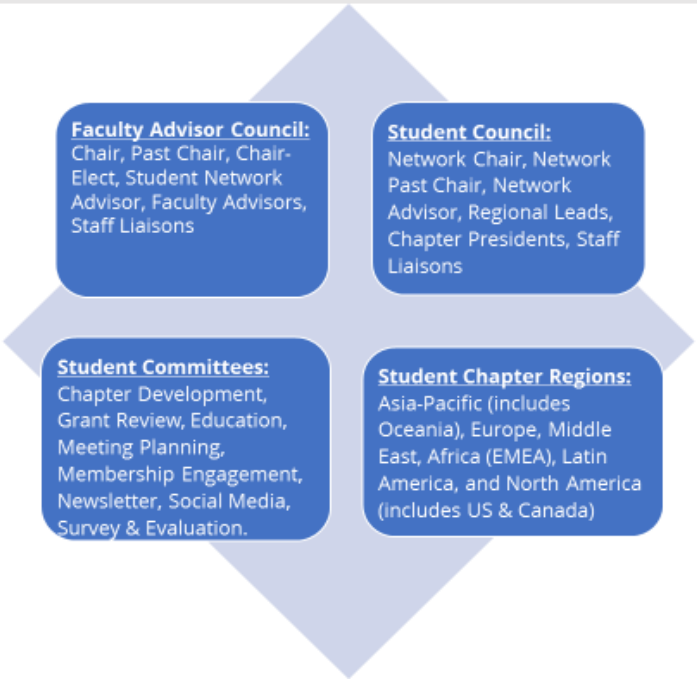
Mission:
To foster future leaders by increasing awareness, providing educational opportunities, and developing professional advancement to promote excellence in health economics and outcomes research globally.

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 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 student 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

Member Engagement

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. (ISPOR Student 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 University or a Country specific chapter encompassing multiple Universities within a region.

Engagement with ISPOR
Members of an ISPOR Student 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
- Engagement with ISPOR global networks, special interest groups, 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 and student 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 also have opportunity to engage with seasoned HEOR professionals through these ISPOR Global Groups:
- Asia Consortium
- Latin America Consortium
- Africa Network
- Arabic Network
- Central & Eastern Europe Consortium

There are over 128 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.

Student Network Committee Overviews

CHAPTER DEVELOPMENT COMMITTEE

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;

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

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).

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

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.

Activity Grant Submission/Review Periods:

Application Open	Application Deadline	Chapters Notified	Activity Period
Apr. 15, 2019*	May 1, 2019	June 1, 2019	July – Sept. '19
July 1, 2019	Aug. 1, 2019	Sept. 1, 2019	Oct. – Dec. '19
Oct. 1, 2019	Nov. 1, 2019	Dec. 1, 2019	Jan. – Mar. '20
Jan. 1, 2020	Feb. 1, 2020	Mar. 1, 2020	Apr. – June '20
Apr. 1, 2020	May 1, 2020	June 1, 2020	July – Sept. '20
July 1, 2020	Aug. 1, 2020	Sept. 1, 2020	Oct. – Dec. '20

MEETING PLANNING COMMITTEE

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)

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

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).

PUBLICATION COMMITTEE

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)

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

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)

Surveys Managed:

- **Student Interest Survey (Annual)**
  Data Collection Period: November 1, 2020 through December 31, 2020

- **Student Membership Benefits Survey (Biennial)**
  Tentative Data Collection Period: June 1, 2020 to June 30, 2020

CHAPTER 3: STUDENT ENGAGEMENT

CHAPTER 3: STUDENT ENGAGEMENT
(Follow the link above to the Student Chapter Leader Handbook and read Chapter 3 to learn more)

CHAPTER 4: CHAPTER OPERATIONS & PROCEDURES

Maintaining your ISPOR Student Chapter's Active Status

Important Information:

- 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 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.

Note: Two or more years of not completing an Annual Report or failure to comply with the first two bullets will leave your chapter to be deemed inactive.

ISPOR Adopt-A-Chapter Mentor/Mentee Program Overview

- **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.
- 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;

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 in Chapter 7 of the Student Leader Handbook)**

- 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.
Student Newsletter Timing:

Summer Issue: Covers activities from May 2019 to July 2019 (work with the prior year's committee) | Publish Date: Late September 2019

Fall Issue: Covers activities from August 2019 to October 2019 | Publish Date: Late November 2019

Winter Issue: Covers activities from November 2019 to January 2020 | Publish Date: Late February 2020

Spring Issue: Covers activities from February 2020 to April 2020 | Publish Date: Late May 2020

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 Overview
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 Overview

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

Student Chapter Activity Grants are available, while funds remain, to Universities so they can plan and execute HEOR related student activities during the year. Each chapter can apply for no more than $400 during the entire academic year and can choose to apply for $400 for one event or can apply for multiple events adding up to $400. See below the timing of the 4 application periods that will occur for the year.

