



ISOQOL

INTERNATIONAL SOCIETY FOR QUALITY OF LIFE RESEARCH

SPECIAL INTEREST GROUP LEADERSHIP ORIENTATION

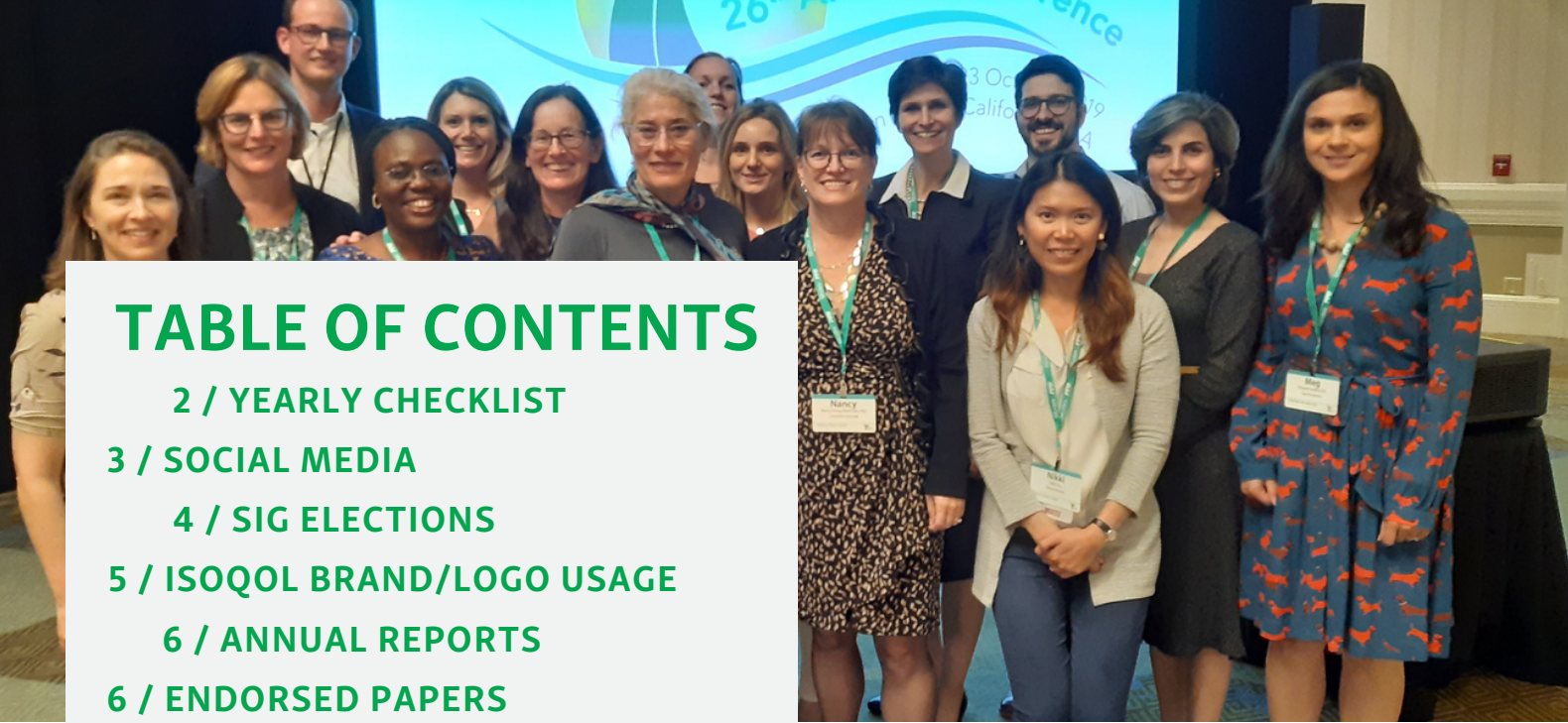


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DEAR SIG LEADER,

On behalf of the leadership and membership of the International Society for Quality of Life Research (ISOQOL), I thank you for your service as a Special Interest Group (SIG) Leader Volunteer.

SIGs are specialized communities within ISOQOL based on shared interests in advancing health related quality of life (HRQL) for specific populations (patients, children, etc.), geographic demographics (developing nations, United Kingdom, etc.) and fields of science (statistics, psychometrics, etc.), as well as your career (new investigators, clinical practice, etc.). These communities facilitate opportunities for members to network and collaborate, as well as to influence the work of the society through project proposals.

With your time and support, we can continue to improve and advance quality of health care and patient centered outcomes. We look forward to working with you throughout your term as a SIG Leader.

