



## Pharmacy Student Forum

# Student Society Showcase Application, Guidelines and Policies

The Student Society Showcase is held annually at the ASHP Midyear Clinical Meeting (MCM) for all Student Societies of Health-System Pharmacy (SSHPs) to spotlight their achievements. This event aims 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  
**November 1, 2024**

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

- School/College of Pharmacy
- Name of Contact Person
- Full Name of Student Society
- Email Address



# Student Society Showcase Guidelines

**Description:** The ASHP Pharmacy Student Forum Student Society Showcase is a program for SSHPs to present one successful program, service, fundraiser, or activity during the ASHP MCM. The Showcase is an opportunity to share ideas and information with fellow pharmacy students.

**Participation:** This event is open to all SSHPs. Submit the online application by November 1. All MCM attendees are welcome to attend. Consider inviting your classmates and faculty to attend the showcase.

**Location:** The Showcase will be conducted as part of the 2024 ASHP Midyear Clinical Meeting & Exhibition in Hall G.

**Date/Time:** The Showcase will be held on **Sunday, December 8, 2024, from 5:30 p.m.–6:30 p.m.** Booths will be available for set up from 11:30 a.m.– 3:00 p.m. Please arrive no later than 3:00 pm to set up your booth and ensure that all booths are ready for presentation when the showcase doors open.

**Shipping of Exhibit Materials:** Individual societies are responsible for shipping their Showcase exhibit materials. When sending items to hotels, we recommend calling the hotel to check for extra fees. Directly shipping to the convention center is not recommended due to the congestion of exhibit materials; this might result in challenges finding items, and there are handling charges for on-site locating. Properly label containers with society name and contact details regardless of transportation choice.

**Security:** The student society is fully responsible for its Showcase exhibit materials and items, as ASHP is not liable for losses or damages.

**Content of Individual Showcase Exhibitions:** Individual Showcase Exhibitions should highlight a single successful SSHP initiative from the prior academic year. The goal is to inspire other SSHPs to adopt and implement similar projects on their campuses in the future.

## **Share & Reapply Handout – Optional**

A Share & Reapply Handout is optional. If you wish to share your handout for consideration for the ASHP website, you can submit it through the Showcase Application.

**Additional Information/Tips:** Prepare a "tool kit" for your meeting, including thumbtacks, pushpins, and any essential assembly items. You may 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. Using projection, demonstration, or sound equipment of any kind is prohibited. Opt for a shipping tube and/or case you can carry when transporting your materials. All exhibits must remain on display throughout the entire event. At least one representative from the student society must be present at the exhibit at all times. Exhibits left unattended will be taken down.

**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.

## **Schedule of the Student Society Showcase:**

- 11:30 a.m.– 3:00 p.m.: Showcase Hall opens for exhibit set-up (all participants must have an MCM24 Name badge)
  - **If you miss the set-up window, you can come to the poster hall at 5:15 p.m. to set up**
- 5:15 p.m.: Showcase doors open
- 6:30 p.m.: Showcase doors close; participants begin exhibit tear-down
- 6:30 p.m.– 6:45 p.m.: All exhibit tear-down complete