

Annual Networking Event

University of Missouri – Kansas City

Project Description & Implementation Overview

The AMCP UMKC Networking Event is held a week before AMCP's Annual Meeting & Expo in April. The event was designed to provide students an opportunity to get to know the AMCP chapter while networking with local managed care professionals. In addition, the event provided professionals an opportunity to network with one another. Thirty individuals were present. Students were able to network with managed care pharmacists and other student pharmacists in attendance.

Purpose of the Project

The purpose of this project is to increase the student's awareness about managed care pharmacy and the opportunities for pharmacists. The AMCP-UMKC chapter annual networking event is designed to connect UMKC School of Pharmacy students with managed care professionals in the greater Kansas City and St. Louis areas. Since most students are not very familiar with AMCP and what managed care pharmacists do, this event provides them the opportunity to learn more about managed care pharmacy on a one on one basis. In addition to connecting students with professionals, this event is open to all faculty as well as other pharmacy professionals in the community.

Project Budget: Expenses and Revenues

The Student Government Association funded this event:

- Advertisement (large poster printing): \$50
- Refundable deposit: \$250 (refunded at the end of event)
- Food: \$350
- Drinks were purchased by individuals: \$0.00

Total Revenue	\$0.00
Total Expenses	\$400.00

Who and How Many Chapter Members are Involved?

Each executive officer was involved with logistics and implementation of event planning. The membership chair and President were the main coordinators, and all officers contributed per delegated tasks (e.g. research, communication, and filing proper campus paperwork).

Who Should be Targeted? Audience or Involvement? How Do You Find Them? How Do You Contact?

- All School of Pharmacy students
- All faculty in the pharmacy practice department
- Managed Care pharmacy professionals as well as other pharmacists within the Kansas City and St. Louis area

What Materials are Needed? Outside Resources, Ordering, etc?

- Restaurant
- Name tags
- Posters

Timeline for Implementation and Execution

Total planning: 2 months

- Month 1
 - Begin discussion about event
 - Research locations
 - Coordinate dates
- Month 2
 - Send invitation letters to professionals (letters sent via email as PDF attachments)
 - Create RSVP via Google Documents (this is include in Email advertisement to the student body).
 - Post flyers around campus
 - 2 weeks prior to event - send out reminder emails to both student and professionals
 - 1 week prior to event - send final email reminders and order food based on RSVPs

Follow-up with Faculty Members/Volunteers/Participants

Thank you emails were sent to all professionals who attended the networking event.

Project Evaluation:

What Went Well? What Didn't? How Would You Improve for the Next Year?

The networking was a success. There were 30 individuals present. This upcoming year it will be expanded by collaborating with the APhA-ASP UMKC chapter. The collaboration with APhA-ASP provides an opportunity to attract a greater number of students as well as professionals to the event. The collaboration with APhA-ASP also provides an opportunity to improve efficiency with added man power and financial resources.

List Each "To Do" for Project

1. Scheduling of the Event. Coordinate around student exam schedules of all classes (years one through five) at the School of Pharmacy. This process maximizes high student turn out at the event. In addition, give working professionals at least a month's notice to ensure high attendance by these community professionals.
2. Location Reservation. To obtain a reservation for a large group at a tasteful budget friendly location requires at least two months of planning. Find at least five possible locations for the event to compare cost, size, etc. Appetizers were provided for all guests free of charge (with a limited budget, the chapter researched and negotiated with local Kansas City vendors for the event).
3. Request Funding. Create a budget. Be sure to include everything that might cost money (food, advertisements, name tags, etc.). Chapter funds were not utilized for the networking event the chapter requested funds from the student government for the event. Funds were request by AMCP treasure and president.

4. Develop Advertisement. Advertising materials for the event included two to three big posters to post around school; wallet size flyers to be handed out to each class, and also left on the tables in front of each class room; and Facebook, UMKC school emails, and UMKC hallway monitor were utilized.
5. Drafting of Invitations to Professionals. The letter should include date, time and location of the event. It should also explain the purpose of the event and why their participation is beneficial to the students as well as to themselves. Lastly it should also include a link to an online RSVP page (or you can do an email RSVP).
6. RSVP Collection. Two separate Google docs were used to keep track of RSVP's from professionals and from students. Collecting RSVPs is very important for determining the amount of food to be ordered. The deadline to RSVP for the event was set a week prior to the event.
7. Day of Event. Have name tags ready for everyone. Name tags were hand written by individuals at the event. Students were encouraged to bring their business cards to exchange contacts to improve networking.
8. After Event. Send thank you emails to all professionals in attendance.

