

2014

AAPS Member Groups
Volunteer Handbook

Focus
Groups



Table of Contents

AAPS Focus Groups	5
What is an AAPS Focus Group?.....	5
Guidelines for the Organization of AAPS Focus Groups	5
Focus Group Officers.....	6
Focus Group Steering Committees	7
Focus Group Chair-elect Elections	10
Focus Group Operating Conditions	11
Focus Group Reviews	17
Important Dates	21
How to Set Up Conference Calls	22
Communication Vehicles	23
Surveys	23
<i>AAPS Newsmagazine</i>	23
AAPS Blog	23
Membership Meeting	24
Listserv	24
Review of Opinions and Summary Reports Guideline.....	25
Volunteer Recruitment & Member Retention	28
AAPS Resources	30
Leadership Contact Information	30
AAPS Staff.....	30
Section & Focus Group Descriptions	31
AAPS Meeting Planning & Preparation	35
Preparing for the AAPS Annual Meeting & Exposition	35
Jamborees	35
Programming Definitions	36

Programming Submission Site Instructions – MIRA System.....	37
Organizer Guidelines.....	41
How to Submit a Meeting Idea	42
One Day Facility Hosted Seminars	43
Upcoming AAPS Meetings	43
Sponsorship Solicitation Procedure	43
FDA Sponsorship Policy.....	43
FDA Speaker Request Form	44
eLearning.....	47
Biotechnology 101	47
eCourses.....	47
Webinars.....	47
Webinar Guidelines and Tips	48
AAPS Elections.....	49
Executive Council	49
Sections.....	49
Focus Groups.....	49
AAPS Committees	50
AAPS Blog Committee (ABC)	50
Annual Meeting Program Committee (AMPC)	50
Annual Meeting Screeners Committee.....	50
Content Advisory Committee (CAC).....	51
Electronic Program Development Committee (EPDC).....	51
Fellows Committee	52
Finance Committee	53
International Affairs Committee (IAC)	53

Member Groups Coordination Committee (MGCC).....	53
Membership Strategic Oversight Committee (MSOC).....	54
National Biotechnology Conference Program Committee (NBCPC).....	55
National Biotechnology Conference Screeners Committee	55
Nominations Committee.....	56
Program Coordination Committee (PCC).....	56
Publications Committee.....	57
Student/PostDoc Outreach and Development Committee (SPOD)	58

AAPS Focus Groups

What is an AAPS Focus Group?

AAPS members with a common interest in a specific discipline will be identified as a focus group. The creation of focus groups should be encouraged to promote emerging new areas of interest within AAPS. Focus groups may also serve as a vehicle to determine the interest in a particular discipline, thus preventing the premature establishment of an AAPS section that would not have enduring interest.



Guidelines for the Organization of AAPS Focus Groups

Individuals interested in organizing a focus group may petition the AAPS Executive Council for recognition as a focus group, provided that at least 50 AAPS members have expressed an interest in joining the proposed new focus group. Focus groups will reapply to the Executive Council every three years with a list of at least 50 members and a summary of the past three years' activity.

- Cross-sectional membership in focus groups will be encouraged.
- Focus groups will have access to core and non-core programming, through the AAPS Annual Meeting and Exposition, AAPS National Biotechnology Conference, workshops, and eLearning.
- Focus groups will not be represented on the Executive Committee of a section or the AAPS Executive Council.
- Initially, the AAPS Executive Council will appoint the chair of a focus group. Selection of a chair after the first year will be by the members of the focus group.
- Funds to support programming and organizational functions by the focus groups will be requested through the AAPS office and approved by the affiliated sections or the AAPS Executive Committee.
- Focus groups are encouraged to propose workshops and participate in the AAPS Annual Meeting and Exposition, the National Biotechnology Conference, and all other AAPS meetings.
- Focus groups are encouraged to serve as point groups for science policy issues.
- All outside funding must receive approval of the Executive Council.

Focus Group Officers

The officers of the focus group are the chair, chair-elect, and a past chair and constitute the executive committee of the focus group. All officers must be AAPS members in good standing.

Chair: Represents the focus group at AAPS meetings; direct the focus group and preside at its meetings; appoint committee members and committee chairs as necessary.

Chair-elect: Acts as chair in the absence of the chair or as necessary.

Past Chair: Acts as an adviser to the chair and chair-elect.

Focus Group Chair Duties and Requirements

- ✓ Complete, sign and return Focus Group Operation Conditions, including any specific program goals, objectives and procedures per attachment B.
- ✓ Contact chair of affiliated section(s).
- ✓ Appoint focus group steering committee members.
- ✓ Coordinate focus group chair-elect election process (see attachment A, Operating Conditions). Elections may be conducted online or during the focus group membership meeting.
- ✓ Represent focus group at AAPS meetings.
- ✓ Meet with Chair of affiliated Section(s) at least once annually.
- ✓ Participate on monthly section conference calls for the sections affiliated with your focus group.
- ✓ Hold regular conference calls with your focus group officers and steering committee members.
- ✓ Coordinate focus group membership meeting held in conjunction with the AAPS Annual Meeting and Exposition.
- ✓ Work with your steering committee, section(s), and focus groups with similar interests to develop programming ideas. At least one programming idea should be submitted per year. This includes programming for annual meeting symposia, roundtables, seminars, workshops, short courses or themed meetings.
- ✓ Attend (or send a focus group representative) AAPS programming planning meetings called jamborees. A jamboree is held for the National Biotechnology Conference each spring and a second jamboree is held for the Annual Meeting each summer. This gives focus groups and sections an opportunity to share programming ideas and build collaborative sessions.
- ✓ Review and update focus group webpage as needed.
- ✓ Send out messages through the listserv to keep focus group members updated.
- ✓ Maintain focus group summary of activities which should include a schedule of meetings and events, copies of meeting minutes, and other materials that describe the focus group activities.
- ✓ Submit activity reports to your affiliated section(s) and AAPS staff at the annual meeting.

Focus Group Steering Committees

Each focus group shall form a steering committee that consists of focus group members appointed by the chair. All steering committee members report to the chair and should also be prepared to respond directly to AAPS. The role of the steering committee is to ensure that the goals and objectives of the focus group are fulfilled.

Tips for Forming and Managing Steering Committees

- Approximately 5-10 people are recommended to serve on the steering committee.
- Solicit new steering committee members via the listserv and during the focus group membership meeting.
- The steering committee may be comprised of AAPS members and non-members (membership is only required to serve as an officer).
- Individual FGs may set steering committee term limits if you choose. There are several pros and cons to each structure. Discuss this with the steering committee to make a decision.
- While rotating members it is imperative to have seasoned, active members remain for several years to enhance continuity.
- Consider having only one member from an organization on the steering committee to enhance diversity.
- Try to engage new members in activities and bring in a mix of experience and backgrounds in the field. Adding students to the steering committee is encouraged.
- Have everyone indicate which of the different areas they are interested in (secretary, newsletter website, annual meeting programming, NBC programming, webinars, etc...).
- Be conscious to avoid over-stretching the volunteers.
- Consider how to best use overseas volunteers, as well as coping with various time zones.
- If a steering committee member is consistently not an active participant, the FG chair may remove that person and replace them with a new, active member.

Potential Steering Committee Duties

- Secretary: set up monthly teleconferences, send call notices, distribute agendas, take and distribute minutes, and track action items
- Representatives to participate on the affiliated section leadership conference calls
- Establish contact with outside groups/associations
- Communicate to members (via listserv or create a newsletter)
- Web site updates
- Coordinate Annual Meeting Programming – attends Jamboree
- Coordinate NBC Programming – attends Jamboree
- Other Programming (webinars, workshops, etc...)
- Solicit ideas on activities from membership
- Other ideas...

Time Commitment

Except for attendance at the Jamborees and/or other meetings, the time commitment is less than an hour per week (on average) for those involved.

Structure of the Steering Committee and Subcommittees

Subcommittees may be formed to address the website, newsletter, and programming. The composition of the subcommittees would be left to the individual subcommittee chairs. The following is a suggested structure for the steering committee:

- Chair
- Chair-elect
- Past Chair
- Secretary
- Webmaster
- Newsletter Committee (or Communication Committee) Chair
- Annual Meeting Programming Committee Chair
- NBC Programming Committee Chair (from a macromolecule background rather than small molecules)
- Other Programming Committee Chair (workshops, webinars, etc...)

NBC & AM Programming Duties

- Solicit programming ideas from SC and FG membership
- Work with organizers to define the session's goals, develop the description & speech titles, & name potential speakers
- Collaborate with other FGs on the proposals if the topic would be of interest to other FGs
- Work with the affiliated sections to keep them informed about the proposals (this may include separate programming calls organized by the sections)
- Attend the jamboree: NBC jamboree is held in March/April and the AM jamboree is held in July/August
- Ensure that the proposals are submitted by the set deadlines: NBC deadline is in June/July and the AM deadline is in November/December
- Track accepted/rejected proposals for FG Chair for reports/historical purposes & to guide proposals for the next year
- KEY POINT – these reps will not be organizers for all sessions; POC to ensure proposals are developed, communicated, & submitted on time

Student Representative Position Description

Position Purpose

In working with the steering committee members of the [GEN] Focus Group (GENFG), this position will help determine how the student membership of GENFG can be best served. Opportunities exist within the GENFG community to help educate and train people entering the field of GEN. This position will effectively help establish programming and educational outreach initiatives aimed primarily at the student membership.

Principal Responsibilities

- Participate in monthly teleconferences of the GENFG steering committee – approx 1 hr meeting
- Connect with student membership of GENFG through AAPS listserv
- Represent student membership to the rest of the steering committee
- Propose appropriate programming events tailored to student membership
- Assist in organizing and implementing associated programming
- Provide written quarterly update summary to steering committee on progress

Measures of Effectiveness

- Student directed programming events through webinars and other AAPS supported initiatives
- Direct input from the student membership on how the GENFG may meet their needs

Requirements

Requires a professional degree with expected experience at the graduate level in a scientific discipline. Current ongoing experience in GEN is preferred.

Focus Group Chair-elect Elections

There are two options available to conduct elections for the chair-elect.

1. You may call for a vote during your membership meeting.
2. We can create an anonymous, electronic ballot and ask your members to vote via the listserv.

The electronic process is very easy and the following explains the steps in more detail.

Once the candidates have been identified, they will submit short biographies to AAPS. A ballot will be created so that only active members of AAPS and your focus group are able to vote. Then a message is sent to the listserv asking members to vote. The following is a sample of this message:

Subject: Vote Now for the 2010 AAPS **GENERAL** Focus Group Chair-elect

Dear AAPS **GENERAL (GEN)** Focus Group Member,

As a member of the **GEN** FG, you are eligible to vote for the 2012 **GEN** FG chair-elect. This is a secure voting site that includes a list of nominees and biographies. Please cast your vote by **October 20, 2011**. Someone will be elected by a simple majority vote. Only members of the **GEN** FG are eligible to vote.

Thank you,
NAME, Ph.D.
Chair, **GEN** Focus Group

Please cast your vote for one of the following candidates by clicking on the circle next to the nominee's biography.

After the voting deadline has passed, the results will be sent to the chair (the results are immediate). The chair is asked to notify the candidates about the results because it is more appropriate coming from the leadership. The chair is asked to not reveal how many votes each candidate received; simply relay that it was close race and which candidate had the most votes.

If any of the unelected candidates are not steering committee members, consider inviting them to serve on the steering committee. It would be a way to get more people involved with the FG supply possible future election candidates.

Once all of the candidates have been contacted, an announcement with the results may be sent to the listserv (sample message follows).

Dear AAPS **GENERAL (GEN)** Focus Group Member,

I am writing to inform you that the voting site has closed for the 2010 **GENERAL** Focus Group Chair-elect. Based on the votes received by members of this focus group, Dr. NAME at COMPANY was elected as the 2010 Chair-elect. Please join us in congratulating Dr. NAME!

I thank you all for taking part in this election process and welcome you to take an active part in the focus group activities. Please continue to send us your suggestions for the focus group activities.

