



# 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

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

- Complete an annual SIG Orientation Call with ISOQOL Staff. Review the updated orientation packet in its entirety.\*
- Review your SIG's descriptions on the ISOQOL [Website](#) and [Teamwork](#) SIG. Contact ISOQOL staff to make revisions.
- Introduce yourself on Teamwork's message 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. \*
- Organize the agenda for an in-person SIG Meeting at the ISOQOL Annual Conference. Ensure that a SIG leader or other volunteer is present to lead this meeting.

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

# ISOQOL BRAND AND LOGO

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## 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.

# ISOQOL STRATEGIC PLAN

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As part of the implementation of ISOQOL's 2024-2028 Strategic Plan, two Task Forces have been established to achieve ISOQOL's Engagement Goal of "enabling and supporting Special Interest Groups and other member groups to foster visibility, connections, and collaborations in addressing topics relevant to quality of life science."

The first Task Force, called the Regional Interest Group Task Force (aka RIG Task Force), will be composed of representatives from existing regional SIGs. Depending on the needs identified in the discovery phase, their work may be divided amongst working groups.

The second Task Force, focused on developing the larger SIG program, is spearheaded by 3 members who participated in the Strategic Plan development process. The work of this Task Force is likely to be divided amongst multiple working groups composed of SIG representatives.

Both Task Forces will use the following strategies to create achievable actions that will lead to the accomplishment of this Goal:

- A. "Continuously improve Special Interest Groups and member groups structures and processes to optimize relevance, engagement, collaboration, and impact."
- B. "Strengthen leadership, operational, and technology support for Special Interest Groups and member groups."

# ANNUAL REPORTS

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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](#)

## SIG ELECTIONS

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A call for nominations for new SIG leadership is usually made in April. 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 with engaged SIG members and interested peers about the position before and during the nomination period.

# SIG MEETINGS AND EVENTS

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## 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. SIG Chairs are also invited to a SIG Council Meeting to connect 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.

## SIG Membership Events

Membership events are only open to SIG members and therefore do not require approval from the Board. SIG member events can be a result of a collaboration between up to three SIGs. In this case, all participants should be a member of any 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. Scheduling and communications for these events are the responsibility of SIG Leadership or other SIG volunteers.

## SIG Leadership Events

SIG Leaders can meet at any time without approval from the Board. If 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 a proposal to ISOQOL leadership (pg. 10). In this case, contact staff to determine the approval process. If there is no outside collaboration, staff support is optional. Staff is available for help with software setup 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. If this event is a webinar, educational course or virtual symposia, refer to pages 10-11. If you are creating an event with an outside organization, contact ISOQOL staff to discuss the proposal process.

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

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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 two months of planning and requires a completed [Webinar Proposal Form](#).

### Online Course

An e-learning course is an on-demand education course composed of multiple topic modules (no longer than 25 minutes each) that relate to or build off of each other. Production value is very high; the course is composed of pre-recorded transcripts that are edited and applied to online course materials. E-learning courses are ideal for in-depth explorations into subject matter that is likely to remain relevant for years to come. Courses usually target 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](mailto: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. More information is available on the [ISOQOL website](#).



# 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.

# SIG PROJECTS AND PROPOSALS

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## Collaborations

SIGs are encouraged to forge collaborations on various projects. Note that while collaborations between ISOQOL SIGs do not require permission, collaborations with outside organizations must first be approved by ISOQOL 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 you are interested in collaborating with an outside organization, please contact the ISOQOL office.

## 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.

Send a [concept proposal](#) or draft of your manuscript to [info@isoqol.org](mailto:info@isoqol.org) before submitting your manuscript for publication. 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.

## Newsletter Submissions

SIGs are encouraged to share updates with the larger ISOQOL membership and general public 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](mailto:info@isoqol.org). For more information, refer to the [editorial submission instructions](#).

## Conference Symposia

ISOQOL offers 90-minute time slots on the pre-conference day of the Annual Conference for ticketed educational symposia hosted by Special Interest Groups. Submission is encouraged, but remains optional. The SIG Symposia submission process is separate from the general symposia and is not open to the general membership. Detailed information is released to SIG leaders annually. Speakers and moderators of accepted symposia will complete planning calls with ISOQOL staff in advance of the Annual Conference.

## 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.

# PROJECT PROPOSALS

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As a general rule, projects require proposals if deliverables are available to anyone outside of your SIGs membership or if you are collaborating outside of ISOQOL SIGs. To submit a proposal, please fill out and submit a [General Proposal Form](#) or [Webinar Proposal Form](#) and send it to [info@isoqol.org](mailto:info@isoqol.org).

If you are unsure whether your SIG's activity will require leadership approval, contact ISOQOL staff.

# TEAMWORK

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ISOQOL uses [Teamwork](#), an online project management software, to provide SIGs with an online community for collaboration and information sharing.

## Joining Teamwork

An ISOQOL member can join a SIG when they renew their membership dues, register for the Annual Conference, or at any point by editing their ISOQOL profile. Since ISOQOL staff makes updates to Teamwork manually, it can take up to 30 days for a member to receive an invitation or see changes in their Teamwork account. If a user wants immediate access to Teamwork, they can contact [info@isoqol.org](mailto:info@isoqol.org). Once the member sets up their account, they will appear under the “people” tab.

## Message Board

If SIG members are opted in to email notifications, messages will arrive in their inbox. The person who posted will not receive an email notification for their own post. All SIG members are allowed to post and reply on the message board.

## File Sharing

Files can be uploaded to the “files” section of Teamwork and attached to messages.

## Tables, Boards, Lists & More

All of these sections of your Teamwork page can help you organize projects, tasks, and volunteers. For more information visit the [Teamwork Help Center](#).

## Teamwork Support

We encourage you to review the [Teamwork User's Packet](#), available on the [ISOQOL Resource Center](#). ISOQOL staff is happy to answer questions regarding Teamwork. For technical support, you can also contact Teamwork’s 24/7 customer support or visit Teamwork’s Help Center.

## Social Media and Other Communications

SIG 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](#)

### **X (Formerly 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 posts from their personal X accounts. They may also use hashtags to categorize their posts and connect with other SIG members on X.

### **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.

### **Email**

SIG leaders are provided an email roster at key points throughout the year. This includes any SIG members who have opted in to the ISOQOL Member Directory and emails from ISOQOL. Emails should only be sent using the BCC function and the list should not be shared with anyone outside of SIG leadership. Emails to the entire SIG should be cross-posted to Teamwork and include ISOQOL staff.

# OTHER RESOURCES

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## Staff Contact Information

[www.isoqol.org/contact/](http://www.isoqol.org/contact/)

## SIG Descriptions

[www.isoqol.org/sigs/](http://www.isoqol.org/sigs/)

## Membership Directory

<https://isoqol.execinc.com/edibo/MemberDirectory>

Use the “specialty search” filter to search for your SIG members

## General Information for SIG Members and Leaders

[www.isoqol.org/sigs/general-information/](http://www.isoqol.org/sigs/general-information/)

## Teamwork Help

[www.isoqol.org/sigs/general-information/#teamwork](http://www.isoqol.org/sigs/general-information/#teamwork)

## Resource Center

[www.isoqol.org/resource-center/](http://www.isoqol.org/resource-center/)

## ISOQOL Policy Manual

[www.isoqol.org/wp-content/uploads/2022/05/ISOQOL-Policy-Manual-May-2022.pdf](http://www.isoqol.org/wp-content/uploads/2022/05/ISOQOL-Policy-Manual-May-2022.pdf)