Application Open	Application Deadline	Chapters Notified	Activity Period
Oct. 1, 2019	Nov. 1, 2019	Dec. 1, 2019	Jan. – Mar. '20
Jan. 1, 2020	Feb. 1, 2020	Mar. 1, 2020	Apr. – June '20
Apr. 1, 2020	May 1, 2020	June 1, 2020	July – Sept. '20
July 1, 2020	Aug. 1, 2020	Sept. 1, 2020	Oct. – Dec. '20

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

CHAPTER 5: CHAPTER MARKETING & RECRUITING
(Follow the link above to the Student Chapter Leader Handbook and read Chapter 5 to learn more)

CHAPTER 6: PROFESSIONAL DEVELOPMENT RESOURCES

CHAPTER 6: PROFESSIONAL DEVELOPMENT RESOURCES
(Follow the link above to the Student Chapter Leader Handbook and read Chapter 6 to learn more)

CHAPTER 7: CHAPTER GOOD PRACTICES – CASE STUDIES

CHAPTER 7: CHAPTER GOOD PRACTICES – CASE STUDIES
(Follow the link above to the Student Chapter Leader Handbook and read Chapter 7 to learn more)

CHAPTER 8: APPENDIX OF IMPORTANT RESOURCES & DOCUMENTS

Student Chapter Annual Report (SAMPLE)

January 1, 2019 – December 31, 2019

Starting in 2016-2017 ISPOR Staff created a survey monkey for the Annual Report Submissions. The Survey will include the questions below. **We will contact all Chapter Presidents with the SurveyMonkey link to complete the Annual Report online and the submissions will be due on January 31, 2020.**

Please complete the survey in English. **Thank you for your leadership.**

1. **Please select your chapter from the dropdown.**
2. **Please indicate the names and emails of the Officers * in your chapter.**

President:
Email:
President-Elect:
Email:
Past President:
Email:
Secretary:
Email:
Treasurer:
Email:
Faculty Advisor:

Email:

3. **Which of the following regions best describes where your student chapter is located?**
    - North America (Including US & Canada)
    - Latin America
    - Europe, Middle East, Africa (EMEA)
    - Asia Pacific (Includes: Australia & New Zealand)
4. **How many members does your chapter currently have?**

Less than 10
Between 10-25
Between 25-50
Between 50-75
Between 75-100
More than 100

5. **What other associations are your chapter members affiliated with?**
    - AMCP
    - APhA
    - SMDM
    - Academy Health
    - ISPE
    - iHEA
    - HTAi
    - DIA
    - ASCO
    - EuHEA
    - Other
6. **Does your chapter collect local membership dues or fees from individuals for local chapter membership?**
    - Yes
    - No

    If Yes, please indicate dues amount charged in box
7. **Are you and your chapter members aware of the need to have a profile to access certain areas of the newly redesigned ISPOR website? (Note: Send them this link so they can log in to their account, or create one.)**
    - Yes, and we have alerted our members to create a profile
    - No, we have not yet alerted our members to create a profile and will send them the link
8. **Did your chapter collaborate with another ISPOR Student, ISPOR Regional Chapter, or any other Student Organization on your campus during 2019?**
    - Yes, with a ISPOR Student Chapter
    - Yes, with a ISPOR Regional Chapter
    - Yes, with both a ISPOR Student and a Regional Chapter
    - Yes, with another Student Organization on campus
    - Yes, A,B, and D
    - No
9. **What ISPOR Student, ISPOR Regional chapter, and/or Student Organization did you collaborate with? (If more than one please list out each chapter)**
10. **Please briefly describe the event(s) held as a result of the collaboration. (No more than a few sentences)**
11. **What month are the chapter leader elections typically held at your University? (Dropdown of Months)**
12. **Did your chapter have any members participate in a Student Network Leadership Role? (Includes: Student Chair, Committees, Regional Lead)? Note: If more than one please check off all that apply**
    - Student Chair
    - Student Committee
    - Student Regional Lead
    - None

13. Are your chapter leaders aware of the resources available in the Student Chapter Resource Center?
- Yes
- No

14. Did your chapter apply for a Student Chapter Activity Grant in 2019?
- Yes
- No

15. Did your chapter sign up to participate in the Adopt-A-Chapter Program for the 2019-2020 term?
- Yes, as a mentor
- Yes, as a mentee
- No