Best regards,
NAME, Ph.D.
Chair, **GEN** Focus Group

Focus Group Operating Conditions

These conditions must be signed at the beginning of the chair's term in November and forwarded to Agne Menges, Focus Group Coordinator, via mail, email or fax.

http://www.aaps.org/uploadedFiles/Content/Sections_and_Groups/Focus_Groups/FGOpConditions.pdf

AMERICAN ASSOCIATION OF PHARMACEUTICAL SCIENTISTS

OPERATING CONDITIONS OF THE

FOCUS GROUP

These Operating Conditions are effective the ____ day of _____, 20____ (the "Effective Date") and agreed to by the American Association of Pharmaceutical Scientists ("AAPS"), a District of Columbia nonprofit corporation, and the _____ Focus Group.

1. NATURE OF RELATIONSHIP

1.1 Focus Group. The focus group is a component and part of the AAPS Corporate entity which functions to further the tax exempt purposes of AAPS. The focus group has been granted limited autonomy solely for such tax exempt purposes and is subject to these Operating Conditions (including Attachments), the mission and requirements of the AAPS Articles of Incorporation and Bylaws, and the policies and procedures adopted by the AAPS Executive Council. The focus group is subject to the same legal restrictions as AAPS with regard to permissible purposes and activities, lobbying activities, a prohibition against engaging in any political activity, and other matters as outlined in the guidelines established by AAPS. The focus group agrees to comply with certain Procedural Guidelines (set forth in Attachment A), and may also adopt specific program goals, objectives, and unique procedures for its internal operations (set forth in Attachment B, if any). The focus group's goals, objectives, and procedures must be consistent with AAPS guidelines, approved by the Executive Council through the Member Groups Coordination Committee, and maintained as current at all times in the AAPS materials and files (including on the Extranet) by the focus group leadership.

1.2 Intellectual Property. The focus group acknowledges that all AAPS names, logos, copyrights, trademarks, books, records, publications, mailing lists, membership lists, and related material are the sole property of AAPS, and all use of such intellectual property by the focus group shall be subject to approval by AAPS and to guidelines established by AAPS. All right, title, and interest, including but not limited to copyrights and all rights subsumed thereunder, in and to materials or property that may be prepared or developed by the focus group or its volunteers pursuant to these Operating Conditions are owned by and assigned to AAPS; provided, however, that the focus groups may copy, revise, distribute, modify, and otherwise use materials created by the focus groups for focus group purposes, in accordance with accepted AAPS policies and procedures.

1.3 Confidential Property. The focus group acknowledges that it may be exposed to certain information, materials, and property related to AAPS that may be considered confidential or proprietary, including but not limited to financial information, trade secrets, written material, membership lists, and mailing lists. The focus group and its members agree not to use or disclose, or to cause to be used or disclosed, at any time during or after the effective term of these Operating Conditions, any confidential or proprietary information, materials, or property of the other, except as may be specifically authorized in writing by AAPS. This material must be identified by AAPS.

1.4. Financial Support. In its discretion, AAPS may provide funds to support the focus group's programming and organizational functions. The focus group may request funding from the AAPS office through its staff liaison. Upon submission, requests may be approved or denied by the AAPS Executive Council.

2. MEMBERSHIP

At least fifty (50) AAPS members are needed in order to start a focus group. The chair must be a current AAPS member. Verification of membership status will be done annually.

3. OBLIGATIONS OF AAPS

The AAPS staff in Arlington, Virginia shall to the extent practical assist the focus group in administering and planning its activities, helping with mailings, sending relevant publications to focus group officers, and providing other assistance as agreed.

4. OBLIGATIONS OF THE FOCUS GROUP

The focus group's obligations include the following:

4.1 Record Keeping and Reporting. Each newly proposed focus group shall define the scope of its function, and if there is potential overlap with other focus groups, the proposal must clarify how the focus group's scope would differ from other current focus groups.

The focus group shall submit to the primary section and Member Groups Manager on an annual basis a summary of activities the focus group has undertaken during the year and goals for the upcoming year. This summary of activities may have various formats, but be a brief description of focus group activities. All such activities and publications, including any uses of the AAPS name, logo, or copyrights, are subject to prior review and approval in accordance with accepted AAPS policies and procedures. The activity reports are due at the annual meeting.

4.2 Activities and Affiliations. The focus group shall submit at least one programming idea which furthers and serves the purposes of the AAPS each year. Furthermore, the focus group must have at least one program approved every three years. This includes programming for annual meeting symposia, roundtables, seminars, and workshops, short courses, or themed meetings. The focus group shall use its best efforts to ensure that such programs are of the highest quality with respect to program content, materials, and logistical preparation. The focus groups must be affiliated with at least one section.

Any focus group programming held outside of the AAPS Annual Meeting or the AAPS National Biotechnology Conference needs to be approved by the AAPS Program Coordination Committee or the AAPS International Affairs Committee. Focus Groups are not regionally located and thus should work through the AAPS programming committees or a local Discussion Group for programming. If approval is not obtained from AAPS, the focus group may not use the focus group's name or AAPS' name. Sponsorships for such programming must be obtained through the AAPS Associate Director of Meetings and Expositions. Meeting registration fees must be collected through AAPS due to tax implications.

4.3 Contractual Authority. The focus group must adhere to the policies and procedures adopted by the AAPS Executive Council in connection with the engagement of consultants. All engagements and/or contractual arrangements, including but not limited to contracts to engage consultants or to hold or

reserve facility or hotel space, must be directed through the staff liaison to AAPS for advance written approval of the AAPS Executive Council. AAPS is not responsible for the acts or omissions of any parties engaged by the focus group or for the contractual obligations of the focus group.

5. TERM

These Operating Conditions shall be in effect as long as the focus group is in existence and must be signed yearly by the chair.

6. REVOCAION OF STATUS

AAPS, through its Executive Council, shall have authority to revoke the focus group's status at its discretion, including but not limited to those situations in which membership in the focus group falls below fifty (50) persons or the Executive Council determines that the conduct of the focus group is in violation of these Operating Conditions, the provisions of the AAPS Bylaws, or policies or procedures adopted by the AAPS Executive Council. In such event, the focus group shall not continue to represent AAPS members in the designated area and all rights to use of the AAPS name, logo, and copyrighted materials shall end. Members of a revoked focus group will be notified about the change in status via the AAPS listserv.

The representatives of AAPS and the focus group agree to these Operating Conditions, which are effective until terminated by AAPS but are reconfirmed by the chair every year.

Chair, (INSERT NAME OF FG)

Date

Executive Director, AAPS

Date

Attachment A

Procedural Guide **of the _____ Focus Group**

1. **Membership.** At least fifty members in good standing of AAPS are required before the focus group may be formed. Subsequent to these initial formation requirements, any individual whose interests are related to the purposes of the focus group shall be eligible to join the focus group, whether or not they are also members of AAPS. All individuals shall apply for membership through the AAPS national office. All members of the focus group in good standing shall be eligible to vote.

2. **Officers.** The Officers of the focus group shall be a chair, chair-elect, and a past chair. These individuals shall constitute the executive committee of the focus group. All officers must be members in good standing of AAPS.

The term of office for all officers shall be one or two years and each focus group must establish a succession plan. At the end of his or her term, the chair-elect shall assume the office of the chair. The chair of a newly established focus group must serve a two year term. After serving as chair, a member may not be eligible for nomination as chair until four years after his or her term as past chair has expired. If a vacancy in an office occurs, the focus group steering committee may appoint a replacement for the remainder of the term of that office.

3. **Duties of Officers.**

A. **Chair.** The chair shall represent the focus group at AAPS meetings; direct the focus group and preside at its meetings; appoint committee members and committee chairs as necessary.

B. **Chair-elect.** The chair-elect shall act as chair in the absence of the chair or as necessary.

C. **Past Chair.** The past chair shall act as an adviser to the chair and chair-elect.

4. **Steering Committees.** Each focus group shall form a steering committee that consists of focus group members appointed by the chair. Small focus groups may consider their steering committee to be the chair, chair-elect, and past chair. All steering committee members report to the chair and should also be prepared to respond directly to AAPS. The role of the steering committee is to ensure that the goals and objectives of the focus group are fulfilled.

5. **Nominations and Election of Officers.**

A focus group nominations committee shall develop a slate of nominees for each elective office, and notify AAPS and the leaders of the section with which the focus group is affiliated. The focus group nominations committee shall then submit the names to the members of the focus group for vote by email ballot or at the focus group business meeting (generally held at the AAPS Annual Meeting), with each member having one vote for each office. The candidate receiving a plurality of votes shall be elected.

6. **AAPS Meetings.** The focus group must send one representative to the National Biotechnology Conference Jamboree, the Annual Meeting Jamboree, and other meetings as requested by the AAPS Executive Council.

7. **Focus Group Annual Meetings.** The focus group's annual meeting shall be held in conjunction with the AAPS Annual Meeting or in conjunction with the AAPS National Biotechnology Conference.

8. **Communications.** The focus group should communicate all activities with the primary and secondary sections (e.g., email, section leadership conference calls and meetings). The focus group should also communicate activities with other focus groups that have similar interests to develop joint programming. Focus groups are also encouraged to work with discussion groups to offer assistance and develop programming in order to support AAPS members regionally.

9. **Finances.** At its discretion, AAPS may provide funds to support the focus group's programming and organizational functions. The focus group may request funding from the AAPS office through its staff liaison. Upon submission, requests may be approved or denied by the AAPS Executive Council.

10. **Amendments.** Any proposed amendments to this procedural guide must be in writing and submitted to the membership for vote, and approval shall require a two-thirds vote of the members. The amendments must be submitted to the Member Groups Coordination Committee for approval.

11. **Miscellaneous.**

A. The establishment of a new focus group must first be approved by the primary section. The Member Groups Coordination Committee will evaluate new focus group proposals and make recommendations to the AAPS Executive Council on the proposals. The AAPS Executive Council will make the final decision on all focus group proposals.

Each focus group shall be affiliated with one primary AAPS Section and no more than two secondary AAPS Sections, and the chair of each focus group shall meet with section leaders at least once annually. The Member Groups Coordination Committee shall initiate a review of the focus group at least every three years, and the focus group shall use its best efforts to assist the committee in this review. Recommendations from this review will be communicated directly to the focus group chair and the primary affiliated section. The focus group shall have an opportunity to appeal the recommendations from the review to the Member Groups Coordination Committee by sending the appeal in writing to this committee. The Member Groups Coordination Committee will make the final decision on all appeals.

B. Issues not covered by this procedural guide will be governed by the AAPS Bylaws and other applicable AAPS policies and procedures.

C. The focus group may not enter into any contracts or other agreements including financial obligations.

Attachment B

**Specific Program Goals, Objectives, and Procedures of the
Focus Group**

Focus Group Reviews

The AAPS Member Groups Coordination Committee (MGCC) was established to oversee the operation of the sections, focus groups, and discussion groups, and the interaction between these groups. The MGCC reviews all proposals to form new member groups and is the advisory to the AAPS Executive Council. The membership of the MGCC includes members from sections, focus groups and discussion groups, and is chaired by the President-elect.

Recommendations for all FGs

- Form Critical SC Mass & Hold Monthly Calls
- Submit at Least 3 Programming Proposals Per Year
- Expand FG Activities Beyond AM Programming

Items the MGCC looks at during the FG Reviews

- Leadership Structure and Succession Plans
- Has Steering Committee & Holds Teleconference with Committee
- Participation on Section Calls
- Attends Jamborees
- Activity Level (Programming and Beyond)

The MGCC asks you to submit a formal proposal via the following form. The MGCC reviews 1/3 of the focus groups each year. This information is requested to allow the MGCC to review the operations of all the focus groups in order to make recommendations to the focus groups and AAPS to improve our member services.

AAPS Member Groups Coordination Committee Focus Group Information

The information in this box is completed by Maria before it goes to the MGCC.

