

Parenteral Drug Association (PDA)
Chapter Guidebook
Connecting People, Science and Regulation®

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Document Issued on April 2, 2023

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1. Introduction to PDA Global and Local Chapters

With 24 PDA chapters around the world and over 10,500 members globally, the Parenteral Drug Association (PDA) is the leading global provider of science, technology, and regulatory information – Connecting People, Science and Regulation®. Each chapter provides local programming and resources, and while they must adhere to certain requirements from PDA Global, the chapter leadership boards have their own ways of managing and running their respective chapters.

Having a standard Official PDA Guidebook provides structure, guidance, and continuity across all chapters, further strengthening PDA and the PDA network. In this guidebook, content includes, and is not limited to: information on PDA Chapter leadership, membership, and volunteers, governing documents and templates, student and young professional initiatives, event organization, chapter marketing and social media, chapter sponsorship, among others. The goal of this guidebook is to enhance collaboration, learning, and creativity between the local chapters. Please note, this is not meant to replace individual chapters' practices, this is meant as a guide to help developing chapters and/or provide a framework to enhance chapters if needed. The information captured in the guidebook is constantly evolving.

The guidebook will be readily accessible on the appropriate PDA platform upon completion, and draw upon established principles, best practices, and lessons learned from PDA Global and the local/regional chapters. Working with local/regional chapter leadership and PDA Global members to better understand current practices, the Official PDA Guidebook was compiled and aligns with PDA's mission to advance pharmaceutical/biopharmaceutical manufacturing science and regulation so members can better serve patients.

Local Chapters

There are twenty-four (24) local chapters worldwide. Below are the individual chapters, their associated regions, year founded, and website.

Chapter	Region	Year Founded	Current Chapter President (As of April 2023)	Website
Australia	Australia, New Zealand	1997	Micheal Schafferius	https://www.pda.org/chapters/asia-pacific/australia
Brazil	Brazil	2016	Leonidas Orjuela	https://www.pda.org/chapters/south-america/brazil

Chapter	Region	Year Founded	Current Chapter President (As of April 2023)	Website
Canada	Canada, excluding the Province of British Columbia	1988	Co-Presidents: Antonella Maggio and Sabrina Ullah	https://www.pda.org/chapters/north-america/canada
Capital Area	Maryland, Northern Virginia, Washington DC, West Virginia	1993	Martin Jenkins	https://www.pda.org/chapters/north-america/capital-area
Delaware Valley	Delaware, Pennsylvania, Southern New Jersey	1991	Leo Posner	https://www.pda.org/chapters/north-america/delaware-valley Own website: https://pdadelval.org/
India	India	2012	Vishal Sharma	https://www.pda.org/chapters/asia-pacific/india
Ireland	Ireland	2006	Aidan Harrington	https://www.pda.org/chapters/europe/ireland
Israel	Israel	1997	Meir Batito	https://www.pda.org/chapters/europe/israel Own website: https://www.pdaisrael.co.il/
Italy	Italy	2000	Mauro Giusti	https://www.pda.org/chapters/europe/italy Own website: https://www.pda-it.org/
Japan	Japan	1990	Katsuhide Terada	https://www.pda.org/chapters/asia-pacific/japan Own website: http://www.j-pda.jp/
Korea	South Korea	1998	Woo-Hyun Paik	https://www.pda.org/chapters/asia-pacific/korea Own website: http://www.kptec.or.kr/

Chapter	Region	Year Founded	Current Chapter President (As of April 2023)	Website
Metro	New York, Northern New Jersey	1991	Betsy Anda-Harris	https://www.pda.org/chapters/north-america/metro
Midwest	Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin	1989	Mark Bogs	https://www.pda.org/chapters/north-america/midwest Own website: https://www.pdamidwest.org/
Missouri Valley	Iowa, Kansas, Missouri, Nebraska	2010	Jim Polarine	https://www.pda.org/chapters/north-america/missouri-valley
Mountain States	Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming	1995	Christopher Lewis	https://www.pda.org/chapters/north-america/mountain-states
New England (NEPDA)	Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont	1989	Henry Brush	https://www.pda.org/chapters/north-america/new-england
Pacific Northwest (PNW)	Alaska, British Columbia (Canada), Idaho, Oregon, Washington	2018	Anna Gilbert	https://www.pda.org/chapters/north-america/pacific-northwest
Singapore	Singapore	2013	Emily Cheah	https://www.pda.org/chapters/asia-pacific/singapore
Southeast (PDASE)	Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Southern	1997	Austin Caudle	https://www.pda.org/chapters/north-america/southeast