Thank You,

Samantha Walker, Executive Director at ISOQOL

YEARLY CHECKLIST

Please make sure the following items are completed during your leadership term.

- Complete an annual SIG Orientation Call with ISOQOL Staff.*
- Review Website and Teamwork SIG Descriptions. Contact ISOQOL staff if revisions are needed.
- Introduce yourself on your SIG's Teamwork Discussion Board during or after the Annual Conference in October. Encourage others to also introduce themselves.
- Complete the SIG Annual Report form in February/March.*
- Work with ISOQOL staff to secure nominations for next term's SIG leadership in April.*
- Organize the agenda for an in-person SIG Meeting at the ISOQOL Annual Conference.

*You will be contacted by ISOQOL staff with detailed instructions on how to complete this item.

SOCIAL MEDIA

SIGs leaders are encouraged to follow the official ISOQOL social media accounts. Individual SIG social media accounts are not permitted as documented in the ISOQOL Policy Manual. ISOQOL staff is solely responsible for managing social media on behalf of the organization. However, SIG leaders still have a few options to engage SIG members on social media. Information about specific official ISOQOL social media platforms are detailed below.

[View ISOQOL Policy Manual](#)

Twitter

Each ISOQOL SIG has its own unique hashtag, which are available to view on the [SIG webpage](#). SIG members are also encouraged to tag ISOQOL ([@ISOQOL](#)) in their tweets from their personal Twitter accounts. They may also use hashtags to categorize their tweets and connect with other SIG members on Twitter.

LinkedIn

ISOQOL offers [LinkedIn Groups](#) for SIGs to connect outside of Teamwork. SIG leaders may reach out to the ISOQOL office to request the creation of a group and manager access. LinkedIn Groups may be used to promote the SIG and its work by sharing updates and information related to the specialty of the SIG. Members of the LinkedIn group do not need to be a member of the associated ISOQOL SIG to join. Meeting links, files, or information that is restricted to SIG members should remain solely on Teamwork.

Facebook

ISOQOL offers [Facebook Groups](#) as a Social Media option for SIGs. SIG leaders may reach out to the ISOQOL office to request the creation of a group and moderator access. Facebook Groups may be used to promote the SIG and its work by sharing updates and information related to the specialty of the SIG. Members of the Facebook group do not need to be a member of the associated ISOQOL SIG to join. Meeting links, files, or information that is restricted to SIG members should remain solely on Teamwork.,

SIG ELECTIONS

A call for nominations for new SIG leadership is usually made in April. Elections are usually held in May and June. ISOQOL staff will reach out with more detailed instructions in advance of the official nomination period.

Step 1: Call for Nominations

SIG leaders post an open call for nominations on Teamwork. This message includes a brief summary on the position and instructions. Candidates are asked to send ISOQOL staff a nomination with contact information, a 100-word statement on why they would be a good fit for the role, and a headshot.

Step 2: Open Ballot

ISOQOL staff is responsible for the creation and distribution of a ballot. SIG leaders will be asked to announce the ballot on Teamwork. A ballot is only hosted if there is more than one nomination per open position. If there is only one nomination, the SIG does not need to proceed with an election.

Step 3: Announce Leadership Changes

Once a new co-chair or chair-elect is selected and confirmed, current SIG leaders will introduce the individual on Teamwork. The new chair will be invited to participate in the SIG meeting and SIG Council meeting at the Annual Conference in October.

Tip: Start Recruitment Early

It is uncommon for SIGs to recruit new SIG leadership with a passive Teamwork post. We highly recommend speaking directly your peers about the position before and during the nomination period.

ISOQOL BRAND AND LOGO

Member Logo

Any ISOQOL member can use the member logo at any time. Copies of the ISOQOL Member Logo are available with black, transparent or white backgrounds on your online member profile.

[Login to your online member profile](#)



Official ISOQOL Logo

Use of the official ISOQOL Logo is strictly prohibited without written approval from the ISOQOL Board of Directors. Such requests are generally granted through approved project proposals. Once permission is granted, please do not download or screenshot the ISOQOL logo online. ISOQOL staff will provide you with a high quality image of the logo in an appropriate format.

Using the ISOQOL Name

Projects resulting from collaborations through the SIG network may only use the ISOQOL and/or SIG name with written permission from the board. SIGs are a community within ISOQOL. Only the Board has independent and legal authority to release official communications in ISOQOL's name. SIG members who want official ISOQOL endorsement should work with their SIG chairs to submit a project proposal to Leadership.