Focus Group Name: Primary Section Affiliation: Secondary Section Affiliation(s): Receipt of Signed Operating Conditions: Yes/No (Maria will confirm receipt)

#	QUESTION	RESPONSE
1.	Person completing this summary and role with the FG:	
2.	Please outline your FG's leadership structure, including officers and succession plans.	
3.	How many steering committee members do you have?	
4.	Do you hold conference calls with your steering committee? If so, how often and what is the duration of the calls? How many participants do you have	

	on the calls?	
5.	Do you participate on the monthly affiliated section teleconferences and are they helpful? Do you have any suggestions to improve the section calls?	
6.	How many membership meeting attendees do you typically have?	
7.	Do you have a speaker during your membership meeting?	
8.	Do you use AAPS resources (i.e., AAPS staff, website, listserv)? If yes, which resources do you use and are these resources adequate?	
9.	Do you have any suggestions for ways that AAPS may help in advertising your FG?	
10.	What other support could you use from the sections, AAPS Leadership and staff?	

11. What are the focus group's goals for this year?

Tips for Goal Development: Goal-setting ideally involves establishing specific, measurable, attainable, realistic and time-targeted objectives. A goal is an observable and measurable end result having one or more objectives to be achieved within a more or less fixed timeframe. The question, "Has the goal been achieved?" can always be answered with either a "Yes" or "No."

12. Please provide a concise summary of your FG's activities for the past three years. Please provide these details in the summary:

- Participation in the NBC Jamborees
- Participation in the Annual Meeting Jamborees
- List all submitted programming and note those that were accepted and if any of the proposals were developed in collaboration with other FGs
- Other programming, such as workshops or webinars
- Journal manuscripts or books
- Distribution of a FG newsletter (please note how often it is distributed)
- Future programming efforts
- Any new initiatives

2014 – 2016 Review Schedule

Review Date	Group
Feb 2014	Bioanalytical
	Ligand Binding Assay Bioanalytical
	Bioequivalence
	Generic Pharmaceuticals
March 2014	Nutraceuticals & Natural Products
	Pharmacometrics
	Systems Pharmacology
April 2014	Targeted Drug Delivery & Prodrug
	Dermatopharmaceutics
	Drug Metabolism
May 2014	Process Analytical Technology
	Process Development
	Chemistry, Manufacturing, and Controls (CMC)
	Drug Transport
June 2014	Pharmacogenomics (PGx)
	Modified Release
	Lipid-Based Drug Delivery Systems
	Nanotechnology
Feb 2015	Excipients
	Protein Aggregation & Biological Consequences
	Therapeutic Protein Immunogenicity
	Microdialysis
March 2015	Pharmaceuticals in Global Health
	Contract Research Organization (CRO)
	Non-clinical Dose Formulation Analysis
April 2015	In Vitro Release & Dissolution Testing
	Stability
	CMC Statistics
May 2015	Inhalation and Nasal Technology
	Ocular Drug Delivery & Disposition
	Oral Absorption
Feb 2016	Animal Pharmaceutics & Technology
	Preformulation
	Sterile Products
March 2016	Process Modeling & Simulation
	QbD & Product Performance
April 2016	Biomarkers in Translational Medicine
	Pharmaco-imaging
May 2016	API Manufacturing Technology
	Pharmaceutical Trace Impurities
	Discovery Modeling and Simulation
2017	Biosimilars
	Drug Candidate Selection

Important Dates

The following schedule is an overview of when various activities occur. Please note that this is only a guide—actual dates will differ year to year.

<p><i>JANUARY</i></p> <p>AM contributed papers submission site opens</p> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <p>President's Retreat</p> <p>EC F2F Meeting</p> </div>	<p><i>FEBRUARY</i></p> <p>NBC contributed papers submission site closes</p> <p>Deadline for EC nominations</p>	<p><i>MARCH</i></p> <p>Sections submit next fiscal year budget requests (includes section funds)</p> <p>NBC Jamboree—submission site opens for the following year</p> <p>Deadline for section slate of candidates</p> <p>AAPS Nominations Committee presents final slate of candidates for election</p>
<p><i>APRIL</i></p> <p>Begin working on AM Hot Topic proposals</p> <p>Solicit award applications</p>	<p><i>MAY</i></p> <p>AM contributed papers submission site closes</p> <p>The chair-elect begins requesting the following year's committee representatives: due in August</p> <p>Finance Committee approves budget</p>	<p><i>JUNE</i></p> <p>AM preliminary program opens online</p> <p>National Biotechnology Conference</p> <p>EC Budget Approval</p>
<p><i>JULY</i></p> <p>NBC session submission site closes for the following year</p> <p>AAPS election ballot closes</p>	<p><i>AUGUST</i></p> <p>Committee representatives due to AAPS from the section chair-elect</p> <p>Leadership Retreat & EC F2F meeting</p> <p>Order annual meeting booth giveaways</p> <p>AM Jamboree—submission site opens for the following year</p> <p>Announcement of election results</p>	<p><i>SEPTEMBER</i></p> <p>Finalize annual meeting details including presentations for the executive committee meeting and membership meeting.</p> <p>Invite volunteers to the executive committee meeting and members to the membership meeting.</p> <p>Request activity reports from the committee representatives and focus group chairs.</p>
<p><i>OCTOBER</i></p> <p>Call for Nominations listed in <i>AAPS Newsmagazine</i></p> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <p>AAPS Annual Meeting</p> <p>EC F2F Meeting</p> <p>New EC Members & Section Leadership begin term of office</p> </div>	<p><i>NOVEMBER</i></p> <p>Nominations Committee begins series of conf calls</p>	<p><i>DECEMBER</i></p> <p>NBC contributed papers submission site opens</p> <p>Sections begin considering next year's election candidates</p> <p>AM session submission site closes for the following year</p>

How to Set Up Conference Calls

Sections and focus groups are encouraged to set up monthly conference calls in order to discuss current events and strategic planning. Focus groups are invited to attend these calls and give updates to the sections. Focus groups and section committees may require separate conference calls to discuss specific issues.

Contact [Maria Nadeau](#) for a conference call number and code. The codes are used by multiple groups, so please check on the availability of the number before holding calls.



Create a list of people to invite on the conference call. Each call should include section leadership, focus groups chairs affiliated with your section, the Executive Council liaison, and the AAPS staff liaison. One week before the call, send a reminder email with the date, time, phone number/pass code, and meeting agenda. A second reminder should be sent the day of the conference call.

Tips for Successful Teleconferencing

- Send a reminder for the teleconference (approximately one week before the call)
- Send a second reminder on the day of the call
- Prepare and distribute an agenda, including the dial in number and pass codes (sample agenda attached — passcodes were removed due to confidentiality)
- Arrange minutes to be taken
- Be available a few minutes prior to the meeting to greet the participants
- Start on time
- Be prepared
- Take attendance with a roll call
- Introduce yourself each time before you speak. Ask others to do the same
- Use the mute button to avoid background noise (tapping, shifting papers, typing, side discussions)
- Speak clearly – slow down if you are a “fast talker”
- Be aware of the impact of accents and slow down accordingly
- Stick to the subject – be concise
- Try to avoid asking questions of all participants, as it is likely several will try to respond at the same time. Instead, ask the participants one by one for questions or feedback
- If the group gets off the agenda, refocus but take note of the side issue for later attention
- Assign follow-up when necessary
- Offer opportunity for final/closing comments
- Conclude on time
- Schedule next meeting
- Distribute minutes of meeting promptly (within one week)

Communication Vehicles

Surveys

You may send surveys to your members to gather scientific data or to gather feedback to better meet their needs. Simply create the survey in a plain Word document. The AAPS Marketing Department will create an electronic version of the survey that automatically tabulates the results. Recipients receive a unique URL to complete the survey. If you are interested in sending a survey, please contact [Maria Nadeau](#) for assistance.

AAPS Newsmagazine



The *AAPS Newsmagazine*, the official member publication of AAPS, delivers timely information, cutting-edge research, pertinent industry developments, and association news. Each issue has a “Focus Group Feature” in the digital edition. Please note that information is collect for issues two months in advance, and at the beginning of each month.

Issue	Feature Sections' Primary FGs	Due
January 2014	PPB	Oct 25, 2013
February 2014	RS	Nov 29, 2013
March 2014	FDD	Jan 2, 2014
April 2014	PPDM	Jan 31, 2014
May 2014	BIOTEC	Feb 28, 2014
July 2014	DDDI	May 2, 2014
August 2014	MSE	Jun 6, 2014
September 2014	APQ	Jul 3, 2014
October/November 2014	FG Membership Mtgs <i>Maria submits content for this issue</i>	Aug 1, 2014
December 2014	CPTR	Oct 3, 2014

AAPS Blog

The vision of the AAPS Blog is to provide timely and multiple perspectives on the issues affecting pharmaceutical scientists. The blog allows for readers to connect with AAPS leaders, staff, and membership and increases their knowledge base. <http://aapsblog.aaps.org/>

Membership Meeting

Focus groups schedule membership meetings during the AAPS Annual Meeting and Exposition or AAPS National Biotechnology Conference in order to inform your membership about various activities occurring throughout the year. Another goal of the membership meeting is to provide an opportunity for each focus group member to bring up issues and concerns directly to the steering committee.

Focus groups have been approved to invite one presenter at their membership meeting. The presenter is to speak for no more than 20 minutes; this will allow all other business to take place. Presenters will not be reimbursed or receive a complimentary registration. Focus groups may not seek sponsor funds to cover the presenter's expenses or registration. Please notify the AAPS Meetings Manger once the presenter has been confirmed.

NO food and beverage is allowed at your FG membership meeting. The Executive Council has declined the request due to the large number of FGs, the challenge of predicting the attendance, and the opportunity that you have to invite your members to the section receptions. Sponsorships may not be solicited to cover the costs, and no outside food and beverages are allowed in the convention centers.

Listserv

The AAPS Listserv has been populated by the AAPS membership database with participants from the member groups. The listserv is open to members and non-members. These may be joined by any member wishing to participate in a discussion to further the interest of other members. Please note members have the option of declining participation on the listserv. Contact [Maria Nadeau](#) for assistance with sending messages to the listserv.



Review of Opinions and Summary Reports Guideline

The American Association of Pharmaceutical Scientists (AAPS) has established a position of leadership among pharmaceutical scientists such that the opinions of AAPS groups and summary reports from AAPS-sponsored events may be disseminated. This guideline provides a general framework by which such opinions should be communicated, posted, or published, and the process by which the association will review such items for approval.

Intent of the Guideline

The scientific content of opinions by AAPS groups, or of summary reports from AAPS-sponsored events, is not the specific purview of AAPS. But to ensure that such reports reflect the majority of scientific views on the topic being discussed or described, it is the specific charge of the AAPS Executive Council to ensure that an appropriate process has been followed to achieve scientific consensus.

This guideline details the process to ensure the content represents a viewpoint that is expressed by the majority of the authoring body, and reflects the general scientific views of association members.

Guideline for Development

1. This guideline covers workshop reports, consensus documents, white papers, books, chapters, or any other written item that is intended to summarize the major findings and content of an opinion generated by an AAPS group or summarize the findings and content of an AAPS-sponsored event. This guideline applies to any group sponsored in whole or in part by AAPS, and applies to any event sponsored in whole or in part by AAPS.
2. The purpose of these items should be to represent the best-founded scientific data and majority opinion of the scientists of the association. The content must be based upon the data and opinions formed during discussion at AAPS group meetings and events and not of an individual or select subgroup of individuals. Proceedings or compilations of scientific information by individual author(s) and contributor(s) do not fall under this guideline.
3. This guideline should be distributed to all members of the organizing committee at the outset of planning for any event or at the outset of any group deliberation. AAPS agreements to cosponsor a group or an event should state the requirement for AAPS to follow this guideline on any summary report or opinion.
4. The document should be written by the organizing committee of the event or a core group of participants in the forum from which the opinion emanates. An appropriate acknowledgment of all key contributors must be included in the work.
5. To the extent possible, prior to AAPS events or group meetings where an opinion or report is likely or is planned, group members who will write and review the item should be designated.
6. When feasible and in the best interest of the target audience, AAPS journals should be designed as the preferred vehicle for dissemination.
7. The summary report or opinion should have one key individual identified as the corresponding author. But a group of key individuals should be identified with expertise in the scientific area of specialty. These should include, when applicable, the participants from the event or group process and key scientists knowledgeable in the specific area.
8. The report or opinion should be widely distributed in draft form to a number of different individuals to be sure that all perspectives of AAPS are represented. In particular, the draft document should be sent to the chair of any AAPS Section, Committee, Discussion Group, or Focus Group within the scope of the general knowledge and review of the scientific content. A

reasonable timeframe for review must be allowed: at least one week but generally not more than three weeks. A list should be prepared of people who participated in the writing and the review of the report/opinion.