Chapter	Region	Year Founded	Current Chapter President (As of April 2023)	Website
	Virginia, Tennessee			
Southern California (SoCal)	Arizona, Hawaii, Southern California	1996	Greg Mills	https://www.pda.org/chapters/north-america/southern-california
Taiwan	Taiwan	1998	Wayne Wu	https://www.pda.org/chapters/asia-pacific/taiwan Own website: http://www.pdatc.org.tw/
Texas	Arkansas, Louisiana, Oklahoma, New Mexico, Texas	2013	Greg Williams	https://www.pda.org/chapters/north-america/texas
United Kingdom (UK)	United Kingdom	1999	Siegfried Schmitt	https://www.pda.org/chapters/europe/united-kingdom
West Coast (WCC)	Nevada, Northern California	1989	Stephanie Lee	https://www.pda.org/chapters/north-america/west-coast

2. Governing Documents and Templates

PDA Global provides document templates that many chapters leverage (see Section [9. Compiled Resources](#) for a link to these templates). More information for the respective local chapters is below.

Australia

- Long-standing chapter documents

Delaware Valley

- Internally created documents
- Financial statements updated annually

India

- Chapter Constitution, Bylaws, Handbook, Chapter Charter
 - Update documents on an as needed basis

Italy

- Formal document according to Italian regulation
 - Not for profit organization
- Created 21 years ago (07 OCT 2022)
 - Have to register document/pay fee
 - Only update if significant changes
- Roles based on PDA Global documents
 - Members of PDA, assigned to PDA Italy with formal agreement

Japan

- Chapter Charter
 - Created in accordance with Japanese law about 30 years ago
 - In 2015, when the chapter was incorporated, revised in accordance with the Corporation Law of Japan.
 - Consistent with the Charter of the Headquarters
 - Updated as necessary
 - Date and outline of revision added as annex to Charter
 - Backbone of chapter management
 - Ensure all activities are in accordance with charter
 - Archived both electronically and in print
- Bylaws
 - Subordinate documents of the Charter - Bylaws required for actual operation
 - In accordance with Japanese laws & regulations and customs
 - Try to be consistent with PDA Global Headquarters Bylaws as much as possible
 - Original kept in print
 - Communicated to members, used in all activities
 - Revise as necessary, revision history kept
- Roles & Responsibilities (R&R)
 - R&R set forth in Charter
 - Organizational responsibilities communicated to members, used in all activities
- Meeting Minutes
 - Prepared at all meetings, kept by secretariat
 - Format is not specified, but based on Japanese customs, the date and time, the purpose of the meeting, the attendees, the person who took the minutes, and the summary of the proceedings are recorded
 - Minutes of important meetings, (e.g. board meetings) are reviewed and approved by the auditor's attorney after preparation. Meeting minutes guaranteed by a lawyer are archived as important documents.

Missouri Valley

- Leveraged from PDA Global documents

Mountain States

- Leveraged from PDA Global documents

Pacific Northwest

- Leveraged from PDA Global documents

Singapore

- Constitution, Bylaws, Charter
 - Roles and Responsibilities described within constitution
- Meeting Minutes
 - Virtual board meetings (most recently)

Southern California

- Leveraged from PDA Global document templates
- Have Teams Folder: combined chapter documents/handbook

Taiwan

- Bylaws, Member Benefits, Organizational Chart, Minutes Template, files comply with local guidelines and government agreements
 - Local regulations require update every 3 years (max)
 - 2 meetings a year to make updates

Texas

- Leveraged from PDA Global document templates
- Use templates, meeting minutes, roles and responsibilities to keep chapter structure

West Coast

- Leveraged from PDA Global document templates
- Bylaws, Officer Roles & Responsibilities, Chapter Event Marketing & Scheduling Policy
- Have Google Drive to store organizational documents
 - New folder each year

i. [Local Authorities/Agencies](#)

Certain chapters are regulated additionally by local authorities and agencies. Below is more information for the local chapters.

