

BENEFITS & EXPECTATIONS FOR EMERGING LEADERS & COMMITTEES FOR CONFERENCES & WORKSHOPS

1. Introduction

This guidance document shall support the integration of Emerging Leaders into Planning Committees for ISPE conferences, workshops, and events. Herein definitions, expectations, and roles and responsibilities are outlined to enhance the collaborative experience between all parties.

2. Who are ISPE Emerging Leaders?

The ISPE Emerging Leaders' (EL) Community of Practice (CoP) is **a diverse group comprised of 1,700 ISPE members** ranging from ISPE Recent Graduates to Industry Professionals.

<https://ispe.org/membership/emerging-leader>

This group provides:

- Professional development and leadership opportunities to individuals who are working towards obtaining leadership roles in the pharmaceutical industry.
- ELs sponsor the ISPE International and Virtual Hack-a-thons and have input into various programming committees.
- Most ISPE Affiliates/Chapters have EL Committees that provide special programming to support the needs for this group.

The overarching goals of the ISPE Emerging Leaders' CoP are to:

- engage RGs and ELs in focused, industry-related initiatives to aid in their career growth and development;
- enhance their industry networks; and
- provide opportunities for increased exposure to educational programs to help them learn and grow in the biopharmaceutical field.

3. Overview of Planning Committee Structure

ISPE Planning Committees consist of 10-18 ISPE members who are in good standing, subject matter experts, and/or otherwise active in the industry. For most ISPE planning committees, the members include: Chair, Board Liaison, Foundation Liaison, Women in Pharma Liaison, and topical experts. Typically, committee planning calls are held bi-weekly and scheduled for one hour during the workday. Members are expected to attend and actively participate in as many calls as possible and communicate regrets if a scheduling conflict arises.

4. Emerging Leaders - Benefits and Expectations

As a member of the Planning Committee of an ISPE conference, workshop and/or other programs, the Emerging Leader's role is to guide the overall scope and tone of the event from the perspective of an EL.

Benefits for ELs participating on Planning Committees include:

- Gaining exposure and experience planning, assessing, and developing program content in one or more of the specialized areas, themes, or tracks of a conference.
- Increased visibility among ISPE members, program presenters, and conference attendees.
- Networking with an international group of pharmaceutical leaders.
- Meeting and collaborating with like-minded Emerging Leaders in the industry.

Expectations for Integration of Emerging Leaders in Conference/Workshop

- Eligibility for comped registration fees.

As a member of the Planning Committee, the ELs act as representatives of the EL community and are expected to:

- Attend and actively participate in as many planning calls as possible. If you are unable to attend, provide input/action items prior to the call and communicate your absence timely.
- Contribute ideas to the Planning Committee about engaging ELs in the conference and topics of particular interest.
- Actively participate in developing the content of the program including recommendation of speakers. Support coordination of the Session prior to delivery and during the Session.
- Commit to meeting the ISPE conference planning timeline.
- Encourage ELs, company colleagues, and extended professional network to attend the conference.
- Assist with the promotion of the Call for Proposals to encourage submissions from ELs.
- Work in collaboration with ISPE staff and fellow Program Committee members to ensure a successful conference.
- Contribute to blog posts and a summary after the conference and assist with other promotional efforts such as social media and pre-conference networking activities.
- Attend the event in person.

5. Committee Leaders - Benefits and Expectations

As a member of the Planning Committee, the Committee Leader's role is to provide guidance and subject matter expertise to the EL in support of the development and delivery of the program.

Benefits for Committee Leaders guiding the EL experience include:

- Connecting one-on-one with someone new to the industry.
- Facilitating engagement of ELs into your professional network.
- Providing a positive growth experience for an EL.
- Utilizing additional resources for the successful development and delivery of the program.

Committee Leaders are expected to:

- Actively engage with ELs for the development of program content, communication with presenters, and promotion of the program.
- Align and agree on activities the EL shall lead or manage in preparation for and during the conference. The level of involvement shall be according to the nature of the conference and the skill level of the EL.
- Encourage the EL to actively contribute during planning calls.
- Serve as coach to complete assigned activities successfully.
- Provide feedback to the EL and to the Planning Committee after the conference.

6. Contact Information

If you have any questions regarding this document, please contact:

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