Guideline for AAPS Review

1. A review form should be submitted with the final draft of the document for approval.
2. If the document is to be published in a peer-reviewed scientific journal, the corresponding author should submit it to an AAPS journal or, if to a non-AAPS journal, first to the AAPS director of publications. If the document is to be published, disseminated, or communicated other than in a peer-reviewed scientific journal, such as a website open for public comment, then the principal contact should submit it to the AAPS director of public outreach.
3. If the document is submitted to an AAPS journal, the responsibility to judge its suitability for dissemination rests entirely with that journal's editor-in-chief, who may choose to consult with experts in the field, the chair of the Publications Committee, or the Executive Council, if appropriate. The decision and any feedback will go from the editor-in-chief to the corresponding author.
4. If the document is to be submitted to a non-AAPS journal, the AAPS director of publications will submit the document to the AAPS Executive Council for review and approval, and will convey the decision and any feedback to the corresponding author.
5. If the document is to be published, disseminated, or communicated other than in a peer-reviewed scientific journal, the AAPS director of public outreach will submit the document to the appropriate AAPS section, followed by the AAPS Executive Council for review and approval, and will convey the decision and any feedback to the corresponding author.

APPROVED by the AAPS Executive Council: _____

AAPS Opinion or Summary Report for Executive Council Review

Title: _____

AAPS Group or Event: _____

Consensus Process:

Collaborators in Document Preparation: (list name and AAPS position, if any)

Reviewers of the Scientific Content: (list name and AAPS position, if any)

What journal, scientific body, government agency, or other publication will this document be sent to:

Supporting Documentation (website, white paper, etc.)

Contact Information: _____

Date Submitted: _____

Name: _____ **Phone:** _____

E-Mail Address: _____

Approved by EC: December 18, 2013

Volunteer Recruitment & Member Retention

People may ask you why they should be a volunteer, or how to balance time spent at work with time dedicated to AAPS. If your job is to stay informed on the latest research, becoming an active volunteer within AAPS advances your education as a pharmaceutical scientist. Your employer should see the value in volunteering due to the received benefits such as networking, access to FDA guidances, research feedback, external ideas, educational offerings, and advertising for your company, to name a few.

There are many different areas where volunteers can get involved:

- Abstract screening
- Awards
- Focus Groups
- Discussion Groups
- Programming: AAPS Annual Meeting, National Biotechnology Conference, workshops, themed meetings, and meeting clusters
- Student/PostDoc Outreach and Development (outreach/education)
- Publications: *The AAPS Journal*, *AAPS PharmSciTech*, *Pharmaceutical Research*, and more
- Strategic planning
- Web development

Members leave because they are:

1. Not involved
2. Not aware
3. Excluded from decision making



Member Retention Tips



Identify and recognize members with the most tenure.



Do an online or email survey of important questions and issues as they arise.



Institute a “thank you” column in your section newsletter and website to recognize members for involvement and leadership.



Keep experienced members active through targeted involvement.



Suggest officers look for new members during section functions and spend some time with them.



Increase meeting attendance by notifying members of membership meeting dates/times and provide an agenda in advance of the meeting. Be sure to welcome new members and ask for feedback.

AAPS Resources

Leadership Contact Information

Current contact information for all and committees may be found online at <https://members.aaps.org/Core/committees.aspx>. Specific links for the member groups have been provided below.

- [SECTIONS](#)
- [FOCUS GROUPS](#)
- [STUDENT CHAPTERS](#)
- [DISCUSSION GROUPS](#)

NOTE: Discussion groups are interested in partnering with sections, focus groups, and student chapters for meeting ideas and speaker suggestions. If you have a meeting idea that can be held in conjunction with a discussion group, please contact the discussion group chair.

AAPS Staff

The AAPS Focus Group Coordinator, is the main staff contact for the focus groups. [Maria Nadeau](#), AAPS Member Groups Manager, is also involved with the operations of the focus groups as well as the sections, discussion groups, and various AAPS committees. General information about AAPS staff is available online at <http://www.aaps.org/about.aspx?id=71>.

Section & Focus Group Descriptions

Based on feedback received during the Focus Group Chair Meeting in New Orleans, the attached document summarizing section and focus group descriptions was created in order to better facilitate collaborative programming. This information is also available online at http://www.aaps.org/inside/Focus_Groups/index.asp under the "Volunteer's Corner."

SECTION & FOCUS GROUP DESCRIPTIONS

Revised March 2014

SECTION	DESCRIPTION
Analysis and Pharmaceutical Quality (APQ)	analytical techniques, regulatory and compendial issues, and assurance of quality
Biotechnology (BIOTEC)	research, development, and commercialization of new biotechnology-based pharmaceuticals
Clinical Pharmacology and Translational Research (CPTR)	therapeutics and clinical assessment of drugs and biological: experimental design, conduct and analysis of clinical trials; regulatory aspects of clinical trials and drug registration; risk assessment, therapeutic extrapolation from animals to humans; pharmacoepidemiology; drug interactions; and in appropriate populations, therapeutic efficacy/safety and response to alternative dosage forms
Drug Discovery and Development Interface (DDDI)	focuses on issues at the critical interface between drug discovery and drug development; discovering, optimizing, and effectively transitioning preclinical candidates into the clinical development phase
Formulation Design and Development (FDD)	share experimental results, consider new formulation and dosage form technologies, and discuss issues and concerns regarding the design and development of formulations/drug products for all dosage forms
Manufacturing Science and Engineering (MSE)	application and advancement of science and technology to the process development and manufacture of pharmaceutical and pharmaceutically-related products including medical devices and active pharmaceutical ingredients
Pharmacokinetics, Pharmacodynamics and Drug Metabolism (PPDM)	biopharmaceutics, pharmacokinetics, pharmacodynamics, drug metabolism and transport of pharmaceutical products and therapies
Physical Pharmacy and Biopharmaceutics (PPB)	physicochemical and biological factors that impact the design and delivery of small molecules and biologics and focuses on preformulation, biopharmaceutics, drug absorption, nanotechnology, and drug delivery systems design and performance including targeted drug delivery
Regulatory Sciences (RS)	regulatory compliance, GMP, clinical and pre-clinical practices; the legal aspects of pharmaceutical development; and protection of intellectual property

FOCUS GROUP	DESCRIPTION
Animal Pharmaceuticals and Technology	scientists in the animal health industry or involved in the veterinary pharmaceuticals field, and those who use animal models in the development of human drug products
API Manufacturing Technology	issues related to the manufacture of active pharmaceutical ingredients (API)
Bioanalytical	chromatographic assays applied to quantitative and qualitative investigations of small and large molecules in biological matrices that support drug discovery and development
Bioequivalence	scientific issues relating to the demonstration of bioequivalence and biosimilarity that allow for sound regulatory policy decisions; PK, statistical designs, and metrics for equivalence of different dosage forms
Biomarkers in Translational Medicine	how to translate in vitro and laboratory findings into clinical applications and to facilitate drug development (qualifying and fitness of use)
Biosimilars	biosimilars as a broad topic (bioanalysis, manufacturing, regulatory, trials design, etc.), allowing decisions to be made not just within a sub-specialty group, but to provide feedback/perspectives from all areas involved in the biosimilar pipeline
Chemistry, Manufacturing, and Controls (CMC)	technical and regulatory CMC topics associated with the development of pharmaceuticals
CMC Statistics	utilization of appropriate statistical methodology
Contract Research Organization (CRO)	issues of interest to CROs, partners, and customers including the industry-sponsored, pre-clinical CMC (Chemistry, Manufacturing and Controls), as well as clinical research programs globally
Dermatopharmaceutics	study of skin and associated structures, skin permeation technologies, topical and transdermal product development as well as members involved in cosmeceuticals, regulatory and marketing of these pharmaceutical products
Discovery Modeling and Simulation	cross-disciplinary view on how modeling is applied in the drug discovery and preclinical space including medicinal chemistry, pharmaceuticals, drug metabolism and PK, and toxicology
Drug Metabolism	all aspects of the biotransformation of chemicals and therapeutic agents as well as the conditions that influence metabolism and those that are affected by biotransformation processes
Drug Candidate Selection	integrated and cross-disciplinary view on assessing developability for compound selection and development, much in line with how it is actually assessed in the pharmaceutical industry
Drug Transport	state-of-the-art techniques to study drug transport and to enhance knowledge about the mechanisms of action of drug transporters
Excipients	understanding of excipients and their use in pharmaceutical formulations including understanding of excipient quality, functionality, drug-excipient interactions and regulatory considerations
Generic Pharmaceuticals	development and manufacture of generic pharmaceuticals
Inhalation and Nasal Technology	art and science of pharmaceutical inhalation aerosol and nasal drug delivery systems
In Vitro Release and Dissolution Testing	development of useful and standardized methods to meet the challenges of new dosage forms and to improve or encourage innovation of new methodologies, provide a more in depth understanding of the IVIVC
Ligand Binding Assay Bioanalytical	technologies and issues pertaining to the bioanalysis of analytes by nonchromatographic assays, including binding assays, immunoassays, activity- and cell-based assays

Lipid-Based Drug Delivery Systems	use of lipid-based systems in drug discovery and product development to effectively overcome physical and biological barriers related to poor aqueous solubility and stability, membrane permeability, drug efflux and bioavailability
Microdialysis	sampling technique that permits collection of molecules in the interstitial fluid of various organs with minimal tissue damage; current applications and future potentials in quantitative drug research and development
Modified Release	mechanistic understanding, formulation design & development, process development & scale-up, as well as the related regulatory aspects of modified release dosage forms
Nanotechnology	control of matter on a scale smaller than 1 micrometer, normally between 1-100 nanometers, as well as the fabrication of drug and gene delivery devices and diagnostics on this same length scale
Non-Clinical Dose Formulation and Analysis	technical and regulatory topics associated with nonclinical dose formulation analysis; dosing of poorly soluble, poorly permeable drug substances, and analytical challenges
Nutraceutical & Natural Products	drug discovery and development of nutraceuticals, dietary supplements, and natural products
Ocular Drug Delivery and Disposition	novel drug delivery system design for ocular applications; emerging trends in ocular pharmacokinetics such as the use of microdialysis technique for aqueous and vitreous humor kinetics; and cellular and molecular basis of ocular drug delivery (e.g., cell culture models, epithelial electrophysiology, drug efflux pumps, and cytochrome P450 isoenzymes)
Oral Absorption	human oral absorption (e.g., species differences in permeability, gastrointestinal tract regional differences in permeability, intestinal metabolism, in vitro/in vivo correlations, compound library for oral absorption research)
Pharmaceutical Trace Impurities	and regulatory topics associated with the impurities, especially genotoxic impurities, highly sensitive analytical methodology development, process development and genotoxicity tests for impurities/genotoxic impurities that are capable of controlling these impurities
Pharmaceuticals in Global Health	application of pharmaceutical sciences to the solution of global health issues
Pharmaco-imaging	amalgamation of imaging and pharmacology that provides additional information that could not otherwise be obtained using traditional techniques and allows for a more precise, faster and direct translation of data from a preclinical to clinical context
Pharmacogenomics (PGx)	genetic causes of individual variations in drug response; pharmacogenomics more broadly involves genome-wide analysis of the genetic determinants of drug efficacy and toxicity
Pharmacometrics	quantitative concepts of pharmacometrics in the discovery, development, regulatory approval, and market utilization of therapeutic agents
Preformulation	characterization of physical and chemical properties of both small and large-molecule drug substances or drug products, and is performed at both the early-stage and mid-stage development in pharmaceutical development and manufacturing
Process Analytical Technology	system for designing, analyzing, and controlling manufacturing processes through timely measurements (i.e., during processing) of critical quality and performance attributes of raw and in-process materials, to ensure final product quality
Process Development	design, development, analysis, and optimization of technical processes

Process Modeling and Simulation	application of physics based (such as Discrete Element Models, Computational Fluid Dynamics, Finite Element Analyses), engineering and mathematical modeling (statistical models such as LVM) techniques to better understand, control, develop and improve pharmaceutical manufacturing processes (both API and DP)
Protein Aggregation and Biological Consequences	qualitative and quantitative aspects of aggregation of therapeutic protein products, to discuss and develop techniques to study aggregation and factors that cause aggregation and to discuss potential impact of aggregation including immunogenicity and for example kinetics, (bio) activity
QbD and Product Performance	Quality by Design (QbD) paradigm and biopharmaceutics, and its potential impact on enhancing drug product quality
Stability	issues with stability testing and interpretation of new regulatory guidances relating to stability testing of API and finished products
Sterile Products	science and technology of parenteral products including sterile products that cover a range of therapeutic entities from small molecules to large biologics
Systems Pharmacology	drug action at the molecular, cellular, tissue, organ, organism, and population levels
Targeted Drug Delivery and Prodrug	site-specifically deliver or activate the therapeutic compounds in the site of action
Therapeutic Protein Immunogenicity	interpretation, presentation and clinical application of immunogenicity, and pursue validation of the risk factors and underlying cause-effect relationships affecting the immunogenicity of therapeutic proteins

AAPS Meeting Planning & Preparation

Preparing for the AAPS Annual Meeting & Exposition

- Focus groups should confirm dates and times of their membership meetings and an announcement may be sent to the FG members via the listserv.

