



## Pharmacy Student Forum

### Student Society Showcase Application, Guidelines and Policies

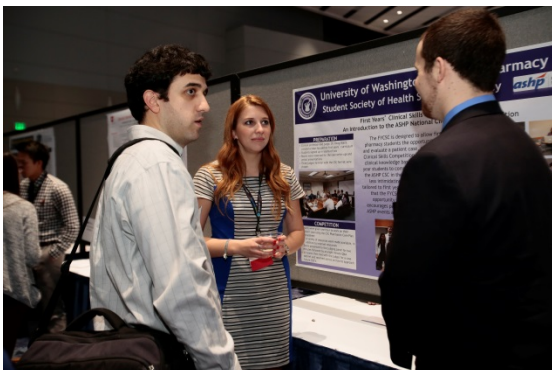
The Student Society Showcase is an event held annually at the ASHP Midyear Clinical Meeting for all Student Societies of Health-System Pharmacy (SSHPs) to spotlight their achievements. The purpose of this event is to share best practices with SSHP members from across the nation to help them reapply your successful program on their campus!

Please review the attached guidelines and submit completed applications no later than **October 31, 2018.**

(Note: 1-page “Share & Reapply” handouts must be submitted to no later than **November 15, 2018**).

Follow this [link](#) to submit the information listed below:

- School/College of Pharmacy
- Full Name of Student Society
- Name of Contact Person
- School Address
- Category of project/activity: Speaker Event, Clinical Skills Competition, Membership Drive, Fundraiser, Residency Information Session, Professional Development Project, Policy and Advocacy, State Affiliate Collaboration Projects, Interprofessional Collaboration, Community Outreach, PAI, Other
- Title and a brief description (1-3 sentences) of project/activity to be presented
- City/State/Zip
- Daytime Telephone
- Email Address



# Student Society Showcase Guidelines

**Description:** The ASHP Pharmacy Student Forum Student Society Showcase (referred to hereafter as the “Showcase”) is a special exhibit program designed to provide a mechanism whereby Student Societies of Health-system Pharmacy (SSHPs) may “showcase” one program, service, fundraiser, or other activity during the ASHP Midyear Clinical Meeting (MCM). The Showcase provides participants the opportunity to share activity ideas and information with other pharmacy students who may or may not be involved in their school’s student society.

**Participation:** The Showcase is open to any SSHP. A SSHP representative must **complete and submit the attached application by October 31, 2018**. All MCM attendees are invited to attend the Showcase.

**Location:** The Showcase will be conducted as part of the 2018 ASHP Midyear Clinical Meeting in Anaheim, CA.

**Date/Time:** The Showcase will be held on **Sunday, December 2, 2018 starting at 5:00 pm – 6:00 pm**. Booths will be available for set up at 2:00 pm. Please arrive no later than 4:15 pm to set up your booth to ensure that all booths are ready for presentation when the Showcase doors open at 5:00 pm.

**Shipping of Exhibit Materials:** Shipping of Showcase exhibit materials and other items should be handled by each individual society. If you decide to ship items to your hotel, call the hotel first to determine if they have additional charges for receiving shipments. Keep in mind that immense amounts of shipped ASHP equipment will already be at the convention center, and your materials may be difficult to locate if you send your items directly to the convention center. In addition, you will be charged materials handling for anyone on site to locate your shipment. No matter how you decide to transport your materials, please label all cases, shipping tubes, and other containers clearly with the name of the student society and a contact person.

**Security:** All Showcase exhibit materials and other items are the sole responsibility of the student society. ASHP does not assume any responsibility for lost, stolen, or damaged items. Care should be taken that exhibit materials and other items are not left unattended. While Student Societies are permitted to sell fundraising items during the Showcase, it is discouraged for security concerns. If a Student Society chooses to sell fundraising items, it is recommended to bring order forms for fundraiser sales and that any items included in the exhibit be used for display purposes only.

**Additional Information/Recommendations:** Assemble a “tool kit” to bring with you to the meeting with thumb tacks, push-pins, and other items necessary to assemble your exhibit. You may also bring colored cloth or paper for the background of your exhibit display. Tape, Velcro, or any other form of adhesive is *not* acceptable. Table-top exhibits are permitted. The use of projection, demonstration, or sound equipment of any kind is prohibited.

Plan to carry your exhibit materials in a shipping tube and/or case to the meeting. All materials should be hand carried- the use of dollies and/or other transportation equipment is prohibited.

ASHP will provide the following for each Student Society Showcase exhibit:

- Standing poster board made of panels approximately 8 feet wide (2.4 meters) by 4 feet high (1.2 meters); total height is approximately 7 feet.

- 6-foot, skirted table in front of the standing poster board.
- Sign featuring the official name of the student society as submitted on the Showcase application form.
- ASHP staff monitors to assist Showcase exhibitors as required.

When setting up your exhibit, the only usable area for display is the table itself. Storage of items can occur underneath the table, but the aisle and floor area must be clear to comply with safety codes.

**Content of Individual Showcase Exhibitions:** Student Society Showcase participants should design their exhibit to highlight **ONE** successful SSHP program or initiative from the previous year (i.e. membership drive, fundraiser, professional development project, Clinical Skills Competition, speaker event, residency forum, etc.). Choose something you feel was planned and executed with excellence. Design your showcase in a way that will inspire other SSHPs to strive to implement your project on their campus in the upcoming year.

**Share & Reapply Handout** (*see attached sample*)

Each Student Society Showcase participant should prepare a one page handout to support their Showcase exhibit for distribution to Showcase attendants. The handout is intended to help other SSHPs reapply your great idea on their campus. Please make at least 50 copies to bring along with you to the Showcase. **A sample of the handout should be submitted to ASHP no later than November 15<sup>th</sup>, 2018.** Please fill out the form and attach your document using the following [link](#).

**Please use the following format for your share and reapply handout:**

- Name of the Event
- Name of your School of Pharmacy
- What We Did:
  - Objective:
  - Plan:
  - Outcome:
- What You Can Do:
  - Include detailed steps of implementation for other SSHPs to follow
- Resources:
- Contact Information:

*Note: This format may also be used on your Showcase Exhibit Poster; however, it is not required.*

**Schedule of the Student Society Showcase:**

2:00 pm: Showcase hall opens for exhibit set-up (all participants must have an MCM18 Name badge)

5:00 pm: Showcase doors open

6:00 pm: Showcase doors close; participants begin exhibit tear-down

6:00 - 6:15 pm: All exhibit tear-down complete

All exhibits must be on display during the entire event. At least one student society representative must be available at the exhibit at all times. Unattended exhibits will be removed. Student Society Showcase exhibits will be situated around the perimeter of the room surrounding the center seating area.

### **Raffle**

Upon checking in at meeting registration each student will receive a ticket printed with their badge which entitles the bearer to one entry in the raffle. Prizes include an ASHP Summer Meeting 2019 student registration, an ASHP Midyear Clinical Meeting 2019 student registration, ASHP publications, and others. Raffle prize winners will be selected during the Showcase by a random drawing. Each winner must be present in order to claim his or her prize. Non-students are NOT eligible for raffle prizes and should not receive raffle tickets.

**ASHP reserves the right to modify these guidelines and policies if in its sole discretion such change is necessary and the student society agrees to abide by such changes.**