ANNUAL REPORTS

Annual reports are used to report the progress and work of all working groups to the Board of Directors and the society. SIG Annual Reports are published online for public record on the [ISOQOL SIG webpage](#) after each Spring Board Meeting. This is a great way to see what other SIGs are doing and can provide project/collaboration ideas for your SIG, as well as foster collaboration between SIGs.

[2022 Annual SIG Reports](#)

[2023 Annual SIG Reports](#)

ENDORSED PAPERS

Receiving official ISOQOL endorsement for a manuscript is a great way to increase paper citations and broaden the reach of your research to various stakeholders. Official ISOQOL endorsement requires Board approval. SIGs are encouraged to submit concept proposals and/or manuscript drafts resulting from collaborations within the SIG. These manuscripts can be published in an official ISOQOL Journal or other Journals of high quality.

Endorsed papers are promoted by ISOQOL by listing the paper in the [Online ISOQOL Resource Center](#), through email and social media campaigns, and/or through the publication and distribution of press releases.

Proposal Process

Send a [concept proposal](#) and/or draft of your manuscript to info@isoqol.org before submitting your manuscript for publication. Include what Journal(s) you intend to submit your manuscript to and any pressing time considerations. Include a JPRO waiver request if applicable. A limited numbers of JPRO waivers are available for ISOQOL endorsed SIG papers. If you would like for your manuscript to be considered for this waiver, please indicate this in your request for ISOQOL endorsement. The ISOQOL Board of Directors will review this request along with the manuscript.

CONFERENCE SYMPOSIA

ISOQOL offers 90-minute time slots on the pre-conference day of the Annual Conference for educational symposia hosted by Special Interest Groups. Submission is encourage, but remains optional. Detailed information on the symposium submission process is released to SIG leaders yearly. Speakers and moderators of accepted symposia will complete three planning calls with ISOQOL staff in advance of the Annual Conference.

COLLABORATIONS

SIGs are encouraged to forge collaborations on various projects. Note that while collaboration between SIGs does not require permission, collaborations with outside organizations must first be approved by the Collaborations Committee and/or Leadership. Most collaborations with other organizations require an official Collaborations Agreement, which can only be negotiated and signed by the ISOQOL Executive Director and/or President. If interested in collaborating with an outside organization, you must first contact the ISOQOL office.

SIG EVENTS

If you think your event will need a proposal to ISOQOL leadership, reach out to ISOQOL staff for guidance.

SIG Membership Events

Membership events are only open to SIG membership and therefore do not require approval from the board. SIG member events can be a result of collaboration between more than one SIG. In this case all participants should be a member of the collaborating SIGs. These events can be advertised and join details can be posted on teamwork. Staff support is optional and available for help with software setup.

SIG Leadership Events

SIG Leaders can meet at any time without approval from the board. These meetings should only include members of SIG leadership. In a situation where SIGs are collaborating on a project or event, leadership events can include leadership from more than one SIG. Any time SIG leadership interacts with a non-ISOQOL entity on behalf of ISOQOL, we require either a proposal to ISOQOL leadership or the appropriate committee approval. We encourage you to contact staff to determine if a proposal is needed. Staff support is optional. They are available for help with software set up and can attend meetings in an advisory role.

Public SIG Events

Public SIG events are hosted by the SIG and are open to any ISOQOL members and/or non-members. Since these events face the public, they require either a proposal to ISOQOL leadership or the appropriate committee approval.

Staff support is required when planning and executing a public SIG event. The extent of this support will be determined on an individual basis.

E-LEARNING

There are currently three established education programs, including online courses, webinars and virtual symposia. SIGs are encouraged to submit proposals for all three. Proposals are reviewed by the Education Committee. Note that the Education Committee may suggest a different format (webinar, online course, symposia, etc.) than the one originally submitted.

Educational Medium Types

Webinars

A webinar is a 60-90 minute collection of presentations that are recorded during the live event and is later available for on-demand viewing. Production value is low and best suited for hot topics or information that is likely to become outdated within a couple of years. It is also the best medium for information of interest to a small demographic. A webinar takes about 2 months of planning and requires a completed [Webinar Proposal Form](#) sent to info@isoqol.org.

E-Learning Course

An e-learning course is an on-demand education course composed of multiple topic modules (recommended to be no longer than 25 minutes each) that relate or build off each other. Production value is very high, composed of pre-recorded transcripts that are then edited and applied to online course materials. This medium is recommended for in-depth explorations into specific subject matter that is likely to remain relevant for years to come. Usually targets a specific demographic with a high need for education on the topic. A course takes about 5 months of planning. Please email info@isoqol.org for more details.