Jamborees

AAPS organizes meetings called “Jamborees” to help sections and focus groups develop programming for the annual meeting and National Biotechnology Conference. Section leadership and one representative from each focus group (the chair or a representative from the steering committee) are invited to attend. The NBC Jamboree is held in the spring and the AM Jamboree is held in the summer. The jamborees help you to gain support for your proposals and obtain other good ideas to strengthen the programming.

General Overview of the Process: Specific Deadlines are Provided at the Jamboree

1. Jamboree is held – one representative is required to attend from each focus group and the rep should come with proposed session topics and descriptions to share with the sections and FGs
2. Programming submission site opens at the jamboree
3. Submission site closes (just after the current annual meeting or NBC) – submissions should include a title, description and organizer; also provide suggested moderators, speakers and speech titles
4. Programming committee reviews and selects sessions
5. AAPS staff sends notice to session organizers about the programming acceptance or rejection – if your session is accepted, you are asked to confirm speakers and gather reimbursement/complimentary registration requests
6. Confirm programming information (title, description, moderators, speech titles, and speakers) for the preliminary program and reimbursement/complimentary registration details with AAPS
7. Confirm session information for the final program, which is distributed on-site at the meeting

Programming Definitions

Symposia: A 2½-hour program on a specific topic with 4 invited speakers plus 1 speaker selected from contributed papers or 4 invited speakers plus a panel discussion. Speakers' presentations will be a maximum of 25 minutes and 5 minutes Q&A. Speakers are invited by the event moderator. Speakers' abstracts are not screened and submitted separately from the contributed papers process. AAPS staff will request all speaker biographies and abstracts.

Roundtable: A 2-hour program designed for small groups and open discussions moderated by 1-2 people. Speakers for Roundtables are invited and should be limited to 2-3. Speakers are invited by the event moderator and should present for no more than 10 minutes. The majority of the session should be dedicated to Q&A. Speaker abstracts are not required. Speaker biographies will be requested so the moderator can introduce the speaker.

Hot Topics: A program typically held from 12:00 – 1:15pm on a specific topic with invited speakers. Topic should be a hot breaking issue. AAPS Staff will solicit suggestions for these from AMPC members in May. Program usually allows for 3-4 Hot Topic Sessions. Speakers are invited by the event moderator. Abstracts and biographies not required.

Short Course: A 4 or 7½ hour course on a specific topic held pre or post annual meeting. Short courses are tutorial and interactive. Attendance is limited to 100 to ensure an interactive environment. All speakers are invited by the event moderator. Number of speakers is optimally 3-6 per day to encourage diversity in presentations. Speakers must provide handouts of their presentation for distribution to the attendees minimally 6 weeks prior to the meeting. Speakers are not required to submit an abstract, but must provide a biography. Any deviations from these guidelines must be approved by the AMPC Chair.

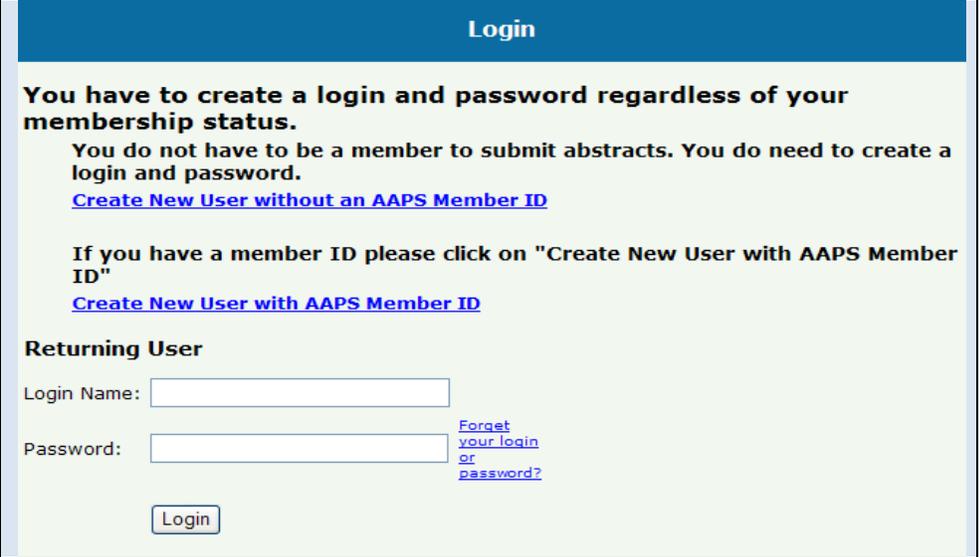
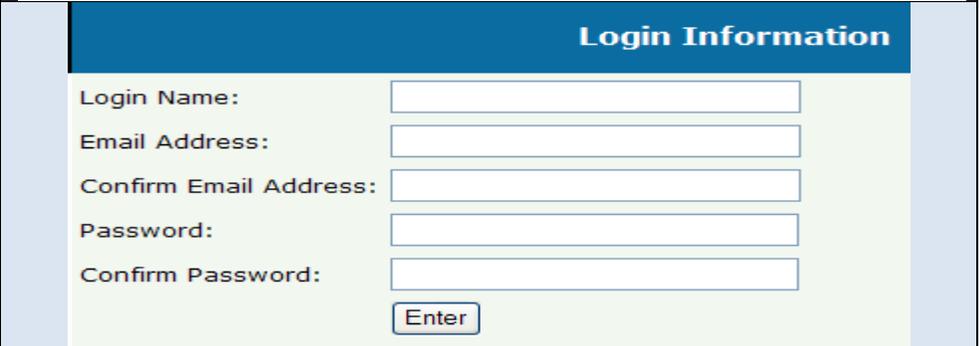
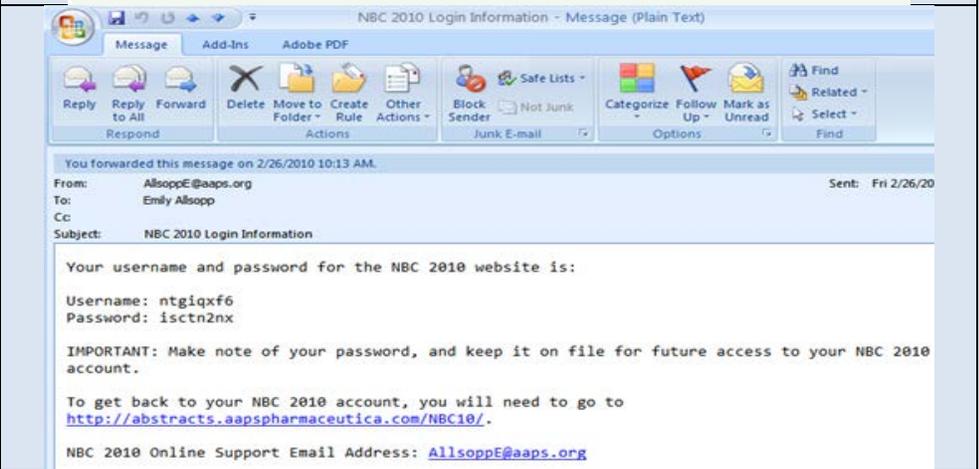
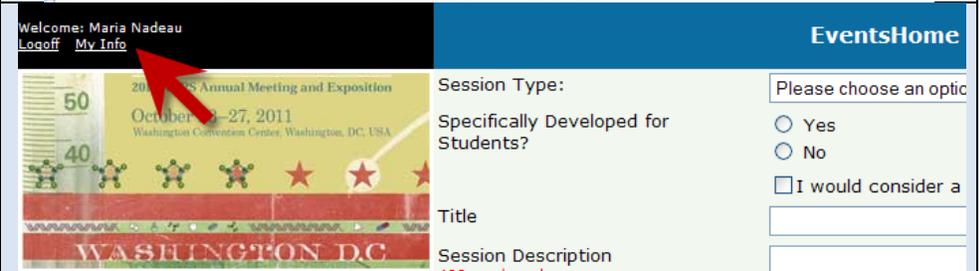
Posters: A 3-hour program whereby contributed abstracts are selected and screened by the section screeners. Acceptance criteria and the AAPS Ethics Statement are outlined in the AAPS Call for Papers and on the contributed papers submission site. Papers are presented in a poster format by topic. Authors will be asked to be present at their poster during specific times for any questions attendees may have. Authors will not be reimbursed for any travel expenses and must pay a registration fee to attend the Annual Meeting. Submission of an abstract is considered a commitment to present if the paper is accepted. All selected abstracts are published in *The AAPS Journal Supplement* on the AAPS website.

Poster/Podium: A 2½-hour program whereby up 6-8 contributed abstracts are selected and screened by the section screeners. Authors are asked to present their paper at the podium. Their paper will be displayed on a poster board inside the meeting room. All papers will address a specific topic. Authors will not be reimbursed for travel expenses and must pay a registration fee to attend the annual meeting.

Sunrise Session: A program held from 7:00am-8:15am whereby a lecture on a specific emerging scientific topic is given. Designed to be more tutorial or instructive in nature.

Programming Submission Site Instructions – MIRA System

(Please note that the images used in this presentation are from past meetings and are for example only.)

<p>Step 1</p> <p>Enter the event submissions site at www.aaps.org/AMSubmit13.</p> <p>You will be taken to this log in page. Create a login either by using your AAPS Member ID or selecting one of the “Create New User” links.</p> <p>Your previous MIRA USER ID will not work; you will need to create a new log in for 2011.</p>	
<p>Step 2: Option 1</p> <p>If you select the “Create New User without an AAPS Member ID” link, you will be brought to this page where you will create a login name and password.</p>	
<p>Step 2: Option 2</p> <p>If you select the “Create New User with AAPS Member ID” link, you will receive an email you’re your User ID and password. Much of your information will be auto-populated if you use your member ID.</p>	
<p>Step 3</p> <p>You may change your password after signing-in by selecting “My Info” in the upper right corner of the Events Home page.</p>	

Step 4

Fill out each category on this page.

Select underlined hyperlinks for descriptions of session types and programming themes.

Please enter proposed speaker names, country of origin and suggested presentation title by *separating each entry by a semi-colon*.

Complete the process by clicking on the 'Submit Proposal' button at the bottom of the page.

EventsHome

Session Type: Please choose an option below ✓ [View Session Type Descriptions](#)

Specifically Developed for Students?
 Yes
 No
 I would consider a different format

Title ✓

Session Description
400 words or less.
Do NOT include your speakers

Word Count: ✓

Primary Section Please choose an option below ✓ [View Section Descriptions](#)

Additional Section Please choose an option below

Primary Focus Group Please choose an option below

Additional Focus Group Please choose an option below

Additional Focus Group Please choose an option below

Additional Focus Group Please choose an option below

Please enter proposed speakers name, country of origin and suggested presentation title – please separate each entry by a semi-colon.

Proposed Speakers ✓

Fields with a ✓ are required.

