

Frequently Asked Questions from the AAPS Focus Group Officers

Administrative Questions

Administrative Help with Meeting Minutes & Administrative Items

AAPS staff currently does not have the resources available to offer this service to all of our member groups, so we suggest that your FG obtain a secretary volunteer from the steering committee to take minutes. This may be a good way to involve a student member in your steering committee.

Administrative Help with Surveys

AAPS has an electronic survey system to send surveys to your members and collate the responses into one document.

Redesign FG Websites to Make Them More User-Friendly & Dynamic

A strategic review was conducted of the entire AAPS website. Through this review we hope to institute changes to the entire website that will make it more attractive, easier to use, and more technologically advanced with enhanced tools. These changes will begin in our next fiscal year (July 2009), but a completion date is not yet known.

Written Recommendations on How to Run a FG

A Member Groups Volunteer Handbook is disseminated each year to assist the leadership. The handbook is available online at <http://www.aapspharmaceutica.com/inside/refguide/MbrGrpsVolHndbk.pdf>.

FG procedures can also be maintained by establishing a leadership succession plan to include a chair, chair-elect, past chair, and a steering committee. It is our hope that a strong leadership team can pull together and sustain the progress of the FG.

Financial Questions

Financial Support for Programming / Activities Outside of AAPS Meetings

AAPS does not have budgets for unique meeting activities, so we ask that you approach your affiliated sections for financial support when needed. All programming activities need to be approved by AAPS.

Travel Support for FG Leadership to Attend the Annual Meeting

AAPS' current travel reimbursement policy only provides support to speakers. If travel support is needed, please approach your affiliated sections and ask if they have funds available.

Programming / Education Questions

Feature the Sponsoring FG in the NBC & Annual Meeting Preliminary & Final Programs

AAPS currently organizes the programming under section tracks and themed tracks. With 39 focus groups (and growing), it becomes very difficult to track the sponsoring FGs for each session in the programs. Since the programming is accepted through the sections, the meetings department also tracks the topics via the sections.

Feedback on Why a Program Has Been Rejected

We recommend working closely with your affiliated sections to receive specific feedback as to why programming was not approved since they are directly involved with the review and approval process. In general, the AMPC considers the:

- 1) quality of the proposals in regards to the content provided in the actual proposal;
- 2) timeliness of the session (i.e., new topics, emerging or evolving issues and late-breaking information);
- 3) diversity of the proposals received aiming to meet the broad spectrum of member interests and needs; and
- 4) meeting rooms availability. In many cases, sessions are not accepted because of limited meeting room availability.

Programming with a broader scope that appeals to multiple sections and FGs and this may help in getting programming approved.

Involve FGs in the Final Review / Finalization of the NBC & Annual Meeting Programming

We currently have 39 focus groups and this number continually grows. With so many focus groups in diverse areas, it would be difficult to include a representative from each FG to finalize the programming for our annual meetings. This is why AAPS decided to structure the programming committees with a representative from each section. If you have specific feedback about the review process and the accepted sessions, it may be beneficial to communicate this to your affiliated section(s) so that they receive input from the FGs before the grids are finalized.

More Cross-Interactions & Collaborations between Sections and FG Beyond the Jamborees

AAPS encourages active communication among groups with common interests. We supply contact information for all the officers as well as toll-free numbers for conference calls. The annual meeting and NBC jamborees serve as starting points for representatives of FG and sections to build collaborations on programming ideas; follow-up communications are arranged by the leadership. If you have any ideas about how to improve these interactions, we would be happy to work with the sections and FGs to make this possible.

More Meeting Rooms/Time Slots at the Annual Meeting for Programming

We are limited by space constraints at the convention centers, but to help with this situation, we recommend first that the FG is represented at the jamborees. This helps the FGs to develop better programming and gain support and collaborations from the other FGs and sections.

As an alternate avenue for programming, we encourage you to work with your affiliated sections on webinar ideas and then submit the proposals to the AAPS Program Coordination Committee (PCC) for review and approval. A webinar submission form is available online at <http://mediaserver.aapspharmaceutica.com/meetings/webinars/webinar-info.pdf>.

Track Programming Submitted from the FGs

In the programming submission site, we are tracking affiliated FGs. The preliminary and final programs are tracked by sections only. Please refer to the Past AM & NBC Programming spreadsheet for programming details at <http://www.aapspharmaceutica.com/meetings/pastmeetings/imagespdfs/PastProg.xls>.

Samples of Good Programming Proposals and How to Write a Successful Proposal

The AMPC recommends submitting an attention-grabbing title, a clear description, and a complete list of proposed speech titles and speakers. Incomplete submissions are typically not considered because it is difficult for the AMPC to understand the purpose of the session if information is missing. The best examples of good programming submissions may be found by reviewing the programming in the NBC or annual meeting preliminary programs.

Submitting Journal Articles

To submit an article to *Pharmaceutical Research*, *The AAPS Journal*, or *AAPS PharmSciTech*, please visit <http://www.pharmagateway.net/ManuScript.aspx>. If you are interested in submitting a themed journal, please consult the Editor-in-Chief of the appropriate journal.

Webinar Support

We encourage you to work with your affiliated section(s) on webinar ideas and then submit the proposals to the AAPS Program Coordination Committee (PCC) for review and approval. A webinar submission form is available online at <http://mediaserver.aapspharmaceutica.com/meetings/webinars/webinar-info.pdf>.

Networking / Collaboration / Outreach Questions

FG Receptions at the Annual Meeting

With 39 FGs (and growing), it would be very difficult to allow the FGs to hold receptions. And, approaching companies to provide financial support may take sponsors away from AAPS who provide other member benefits such as travelships and awards. AAPS will be looking into additional networking opportunities for the FGs via the section membership meetings and receptions. You may encourage your FG members to attend your primary section's membership meeting and reception for more networking opportunities.

Collaborations with Other Associations

Collaboration with other associations and organizations is an AAPS goal as well as a goal for the individual sections. If your FG wants to conduct collaborative program, please notify your affiliated section(s) and submit the information to AAPS for formal approval. Your affiliated section(s) may also have advice and support to help build collaborations.

Student Recruiting Initiatives

We encourage the member groups to reach out to students, so if you have specific ideas in mind, please draft a proposal that we may share with your affiliated section(s) and the Student/PostDoc Outreach & Development (SPOD) Committee and we can provide assistance to help move your efforts forward.