Project Checklist:

1. Selection of Date for the Event.
 - Evaluate exam schedules for all school of pharmacy classes.
 - Evaluate pharmacy association national conference dates.
 - Create timeline for event.
2. Selection of location to hold the event.
 - Narrow the location to 4 to 5 options.
 - Visit the locations and review requirements.
 - Select a location and secure reservation.
 - Send contract to UMKC Risk Management committee (Student Services Office).
3. Requesting funding from student government for the event.
 - Develop budget.
 - Send request to UMKC Student Activities Fee Committee.
4. Developing Advertisement.
 - Designate officer to develop budget.
 - Designate a person to design the advertisement.
 - Submit advertisement to school for approval. Once approved, post advertisements around school.
 - Send material for printing and disseminate around school as planned.
5. Drafting of Letter invitations to professionals.
 - First draft of letter sent to officers for edits.
 - Second draft of letter sent out for editing.
 - Final draft of letter sent out to professionals.
6. RSVP Collection.

Develop an online RSVP page.

7. Day of Event.

Display name tags, sharpies and sign in sheet at the registration table.

8. Follow up.

Send thank you emails.

Hi Everyone,

We're excited to announce that The UMKC Chapters of AMCP and APhA-ASP will be hosting our second annual pharmacy networking event **Friday March 9th, 2012**. Pharmacy professionals from diverse practice settings in the Kansas City and St. Louis area have been invited. This is an opportunity for students to learn more about the various opportunities within the pharmacy profession on a one on one basis. This event is also open to all faculty. Please RSVP at the link provided by **March 2nd, 2012**

LINK: <https://docs.google.com/spreadsheets/viewform?formkey=dHBvdUIBMDBSMTZSU3IGTG9EV19NUkE6MQ>

Date: Friday, March 9, 2012

Time: 5pm to 8:30pm

Location: Granfalloon on the Country Club Plaza

608 Ward Parkway

Kansas City, MO 64112-2104

(816) 753-7850.

Appetizers and beverages will be served. Please contact us if you have any questions the email address listed below.

Regards,

Bithia Fikru,

President AMCP-UMKC Chapters

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Bit Vo,

Vice-president APhA-ASP-UMKC Chapter

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Dear Pharmacy Professional,

The University of Missouri–Kansas City School of Pharmacy chapters of Academy of Managed Care Pharmacy (AMCP) & American Pharmacists Association–Academy of Student Pharmacists (APhA–ASP) would like to invite you to our Second Annual Pharmacy Networking Event. This event gives you the opportunity to meet and speak with students and other professionals to share your background, interests, and activities.

This year, the event will take place on **Friday, March 9th, 2012** at the **Granfalloon** on the Country Club Plaza: 608 Ward Parkway, Kansas City, MO 64112-2104, (816) 753-7850. **Appetizers and beverages will be served.** Please kindly RSVP to this event by **Friday, March 2nd, 2012** by following link below or the one in your email.

RSVP: <https://docs.google.com/spreadsheet/viewform?formkey=dGU5ZWJjelJqQk1vLU9QdlU0NGpoT2c6MQ>

We look forward to meeting you!!! Don't hesitate to contact us if you have any questions at the email addresses listed below.

Regards,

Bithia Fikru,

President, AMCP–UMKC Chapter

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Bit Vo,

Vice–President, APhA–ASP–UMKC Chapter

ntvmr6@mail.umkc.edu

Dear Pharmacy Professional,

The University of Missouri-Kansas City (UMKC) School of Pharmacy chapters of Academy of Managed Care Pharmacy (AMCP) & American Pharmacists Association-Academy of Student Pharmacists (APhA-ASP) want to thank you for joining us for the Second Annual Pharmacy Networking Event at UMKC school of pharmacy. We enjoyed learning about what you do. Your support was truly appreciated. We hope to see you next year.

Thank You Again,
UMKC AMCP & APhA-ASP



Thank you



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Managed Care
Pharmacy®



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Improving medication use. Advancing patient care.

2nd Annual UMKC Pharmacy Networking Event Co-Sponsored by AMCP & APhA-ASP

Professionals Invited from the following companies:

- Express Scripts
- Ortho-McNeil-Janssen
- BeyondRx
- Prescription Solutions
- Merck
- Coventry Health Care of Kansas
- VA of Kansas City
- RelayHealth
- Blue Cross & Blue Shield
- Pfizer



A great way to meet and network with pharmacists from Kansas City & St. Louis Area !!!

WHEN: March 9, 2012

**WHERE: Granfalloon on the
Country Club Plaza**

TIME: 5:00-8:30 pm