Step 5

The programming committee will review all event submissions.

Organizers will receive a letter notifying them about the results of the review process.

Sample Acceptance Letter

Date

Elizabeth Miller, Ph.D.
Pharmaceutical Company
2110 East Galbraith Road
Cincinnati, Ohio 45237
United States

Dear Dr. Miller:

I am pleased to inform you that the 2010 Programming Committee has approved your submission, "Sterile Filtration - Principles and Case Studies" (16), for Tuesday, May 17, 2011 from 07:00 am - 08:15 am as a Sunrise Session for the AAPS NBC 2011 National Biotechnology Conference. The conference will be held May 16 – 19, 2011 at the Hilton Union Square in San Francisco, CA.

In order to finalize your accepted session, please go to the MIRA website at www.aapspharmaceutica.com/NBC2011/eventsubmissions and add session organizers, moderators and speakers to the original submission. To begin this process, you are required to enter each individual's e-mail address. Please see the attached instructions to assist you with this process. I have also attached Session Descriptions for guidelines on the format of your accepted session.

Please note, in order for your accepted session information to appear in the 2011 National Biotechnology Conference Preliminary Program, completed session information must be entered no later than September 15, 2010. Please be aware if deadlines are not met, your session could be canceled.

If you have any questions, please do not hesitate to contact me at (703) 248-4783 or by email at AllsoppE@aaps.org.

Congratulations once again, and I look forward to working with you in coordinating the program.

Sincerely,

Emily Allsopp
AAPS Meetings Manager

Attachments:
Instructions for Updating Submission.pdf
Session Descriptions.pdf

Sample Non-Acceptance Letter

Isabel Marburger
Pharmaceutical Company
1500 Littleton Rd.
Parsippany, NJ 07054
United States

Dear Dr. Marburger:

The 2010 Programming Committee has finalized the program for the AAPS NBC 2011 National Biotechnology Conference, and due to the number of proposals submitted this year and the limited programming space, your proposal entitled "Recent Advances in Stimuli-Responsive Polymers for Controlled Drug Delivery" was not accepted for presentation.

We thank you for your proposal and we encourage you to resubmit your idea for the 2011 National Biotechnology Conference. The 2011 AAPS Annual Meeting will be held _____, 2011 in _____. The 2011 Submission Website will open in March 2011. Please check the AAPS Meetings website, <http://www.aapspharmaceutica.com/meetings> for updates on the submission process.

If you have any questions, please feel free to contact me at 703-248-4783 or via email at AllsoppE@aaps.org.

Sincerely,
Emily Allsopp
AAPS Meetings Manager

Step 6

Organizers of accepted sessions will be asked to go back into the event submission site to complete the proposal by giving more detail on the speakers and moderators. An email address for each speaker or moderator will be necessary to start this process. The email address creates a unique user account and prevents duplication of speaker information.

EventSpeakers

No speakers have been entered

You may add a new person to your event by searching for their email below
or
choose from the following:

[Make Denise Wade an organizer](#)
[Make Denise Wade a moderator](#)
[Make Denise Wade a speaker](#)

Add a person to my event

Select the role of the person you are adding and then enter the Individuals Email Address OR Member ID

Add an organizer ✓
 Add a moderator
 Add a speaker ✓

Email Address:
OR
Member ID:

Step 7

Once a speaker's email address has been added, more detail on their presentation title and contact information will be required.

After all speakers and moderator information has been inputted and saved, the submission will be considered complete. You will have opportunities to make changes to your entries during the process.

EventSpeakers

No speakers have been entered

You may add a new person to your event by searching for their email below
or
choose from the following:

[Make Denise Wade an organizer](#)
[Make Denise Wade a moderator](#)
[Make Denise Wade a speaker](#)

Add New Speaker

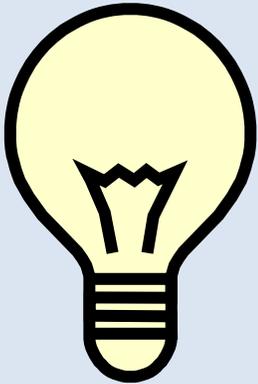
Presentation Title: ✓
First Name: ✓
Last Name: ✓
Degree 1: ✓
Degree 2:
Degree 3:
Degree 4:
Company:
 ✓
Country: ✓
FDA: Yes
 No ✓

Fields with a ✓ are required.

Organizer Guidelines

1. Organizers should avoid having multiple speakers from the same company. This could lessen your chance of the Program Committee accepting your submission. If speakers need to cancel immediately before the meeting, the Program Committee will accept a second speaker from the same company as long as there are more than two speakers per session.
2. A speaker should only speak once during the NBC or Annual Meeting. Workshops, Short Courses and Open Forums are considered separate events from the NBC or Annual Meeting. Organizers are encouraged to utilize speakers from Workshops, Short Courses or Open Forums at the NBC or Annual Meeting in order to save costs. In addition, FDA speakers may speak at more than one session. The ultimate goal is that the speaker should provide new content at each session.
3. Organizers should avoid using the same speaker for the same topic over a three year period. Speakers talking at sequential meetings should be speaking on different topics or at a minimum a very different aspect of a topic. Again, the repetition of a topic by the same speaker may lessen your chance of program acceptance.
4. Members may organize as many sessions as they want but should hand off additional sessions to other members to moderate. Moderators should only moderate one session per NBC or Annual Meeting. Co-moderators are encouraged to give more flexibility when cancellations occur. A co-moderator can cover when the other moderator cancels or potentially speak if a speaker cancels. The use of student co-moderators is highly encouraged to enhance the experience and training of our student members.
5. It is the expectation of AAPS that all speakers will provide their slides to post on the AAPS website following the NBC or Annual Meeting. Organizers and moderators should convey this to speakers at the time they invite speakers. Speakers will be requested to prepare slides that can be released to AAPS. Speakers may present one set of slides but provide AAPS a set to post on the website eliminating any slides with copyright issues.

How to Submit a Meeting Idea



<http://www.aaps.org/meetings/suggest/>

Annual Meeting and Exposition

Session proposals are accepted for each annual meeting approximately one year in advance. For example, sessions for the 2013 annual meeting were submitted in December 2012. The annual meeting submission site opens every year in August and closes in early December. We encourage you to notify your section leadership about your proposals in order to gain support and possible collaboration with other sections and focus groups.

National Biotechnology Conference (NBC)

Session proposals are accepted for the NBC one year in advance. For example, sessions for the 2013 NBC were submitted during June 2012. The NBC submission site opens every year in April and closes in June. We encourage you to notify section leadership about your proposal in order to gain support and possible collaboration with other sections and focus groups.

Other AAPS Meetings

AAPS is now accepting proposals for workshops for 2013 and early 2014. All submissions will be reviewed for content, possible conflicts, and timing. The Program Coordination Committee (PCC) will review all proposals for Arden Conference as well as the workshops not being held in conjunction with the AAPS Annual Meeting and Exposition (AM) or the AAPS National Biotechnology Conference (NBC). Meetings being held in conjunction with those conferences will be reviewed by the respective programming committees, the Annual Meeting Programming Committee (AMPC) and the National Biotechnology Conference Programming Committee (NBCPC).

Workshop Schedules

Submission due to AAPS Staff	Review Date—Reviewing Committee	Workshop Approvals for:
July 8, 2014	August 6, 2014—PCC	Arden Conference and Workshops to occur in March and April 2015
June 26, 2014	July 30, 2014—NBCPC	NBC Workshops (up to 3) (June 2015)
October 7, 2014	November 4, 2014 (at AM)—PCC	Workshops to occur in September 2015

AAPS is limiting the number of workshops to nine including those associated with the AM and NBC. This limit will allow the AAPS staff to manage all workshops in-house. Exceptions to this process will require explicit approval by the PCC. Not counted in the total number of workshops are requests for AAPS cosponsorships, in which our staff or financial involvement is minimal. Cosponsorships will be evaluated on an on-going basis.

Send workshop suggestions on the completed form below to Elizabeth Scuderi at ScuderiE@aaps.org.

One Day Facility Hosted Seminars

AAPS will begin offering one day seminars which will be hosted at pharmaceutical company facilities or on university campuses. Any member, focus group, or section wishing to hold a meeting of this type must complete the Facility Hosted Seminar Submission Form and submit that proposal to AAPS staff 6–9 months in advance of the meeting. AAPS staff will forward the proposal to the Program Coordination Committee for approval.

Send facility hosted seminar suggestions via the completed form below to Sharon Pichon at PichonS@aaps.org.

- [Facility Hosted Seminar Submission Form](#) (DOC)

Upcoming AAPS Meetings

To assist you with planning new meetings, please be aware of scheduled AAPS meetings. For a list of upcoming AAPS meetings, please visit <http://www.aaps.org/meetings/>.

Sponsorship Solicitation Procedure

AAPS, being a non-profit organization, encourages sponsorship of all activities. AAPS has developed several levels of sponsor categories and companies receive benefits based on the category level in which they participate.

The most prestigious sponsor category is the AAPS Sustaining Sponsor. A primary benefit of a sustaining sponsor is the designation of an AAPS staff member as a primary point of contact for sponsorship activities. This is to facilitate sponsor benefits and eliminate duplicate or redundant requests for sponsorship throughout the organization. Therefore, it is critical to contact the Associate Director of Meetings and Expositions before engaging in any sponsorship solicitation.

Volunteer members and staff dedicate much time to obtaining sponsors for various awards. To alleviate any concern on losing that sponsorship due to other sponsor solicitations throughout the year, sponsor solicitations must be coordinated through the AAPS Associate Director of Meetings and Expositions.

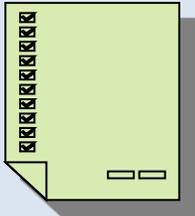
FDA Sponsorship Policy

1. To avoid any conflicts of interest for FDA speakers, AAPS will not accept sponsor dollars for specific sessions which include an FDA speaker.
2. AAPS will continue to solicit sponsor and grant dollars for meetings as this is source of income for the organization. The sponsors will be recognized as a group in the printed programs and through other mechanisms as appropriate.
3. AAPS may solicit sponsor dollars and grants for the Keynote Address at the AAPS Annual Meeting & Exposition and other events, as long as the Keynote Speaker is not an FDA employee.
4. AAPS may solicit sponsor dollars and grants for the Plenary Session for the AAPS Annual Meeting & Exposition and the AAPS National Biotechnology Conference as long as the speakers are not FDA employees.

Conclusions

The American Association of Pharmaceutical Scientists will continue to provide the very best educational programming at workshops, seminars, conferences and special forums and will invite speakers from the Food and Drug Administration whenever appropriate. Sponsorships and grants, which are given to the Association to support such programs, will not be identified at the individual sessions where Food and Drug Administration employees are speaking. AAPS greatly values the intellectual contributions that the FDA provides to scientists within the pharmaceutical community.

FDA Speaker Request Form



The FDA requires the following form to be completed for every FDA speaker request. Please complete the form and return it to the AAPS Meetings Department, and we will submit the form to the FDA on your behalf. Please talk to the speaker before submitting the form. The FDA notifies AAPS of acceptance or refusal. AAPS will forward the FDA's response to the person who submitted the request.

**AAPS MEETINGS
FDA SPEAKER REQUEST FORM**

The Food and Drug Administration requires the following information to be completed by sponsoring organizations requesting FDA employees to attend, participate in, or speak at non-federal meetings, conferences, and symposiums.

NAME OF SPONSOR ISSUING INVITATION: American Association of Pharmaceutical Scientists

SPONSOR TIN #: _____

SPONSOR MISSION STATEMENT: _____

PURPOSE OF CONFERENCE/MEETING: _____

TARGET AUDIENCE: _____

PURPOSE FOR WHICH THE FDA EMPLOYEE IS BEING INVITED: _____

NAME OF FDA EMPLOYEE: _____

NATURE OF COSTS TO BE REIMBURSED TO FDA (i.e., airfare, lodging, meals, miscellaneous expenses):

If “yes” is answered to any of the questions below then acceptance of non-federal funding by the FDA is prohibited.

Additional Certification:

Yes ___ No ___ Is the traveler an officer, director, trustee, board member, partner or an employee of the sponsoring organization?