Virtual Symposia

A virtual symposium is a 1-2 day live event that is comprised of multiple presentations, panels, etc. relating to an overarching theme. All presentations are pre-recorded but presented to a live audience. Symposia also include a live engagement with attendees. Production value is mid-level and highly interactive. This medium is recommended for especially timely topics of interest to a wide demographic with varied experience related to the symposium theme. A symposium takes about 1-1.5 years to plan. ISOQOL will send announcements when proposal submissions are open.

Expected Commitment

Webinar Planning

Moderators work with ISOQOL staff and are responsible for:

- Leading a planning call with confirmed speakers upon webinar approval.
- Attending one planning call with speakers and ISOQOL staff present.
- Working with ISOQOL staff to promote the e-learning content.

Course Planning

The procedures for education course planning are under review. If you are interested in creating an education course, contact the ISOQOL office for details.

Symposia Planning

Co-chairs work with ISOQOL staff and are responsible for:

- Developing a program outline with topics.
- Developing the curriculum.
- Developing session learning objectives.
- Proposing speakers/presenters.
- Attending monthly/biweekly calls with staff & speakers.

OTHER PROJECTS

ISOQOL SIGs are truly the grassroots of ISOQOL. Many unique project ideas emerge from SIG collaborations. SIGs are not limited to the activities listed in this packet. ISOQOL Leadership encourages you to submit new ideas for consideration.

Submitting a Proposal

If you have a project or initiative, please fill out and submit a [General Proposal Form](#) and send it to info@isoqol.org.

NETWORKING, COLLABORATION, AND COMMUNICATIONS

Annual Conference Meetings

SIG Leaders organize the agenda for their SIG's in-person meeting at the Annual Conference. This meeting is a great way to network, plan future initiatives and connect with your members. It is recommended that at least one chair is present for the in-person meeting. They are also asked to attend the ISOQOL SIG Council Meeting to network with other SIG chairs and ISOQOL leadership. ISOQOL staff will contact SIG leaders with details on the time, location and other logistics related to both of these meetings before the Annual Conference.

Teamwork

ISOQOL uses [Teamwork](#), an online project management software, to provide SIGs with an online community for collaboration and information sharing. We encourage you to review the Teamwork User's Packet, available on the [Online ISOQOL Resource Center](#), if you are not familiar with this software.

ISOQOL Newsletter

SIGs are encouraged to share updates with the rest of the ISOQOL membership by submitting an editorial to [ISOQOL's e-newsletter](#), *QualityTALK*. Editorial requests are reviewed according to established guidelines by the ISOQOL Communications Committee. Editorial submissions should be sent to info@isoqol.org. For more information, refer to the [editorial submission instructions](#).

OTHER RESOURCES

Staff Contact Information

www.isoqol.org/contact/

SIG Descriptions

www.isoqol.org/sigs/

General Information for SIG Members and Leaders

www.isoqol.org/sigs/general-information/

Teamwork Help

www.isoqol.org/sigs/general-information/#teamwork

Resource Center

www.isoqol.org/resource-center/

ISOQOL Policy Manual

www.isoqol.org/wp-content/uploads/2022/05/ISOQOL-Policy-Manual-May-2022.pdf

SIG LEADERSHIP LISTING

Contact information for SIG leaders can be found in the Membership Directory. The Membership Directory can be accessed via your [online ISOQOL account](#).

Board Liaisons

Liaisons have an advisory role to support, connect and guide the committees, SIGs, and task forces of ISOQOL. Board of Director (BOD) members serve as liaisons in an advisory ex-officio role.

Elizabeth Unni

Term: 2022 – 2025

*New Investigator SIG
Developing Nations SIG*

Roxanne Jensen

Term: 2022 – 2025

*Child Health SIG
Patient Engagement SIG
Regulatory & Health
Technology Assessment
Engagement SIG*

Tolulope Sajobi

Term: 2021 – 2024

*Australia and New Zealand SIG
Chinese PRO SIG
Japan SIG*

Christopher Gibbons

Term: 2023 – 2026

*Psychometrics SIG
Statistics SIG
Response Shift SIG*

Tom Wilgoss

Term: 2023 – 2026

*Industry SIG
Digital Health and eCOA SIG
QOL in Clinical Practice SIG
Translation & Cultural
Adaptation SIG*

Adesola Odole

Term: 2023 – 2026

*Canada -PRO SIG
Ibero America SIG
United Kingdom and Ireland
SIG
German-Speaking Countries
SIG*