16. Which of the following types of events did your chapter organize in 2019? (Check all that apply).
- In person scientific educational events
- Networking / Social events
- Professional development / career related events
- Journal clubs / Book clubs
- Prospecting events
- Volunteer / community service events
- Webinars and virtual training
- Joint events with another student chapter
- Joint events with an ISPOR regional chapter
- Joint events with another society (eg, ISPE, AMCP, DIA)
- Other (specify)

17. Describe your chapter's biggest accomplishment for 2019. (Note: Please include no more than 1 and try to make the description bullet points)

18. What are the greatest challenges facing your chapter? (check all that apply)
- Succession Planning (identifying students to take on leadership roles)
- Recruitment of new members
- Lack of funding from the University
- Lack of engagement from Faculty Advisor
- Planning events (identifying speakers etc)
- Getting involvement from other disciplines
- Language Barrier
- Lack of knowledge about HEOR among students
- Lack of awareness of the chapter on campus
- My University only has undergraduate academic programs related to HEOR
- Other (Specify)

Outstanding Student Chapter Award Application (SAMPLE)

The Outstanding Chapter Awards will be open March 1 to March 15 and will include the questions below. For more information you can go to the Student Network Awards Program Overview.

SAMPLE OF THE QUESTIONS:

ISPOR Student Chapter Name: XXX

Please select one: ☐New Chapter ☐Existing Chapter

Chapter President: XXX

Chapter Activities, 2019-2020:
Education:
Networking:
Social:
Volunteer:

Impact of your ISPOR Chapter within Your University, Institution, or Community?
Involvement in Student Network?:

Articles Submitted to the ISPOR Student Network Newsletter (2019-2020):

Goals and/or planned activities for 2019-2020 Year (and beyond): (*What are the future goals for your chapter? Are there any plans in motion?)*

Summary: In 3-5 sentences, why should your chapter be considered for the ISPOR Outstanding Chapter Award?

Encourage Faculty Advisor & Student Collaboration Across Chapters

- Leverage the communication lists for both students/faculty to enhance communication between presidents and also committees (i.e. google spreadsheet of chapter presidents & committee members, FAC Directory);
- Keep the Faculty Advisor (FA) in the loop about upcoming activities to help promote through channels (i.e. email list of all students in the program and/or email to other professors to distribute to their students);
- Join other chapters' meetings through the use of technology like Skype, Google Hangouts, Web Teleconferencing technology, etc.;
- Increase awareness of ISPOR resources (i.e. FAC database on website so FA's can connect with other FA's, the Student Council Roster, and the Chapter President Resource Center);
- Organizing common events and communicating with other chapters that are nearby so they are aware;
- Formation of a regional liaison position and quarterly teleconferences to connect Chapter Presidents within a region (Latin America, Europe, Asia Pacific, Africa). This will provide feedback from those who are not able to attend teleconferences due to time zone. Regional liaison will report to SN Chair & ISPOR Staff and participate on the monthly teleconference to keep everyone up to date.

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.

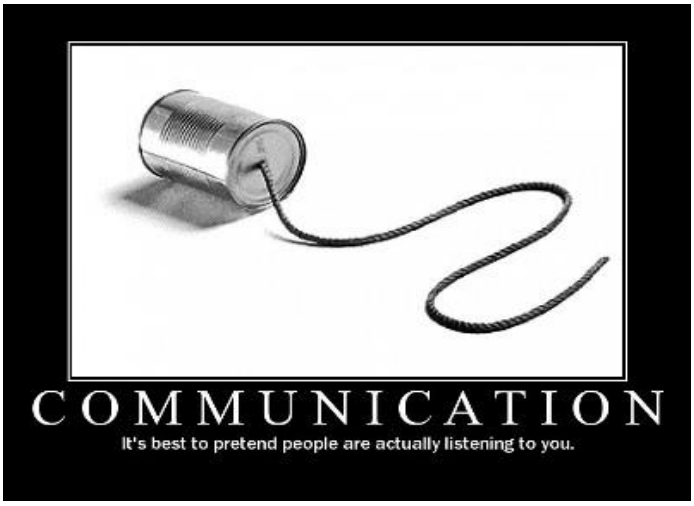
Recruiting Students From Other Disciplines

- 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.



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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.

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.

505 Lawrence Square Blvd South
Lawrenceville, NJ, USA 08648
1.609.586.4981
www.ispor.org

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