Yes ___ No ___ Is the sponsor (or a component of this sponsoring organization) a party to a matter, which is pending before the FDA?

Yes ___ No ___ Does the sponsor engage in any lobbying activities?

Yes ___ No ___ Does the sponsoring organization receive any federal grants?

Yes ___ No ___ Does the sponsoring organization receive any contracts with DHHS?

Yes ___ No ___ Is the sponsoring organization a trade association?

Yes ___ No ___ Is the sponsoring organization regulated in any way by the FDA?

If “yes” is answered to any of the questions below then provide the additional information as required

Yes ___ No ___ Is the sponsor a for-profit organization? If yes, then is the sole function of the organization to facilitate training/educational conferences/meetings?

Yes ___ No ___ Does the sponsor include corporate funding? (e.g. foundations/memberships/donations)? If the answer to the question is yes, what percentage of the annual operating income is derived from corporate funding? _____%

WE ALSO AGREE TO THE FOLLOWING:

None of the funds that will be used to support these travel costs come from any federal grants or from any contracts with the Department of Health and Human Services, or from the regulated industry or trade associations.

We further understand FDA's requirements that costs of employee travel accommodations may not be subsidized in any way, and assure that we will comply with that policy.

Any room charges that are arranged for FDA employees by our organization will not be less than the hotel would normally charge to the traveling public, with the sole exception of volume discounts made available to us by the hotel. Our organization will not otherwise arrange for or make any additional payments to the hotel to defray room costs for FDA employees.

Name: _____
Please Print

Title: _____

Signature: _____ **Date:** _____

eLearning

The mission of AAPS eLearning is to innovate and manage electronic and universally accessible education opportunities for AAPS members and the scientific community.

Biotechnology 101

AAPS is pleased to announce the release of a brand new online training course, *AAPS Biotechnology 101*. This comprehensive, multi-module course was developed for those interested in learning more about the field of biologic development and to fill training gaps. This series offers:

- Lectures by leading experts from industry and academia,
- Convenience of self-paced learning,
- Coverage of the current state of biotherapeutics,
- Practical perspectives from practicing scientists.

This brand new training course was developed for:

- Professionals seeking to expand their knowledge to include biopharmaceuticals,
- College students and faculty members seeking to augment their training in biotechnology.

eCourses

An eCourse is an online, on demand, pre-recorded series of lectures around a particular topic. Discussion boards, quizzes, certificates of completion and e-commerce features are available for use in the course.

Webinars

AAPS webinars offer an opportunity for members to receive the latest information on pharmaceutical science topics without the need for travel or time away from home and office. AAPS members can participate in our upcoming live events, replay a past session in our archives, or submit a proposal online for organizing their own webinar.

- Webinars will be Accessible to AAPS Members
- Regular Members May Participate in the Live Event
- E-subscribers May View the Webinar 1 Month Later in the Archived Files
- Nonmembers May Become AAPS Members to Participate in the Live Webinar
- Webinars will Remain Free of Charge to all AAPS Members

Webinar Guidelines and Tips

- Webinars may be 60 or 90 minutes in length. Half of this period is devoted to the lecture, and the other half for the Q&A.
- There may be more than one presenter, but in a 90 minute event each presenter must share a 45 minute time period, or about 23 minutes each if there are two. This would leave the full 45 minutes for Q&A. Adequate Q&A time is quite important to the participants; it is the whole point of an interactive webinar.
- Be realistic about the published goals of the webinar. The most common participant criticism is that the description of the event did not correspond to the actual presentation. If the objective is to provide a brief, basic overview, please indicate so.
- During the registration process, some data may be collected beyond name and email. To keep the registration process as simple as possible, please request only the data that you actually need and will evaluate. Also, we receive raw Excel data only, which must be tabulated manually.
- Approximately one-half to two-thirds of those who register for a webinar will actually show up. However, some attendees share the event with co-workers in a conference room. Thus, as a general rule of thumb, the total viewership is only slightly less than the number who originally registered.
- From experience we know that only one-third of participants will respond to a post-event survey. But we generally offer them the opportunity to submit free-form comments after the webinar.
- Webinars may be archived on the AAPS website for up to one year, with the author's permission.

If you have a webinar idea, complete the form available online at <http://www.aaps.org/webinars/>.

The Executive Council is requesting that all sections develop a webinar. Focus groups may develop webinar ideas as well and we encourage you to work with your affiliated section(s) on the proposal.

All proposals are sent to the AAPS Program Coordination Committee (PCC) for approval. After receiving approval, Andy Cohn, Senior Manager for e-Learning, will work with the organizers and speakers to develop the webinar.

To learn more, please contact [Meredith Weston](#).

AAPS Elections

Executive Council

A critical mission of AAPS is to sustain highly effective volunteer leadership for the association. These leaders need to understand the mission and vision of the association and be willing to commit time and utilize their unique perspectives to serve the association and its members. The AAPS Nominations Committee plays a vital role in seeking, identifying, and nominating the best candidates for the AAPS National Offices, including AAPS Executive Council President, Treasurer, and Members-at-Large.

Full details about the Nominations Committee are provided in the *Nominations Committee Composition and Procedures* document that is available online at <http://www.aaps.org/inside/refguide/NominationsCommitteeGuidelines.pdf>.

Sections

Sections are responsible for providing nominations for vice chair *[or secretary/treasurer]* annually and for secretary/treasurer every two *[or three]* years. Nominations may be selected from the section's membership by nomination during the membership meeting or through correspondence with the membership. Individuals must be active AAPS members and a member of your section in order to be eligible to serve as a section officer. All nominations are subject to approval by the section's leadership. At least two candidates should be nominated for each office.

All procedures for election of new officers shall be the same as those for the AAPS Executive Council elections as defined by the AAPS By-Laws. The winner will be determined by simple majority of the votes cast in the election.

Focus Groups

Focus group officers shall develop a slate of nominees for the elective office and notify AAPS and the leaders of the section with which the focus group is affiliated. The focus group shall then submit the names to the members of the focus group for vote by email ballot or at the focus group membership meeting (held at the AAPS Annual Meeting), with each member having one vote for each office. The candidate receiving a plurality of votes shall be elected.

AAPS Committees

AAPS Blog Committee (ABC)

Committee Charge: The charge of the AAPS Blog Committee (ABC) is to help solicit and secure topical and timely content for the AAPS blog.

Structure: The ABC will include seven (7) to nine (9) representatives from AAPS sections, committees, focus groups, discussion groups and/or student members and one member-at-large. The ABC representatives should have broad knowledge of and interest in current issues affecting pharmaceutical scientists and extensive experience using social media platforms. Prior blog experience preferred.

Annual Meeting Program Committee (AMPC)

Committee Charge: The charge of the Annual Meeting Planning Committee (AMPC) is to select the theme of the plenary session, as well as the content, programming format, and the time schedule for programming activities of the Annual Meeting and Exposition. The committee also selects the keynote and plenary session speakers.

Committee Membership: The committee is comprised of a chair and co-chair, both of whom are selected by the AAPS President. The chair serves a one-year term and the co-chair serves as chair in the second year of his/her term. Other members of the committee consist of the past chair, a representative from each AAPS Section (the section chair-elect), an Executive Council Liaison and a Staff Liaison(s).

Meeting Schedule: The AMPC meets face-to-face at the Annual Meeting Summer Jamboree, the annual meeting, and one time just prior to the annual meeting. The committee also holds conference calls as necessary.

Annual Meeting Screeners Committee

Committee Charge: The charge of the Annual Meeting Screeners Committee is to review all contributed papers submitted for presentation at the AAPS Annual Meeting and Exposition. The committee will evaluate the contributed papers based on criteria published in the AAPS Call for Papers.

Committee Membership: The committee is comprised of the chair, (the current Annual Meeting Planning Committee Chair), a representative from each section, an Executive Council Liaison, and Staff Liaison(s). The section representatives serve a three year term.

Meeting Schedule: The Annual Meeting Screening Committee generally meets face-to-face at the annual meeting and holds two to three conference calls per year.

Content Advisory Committee (CAC)

Purpose: The *AAPS Newsmagazine* Content Advisory Committee (CAC) is responsible for soliciting and securing topical and timely content (e.g., feature articles, news briefs) for the *AAPS Newsmagazine*. It is the aim of the CAC to help bolster the stature of *AAPS Newsmagazine*, both to readers and advertisers.

Structure: The CAC will include one representative from each AAPS section and one member-at-large. CAC representatives should be past or present section leaders who have a broad range of personal and professional contacts within their sections and research communities. CAC members serve for three years and each year three members rotate off the committee as new members join. The members are recommended and asked by their section leadership to serve.

Function: CAC members will collaborate with the *AAPS Newsmagazine* Managing Editor and the AAPS Director of Publishing to create and support the magazine's editorial calendar. The editorial calendar will feature topics of interest to the AAPS membership and pharmaceutical community. Each issue will have, at least, one feature topic. CAC members are responsible for contacting scientists in their section whose area of expertise or research is of interest to the pharmaceutical sciences community. During the months of February, March, April, June, July, August, September, and December a CAC representative is responsible for the content of one particular issue. For the October/November issue of the *AAPS Newsmagazine*, CAC members are asked to submit a preview of their sections programming for the annual meeting. CAC members are likewise asked to contribute copy on the highlights of the annual meeting held the previous fall for the January issue of the *AAPS Newsmagazine*.

Meeting Schedule: Monthly teleconferences, typically scheduled on the second Thursday of each month from 3:00 to 4:00 pm EST, and one (1) face-to-face meeting at the AAPS Annual Meeting and Exposition will be held each year to discuss, develop, and ensure that assignments meet posted deadlines.

Electronic Program Development Committee (EPDC)

Committee Charge: The charge of the Electronic Program Development Committee (EPDC) is to solicit and select the theme (e.g. BT 101) as well as the individual lecture content, programming format, appropriate presenters/reviewers and evaluation criteria for on-demand, web-based AAPS eLearning Courses and webinars.

Committee Membership: The committee is comprised of a chair and the section chair-elect, both of whom are selected by the AAPS President, with EC consensus. The chair serves a one-year term and the co-chair serves as chair in the second year of his/her term. Other members of the committee consist of the past chair, a representative from each AAPS Section (the section chair-elect), an Executive Council Liaison and a Staff Liaison(s).

Meeting Schedule: The EPDC meets face-to-face at the Annual Meeting Summer Jamboree and during the AAPS Annual Meeting and Exposition. The committee also holds conference calls monthly or as necessary. A subcommittee of members will meet quarterly via conference call with members of the PCC, AMPC and NBCPC to discuss new programming ideas.

eLearning Experiences:

Committee members should have:

- Broad knowledge of and interest in current issues in pharmaceutical science education, such as perceived training gaps, cutting-edge techniques or innovations in the field
- Exposure to and understanding of the AAPS programming process (i.e., workshops, open forums, annual meeting, webinars)
- Active interest in the eLearning and meeting programs AAPS
- Ability to attend and participate in conference calls, section meetings, Annual Meeting jamboree, and Annual Meeting

eCourses:

Designed to address perceived training gaps in the pharmaceutical and biopharmaceutical sciences. AAPS eCourses are comprehensive online offerings that provide the convenience of self-paced learning. Facilitated by top researchers in the field, these eCourses provide practical perspectives from practicing scientists, and allow participants the opportunity to receive a Certificate of Completion. The material covers a broad topic in-depth, often with multiple lectures available under a particular subject area. A new committee, possibly named the Electronic Program Development Committee (EPDC) will formulate and review potential educational eCourses.

Fellows Committee

Committee Charge: The charge of the Fellows Committee is to select AAPS Fellows as submitted through the AAPS Fellows Nomination process.

Committee Membership: The committee is comprised of a chair selected by the AAPS President, a representative of each AAPS Section, an Executive Council Liaison and Staff Liaison(s). The chair and section representatives must be AAPS Fellows and serve a three-year term, with approximately 1/3 of the members rotating off each year.

Meeting Schedule: The Fellows Committee meets one day a year, generally in June, to review the nominees and make final selections and recommendations to the Executive Council.