SIG Officers

New SIGs may choose from two leadership structures:

- Two co-chairs (secretary/treasurer position optional)
- One chair-elect, one chair and one past chair (secretary/treasurer position optional)

Australia & New Zealand SIG

Nadia Corsini

Past Chair
Term: 2021 – 2024

Melanie Hawkins

Chair
Term: 2022 – 2025

Jessica Roydhouse

Chair-Elect
Term: 2023– 2026

Imogen Ramsey

Secretary/Treasurer
Term: 2023 – 2026

Canada-PRO SIG

Doris Howell

Chair
Term: 2022 – 2024

TBD

Chair-Elect
Term: 2023– 2026

Child Health SIG

Zephania Tyack

Past Chair
Term: 2021 – 2024

Sumedh Bele

Chair
Term: 2022 – 2025

Harpreet Chhina

Chair-Elect
Term: 2023 – 2026

Chinese PRO SIG

Qiuling Shi

Co-Chair
Term: 2022 – 2024

Wenjie Duan

Co-Chair
Term: 2023 – 2025

Developing Nation SIG*

Liliane Lins-Kusterer

Past Chair
Term: 2020-2024

TBD

Chair
Term: 2023-2025

TBD

Chair-Elect
Term: 2023-2026

eCOA and Digital Measures*

Alisa Heinzman

Co-Chair
Term: TBD

Megan Turner

Co-Chair
Term: TBD

Ana Popielnicki

Secretary
Term: TBD

German-speaking Countries SIG*

Kathrin Fischer
Past Chair
Term: 2020 – 2024

Monika Sztankay
Chair
Term: 2023 – 2025

Klara Greffin
Chair- Elect
Term: 2023 – 2026

Health Preference Research SIG

Donna Rowen
Past Chair
Term: 2022 – 2023

Julie Campbell
Chair
Term: 2022 – 2024

Ana Maria Rodriguez-Leboeuf
Chair-Elect
Term: 2023– 2025

Industry SIG

Calvin Ho
Co-Chair
Term: 2022 – 2024

Milena Anatchkova
Co-Chair
Term: 2023 – 2025

Japan SIG

Yoshimi Suzukamo
Co-Chair
Term: 2022 – 2024

Takuhiro Yamaguchi
Co-Chair
Term: 2023 – 2025

Rika Hayashida
Secretary
Term: 2022 – 2024

Mixed Methods SIG

Rachel Cusatis
Past Chair
Term: 2021 – 2024

Bridget Gaglio
Chair
Term: 2022 – 2025

TBD
Chair-Elect
Term: 2023 – 2026

New Investigators SIG

Mehmet Inceer
Co-Chair
Term: 2022 – 2024

Jae-Yung Kwon
Co-Chair
Term: 2023 – 2025

Patient Engagement SIG

Sadia Ahmed
Co-Chair
Term: 2022– 2024

TBD
Co-Chair
Term: 2023 – 2025

TBD
PRP Advisor Chair
Term: 2023 – 2026

Psychometrics SIG

John "Devin" Peipert
Past Chair
Term: 2020 – 2023

Don Bushnell
Chair
Term: 2021 – 2024

Jinxiang "Fran" Hu
Chair-Elect
Term: 2022 – 2025

QOL in Clinical Practice SIG

Elizabeth Austin
Past Chair
Term: 2021 – 2024

Angela Wolff
Chair
Term: 2022 – 2025

Amy Cizik
Chair-Elect
Term: 2023– 2026

Regulatory & Health Technology Assessment Engagement SIG*

Ashley Slagle
Co-Chair
Term: TBD

Robyn von Maltzahn
Co-Chair
Term: TBD

Response Shift SIG

I-Chan Huang
Co-Chair
Term: 2022 – 2024

TBD
Co-Chair
Term: 2023 – 2025

Statistics SIG*

Kim Cocks
Co-Chair
Term: TBD

TBD
Co-Chair
Term: TBD

Translation & Cultural Adaptation SIG

Caroline Anfray
Co-Chair
Term: 2022 – 2024

Barbara Brandt
Co-Chair
Term: 2023 – 2025

Anita Bradley-Gilbride
Secretary
Term: 2022 – 2024

United Kingdom & Ireland SIG

Timothy Pickles
Past Chair
Term: 2021 – 2024

Antoinette Davey
Chair
Term: 2022 – 2025

Matthew Hall
Chair-Elect
Term: 2023 – 2026

**Provisional SIG: New SIGs have a provisional period before becoming a full SIG.*