Finance Committee

Committee Charge: To study issues relating to fiscal management of the association's resources, identify additional sources of revenue, assess the cost-effectiveness of AAPS offerings, and make related policy recommendations to the Executive Council.

Committee Membership: The committee is chaired by the AAPS Treasurer (elected position) and its members serve a three-year term. Six additional members are appointed by the Treasurer from the general AAPS membership.

Meeting Schedule: The Finance Committee meets face-to-face three times per year and by conference call throughout the year on an as needed basis.

International Affairs Committee (IAC)

Committee Charge: The charge of the International Affairs Committee (IAC) is to increase globalization efforts on behalf of AAPS. The IAC works in conjunction with FIP, APSTJ and FPTI to offer regulatory science and educational/tutorial workshops to developing countries. The IAC approves all international meeting proposals, develops strategies by which AAPS can serve pharmaceutical scientists world-wide, and works together cooperatively in partnership with other organizations to develop mechanisms for better exchange of information. The IAC works as a facilitator of a global communication network.

Committee Membership: The chair(s) are selected by the President-elect. Members include a representative from the APSTJ or FPTI and the chair or chair-elect of the FIP/BPS, a representative from the following countries: South Africa, India, China/Taiwan, Australia, Mexico, Central or South America, Canada, Europe, and the U.S.; a member of the World Health Organization, an Executive Council Liaison, and the AAPS Executive Director and the Director of Meetings and Expositions. The AAPS President-elect is asked to serve on the committee.

Meeting Schedule: The IAC meets face-to-face at the AAPS Annual Meeting and at the FIP Annual Meeting. When FIP/BPS holds its Pharmaceutical Sciences World Congress, the committee will meet there in place of the FIP Annual Meeting. All other communication will be by email throughout the year.

Member Groups Coordination Committee (MGCC)

Committee Charge: The MGCC is charged with reviewing the operations and effectiveness of the sections, focus groups, and discussion groups, as well as the interaction between the member groups.

Committee Membership: The chair of the committee is the AAPS President-elect and additional members include three section representatives, three focus group representatives, two discussion group representatives, and staff liaison(s). Members are selected by presidential appointment for staggered two-year terms to aid in promoting continuity in the group.

Meeting Schedule: The committee meets face-to-face at the annual meeting and by conference calls during the year.

Membership Strategic Oversight Committee (MSOC)

Committee Charge:

- identify the demographic parameters necessary to provide profiles of member and non-member participants in key AAPS activities that will facilitate regular monitoring of who AAPS is serving and will facilitate the identification of threats and opportunities, with respect to both continuing member/non-member participation and new member recruitment and to evaluate the above data annually and develop recommendations based on the threats and opportunities identified;
- periodically (3-5 years) develop and conduct a member satisfaction survey to be evaluated together with the data generated annually and to develop recommendations for membership recruitment, as appropriate, retention, enrichment of benefits, etc. based on the findings; to use the results of the 1999 and the 2002 surveys, as appropriate, in developing and evaluating the next survey;
- identify disciplines/organizations complementary to AAPS' core membership through the database
- described above and other appropriate means, and to develop strategies to facilitate interactions with the individuals/groups identified and thereby fulfill the AAPS vision and enrich our membership benefits;
- identify comparable/competitive organizations against which to benchmark member benefits, dues, meeting registration fees, etc; to annually develop recommendations to address critical gaps identified;
- facilitate periodic evaluation of the section/focus group offerings with respect to the data generated and the strategies recommended above;
- develop recommendations to fully leverage the student chapters to further the charge of the committee;
- set up a process where non-members who interact with AAPS through workshops, meetings, presentations, or submitting papers and articles, are recorded and profiled in order to identify other disciplines that have natural links to AAPS.

Committee Membership: The chair of the committee is appointed by the AAPS President and must be a member of AAPS. The chair serves in a non-voting capacity for a term of three years. Additional members of the committee consist of a representative from each AAPS Section (voting members), one student representative appointed by the chair (voting member), one discussion group representative appointed by the chair (voting member), an Executive Council Liaison (non-voting member) and a Staff Liaison (non-voting member). Voting members serve staggered three year terms.

Meeting Schedule: The MSOC meets by conference call the second Thursday of each month at 2:00 pm ET, as well as face-to-face at the annual meeting.

National Biotechnology Conference Program Committee (NBCPC)

Committee Charge: The charge of the National Biotechnology Conference Planning Committee (NBCPC) is to select the content, programming format, and the time schedule for programming activities of the annual National Biotechnology Conference. The committee also selects the keynote and plenary session speakers.

Committee Membership: The committee is comprised of a chair and co-chair, both of whom are selected by the AAPS President. The chair serves a one-year term and the co-chair serves as chair in the second year of his/her term. Additional members of the committee consist of the past chair, a representative from each AAPS Section, a representative from the FDA, and an Executive Council Liaison and a Staff Liaison(s).

Meeting Schedule: The committee meets face-to-face at the National Biotechnology Conference and the annual meeting and holds monthly conference calls.

National Biotechnology Conference Screeners Committee

Committee Charge: The charge of the National Biotechnology Conference Screeners Committee is to review all contributed papers submitted for presentation at the AAPS National Biotechnology Conference. The committee will evaluate the contributed papers based on criteria published in the AAPS Call for Papers.

Committee Membership: The committee is comprised of the chair, (the current National Biotechnology Conference Planning Committee Chair), a representative from each section, an Executive Council Liaison and Staff Liaison(s). All section representatives serve a three year term.

Meeting Schedule: The committee generally meets face-to-face at the National Biotechnology Conference and holds two to three conference calls per year.

Nominations Committee

Committee Charge: The charge of the Nominations Committee is to seek, identify, and nominate the best candidates for the AAPS national offices, including the AAPS Executive Council President, Treasurer, and Members-at-Large. It is the responsibility of the Nominations Committee to conduct a fair and balanced review and selection from all of the nominations put forward by AAPS members and to ensure there are appropriate and qualified to serve the association.

Committee Membership: The composition of the AAPS Nominations Committee includes the chair, who is the past president who has most recently served as the immediate past president, the current immediate past president who will chair the committee the next year, the past nominations committee chair, one or two Executive Council Member-at-Large(s), depending on term of member-at-large, the chair of each AAPS Section, and a Staff Liaison(s).

AAPS Past President (Nominations Committee Chair); Second year of a three year term on Nominations Committee; no longer an officer or member of the AAPS Executive Council)

AAPS Immediate Past President¹ (First year of a three year term on Nominations Committee; still a member of the AAPS Executive Council)

AAPS Past Nominations Committee Chair¹ (AAPS “Past-Past” President; Third year of a three year term on Nominations Committee; no longer an officer or member of the AAPS Executive Council)

AAPS Executive Council Member-At-Large^{1 2} (First year of a two year term on Nominations Committee)

AAPS Executive Council Member-at-Large¹ (Second year of a two year term on Nominations Committee)

1 Year Term: APQ Section Chair, BIOTEC Section Chair, CPTR Section Chair, DDDI Section Chair, FDD Section Chair, MSE Section Chair, PPB Section Chair, PPDM Section Chair, RS Section Chair

AAPS Executive Director (standing member, non-voting)

AAPS Staff Liaison (standing member, non-voting)

Meeting Schedule: The committee meets by conference calls, beginning in November/December and continuing through February/March.

Program Coordination Committee (PCC)

Committee Charge: The charge of the Program Coordination Committee (PCC) is to evaluate and make recommendations to the Executive Council on meeting proposals other than the annual meeting and National Biotechnology Conference. The PCC is charged with clustering as many proposals as possible.

Committee Membership: The committee is comprised of a chair (the past Annual Meeting Planning Committee chair) and a co-chair (the current Annual Meeting Planning Committee chair). The chair serves a one-year term and the co-chair serves as chair in the second year of his/her term. Other members of the committee consist of the past chair, a representative from each AAPS Section (either the section chair, chair-elect, or past chair), a representative from the FDA, and an Executive Council liaison and a staff liaison(s).

Meeting Schedule: The Program Coordination Committee meets quarterly by conference call, generally two weeks prior to the Executive Council calls/meetings.

Publications Committee

Purpose: The AAPS Publications Committee is charged with making recommendations to the AAPS Executive Council (EC) relating to the following matters:

- Formulation of an overall long-range vision of the Publications program, as well as tactical plans for its implementation;
- Evaluation of the quality of all AAPS Publications (including all AAPS scientific journals, *AAPS Pharmaceutica* [or Portal], *AAPS Newsmagazine*, and Book Program) and recommendation of possible avenues for improvement;
- Advising on, in conjunction with the AAPS Finance Committee, all budgetary issues relating to all AAPS Publications; and
- Selection of editors-in-chief for all AAPS Publications, subject to contract agreements.

Membership: The voting members of the committee shall be comprised of AAPS Section representatives who are selected from nominations, plus one sitting EC member appointed by the EC. The non-voting members of the committee shall comprise of the editors-in-chief of the AAPS journals, 1-3 consultants (on an as needed basis and possess scholarly/scientific publishing experience), and appropriate staff. Each voting member shall serve a three-year term, except for the EC member who may serve a shorter term at the pleasure of the EC. Each AAPS section will be requested to nominate 2 candidates per year. Nominations from other sources will also be considered. Selections will be based primarily on relevant publication experience (see Appendix A). The committee chair will be designated by the AAPS President-Elect prior to the Annual Meeting, and will serve a three (3) year term, the first year serving as Chair-Elect, the second as Chair, and the final year as Past-Chair.

The Committee may constitute subcommittees to deal with important elements of the publication portfolio of AAPS, including but not limited to, the Book Program and *AAPS Pharmaceutica*, or Portal.

Publication Experiences

- Exposure to and understanding of the scientific publication process (i.e., journals and/or books) through one or more of the following experiences:
 - record of research publications in an area of pharmaceutical sciences or scholarly publications in pharmacy professional journals
 - as an Editor, an Associate, Section or Field Editor, a member of an Editorial Board/Editorial Advisory Board, or regular reviewer of a recognized journal or monograph series in pharmaceutical sciences or pharmacy profession
- Knowledge of and interest in current issues in scientific publishing, such as information technology, open access, journal impact factor, ethical conduct in publishing, and conflict of interest
- Active interest in the scientific publication program of AAPS

Financial Experience

- Committee member should be able to appreciate the impact of a major publication program on the operations and financial health of the Association. They should also be able to effectively weigh the financial costs of programs relative to member benefit
- Fiscal experience in either for-profit or non-profit organization is desirable but not necessary

Other Relevant Experiences

- Prior leadership experience in AAPS or other volunteer organization
- Administrative or managerial experience

Student/PostDoc Outreach and Development Committee (SPOD)

Committee Charge: The purpose of the SPOD Committee is to:

- address issues of concern to graduate and undergraduate students and postdoctoral fellows in the pharmaceutical and related sciences;
- sponsor broad-based industrial/academic programs of interest to graduate and undergraduate students and post-doctoral fellows;
- facilitate interaction between established pharmaceutical scientists and graduate and undergraduate students and post-doctoral fellows in the pharmaceutical and related sciences;
- foster a professional commitment to the organization by graduate and undergraduate students and post-doctoral fellows through active participation in AAPS activities; and
- further evolve programs for the continuing educational needs of all AAPS members.

Committee Membership: The committee includes three officers: The chair, the chair-elect, and past chair. These officers serve one year terms on a calendar year basis. A new chair-elect is selected within the first three months of the chair's term, in consultation with the AAPS President-elect. The chair-elect assumes the office of chair at the end of the year as chair-elect. The outgoing chair assumes the office of past chair for one year. If the office of chair becomes vacant, the chair-elect shall serve as chair for the remainder of the term. At the end of that term, the chair-elect will continue responsibilities as chair, and a new chair-elect will be selected.

Additional members of the committee consist of at least one member from each AAPS Section, up to two graduate students, and up to two members-at-large. Section representatives are appointed by their section chair to represent the section. Graduate students members are selected by the committee. Members-at-large may be appointed at the discretion of the chair. Student members serve staggered two year terms; other members serve staggered three year terms, ideally with one-third of the committee rotating off each year.

Meeting Schedule: The committee meets at the annual meeting and holds other face-to-face meetings as necessary. The committee also conducts monthly conference calls.