Australia:

- Regulated by Therapeutic Goods Administration (TGA)

India

- Local laws implemented on Chapter
- Have to register as society (tax-exempted), not for profit with Ministry of Corporate Affairs
 - Listed on stock exchange - for profits/not for profit
 - Requires 85% spending on not for profit activities
 - e.g. Scholarships, grant to universities

Italy

- Regulated by AIFA-ISS (Italian Medicines Agency (Agenzia italiana del farmaco, AIFA)-[Istituto Superiore di Sanità](#))

Japan

- Regulated by Japanese laws and regulations, chapter charter in accordance with Corporation Law of Japan

Singapore

- PDA members residing in Singapore will also need to register as local Chapter members per Singapore's Registrar of Societies requirements (under law)

Taiwan

- Regulated by local government and Taiwan Food and Drug Administration (TFDA)
- Have TPDA and PDA Taiwan Chapter (strong relationships)
 - TPDA activities support authorities/training
 - Activities sponsored by Ministry of Health
- Local regulation requires 3-year update

3. Chapter Board and Volunteer Onboarding & Training

The local PDA chapters have similar board structures, and committees, etc. as needed. Below is information from the respective chapters on their board, volunteers, onboarding, and training, if applicable.

PDA Global Chapter Council Working Group (Formerly Steering Committee)

- PDA Global Chapter Council
- Building toolkit/guidebook for chapters to leverage
 - checklist for success
 - Series of videos/digital guidebook with 30 second - 1 minute videos
- Meet monthly (previously biweekly)

Australia

- Onboarding/learning passed on from existing leaders/Board
 - No defined training process, rely on past knowledge
 - Past/retired members are in area

Capital Area

- Committees:
 - Membership
 - Publications
 - Vendor Show
 - Meetings
 - Special Events

Delaware Valley

- President, Vice President, Secretary, leads - social media (4-5 volunteers)
- Onboarding/learning passed on from existing leaders/Board
 - Challenges: structured knowledge passed down, not written down
 - Historical members have retired
- Attrition, since pandemic
- Chapter board meetings once a month
 - Challenges: if members not there, additional responsibility falling on other Board members/volunteers
- Chapter Committees:
 - Vendor Committee
 - Student Committee
 - Registration Committee
 - Speaker Committee
 - Membership / Marketing / Website Committee
 - Student Outreach
 - Social Media

India

- Full Board: President, President Elect, Secretary, Treasurer, 3 members at large
- Those being onboarded go through an induction program
- Onboarding/Induction
 - President/immediate past President meet
 - Secretary, treasurer, member of last board, hand off meeting
 - Past president/secretary - take through bylaws, activities
 - 2-3 meetings

Israel

- Executive Committee: President, Vice President, Treasurer, Secretariat (liaison with International PDA)
- Steering Committee

Italy

- President, President-Elect, Secretary, Treasurer
 - 6 members on board
- Steering Committee: 16 members
- Monthly board meeting with Steering Team
 - Steering teams elected

Japan

- Committees:
 - [API GMP Committee](#)
 - [Kansai Study Group](#)
 - [Electronic Records and Electronic Signatures \(ERES\) Committee](#)
 - [Medical Device Committee](#)
 - [Biovirus Committee](#)
 - [QAQC Committee](#)
 - [Development QA Committee](#)
 - [Sterile Product GMP Committee](#)
 - [technical education committee](#)
 - [Hokuriku Study Group Committee](#)

Metro

- Officers: President, President-Elect, Secretary, Treasurer
- Members-at-Large
- Committee Chairs
 - Arrangements Chair
 - Nominations Chair
 - Social Media Chair
 - Vendor Liaison Chair

Midwest

- Officers: President, President-Elect, Secretary, Treasurer
- Members-at-Large
- Social Media Lead

Missouri Valley

- President, President-Elect, Secretary, Treasurer
- Monthly calls with the Board
 - Discuss upcoming events/meetings
- Have roles for volunteers:
 - Social media
 - Outreach events
 - Scholarships
 - Student chapter

- Have been having challenges for volunteers to commit to roles/responsibilities

Mountain States

- Elections as needed
- Onboarding/learning passed on from existing leaders/Board
 - Challenges: structured knowledge passed down, not written down

New England

- Elections every 2 years
- Historically outgoing President assumes Member-at-Large position after term over
- Committees:
 - Event Planning/Social Media Communications:
 - Events Committee
 - Communications Committee
 - Social Media Committee
 - Sponsorship Committee
 - Chapter Member Recruitment and Recognition Initiatives:
 - Membership Committee
 - Volunteer Committee
 - Nominating Committee
 - Scholarship Committee

Pacific Northwest

- In process of rebuilding after pandemic
- Co-presidents
- Challenge to recruit volunteers
 - Created volunteer intake form
 - Not enough volunteers yet for committees, have committee chairs
- Chairs/Volunteers recruit sponsors, work on marketing materials
 - Intake form provides volunteer information, match to interested tasks

Singapore

- President
- President-Elect, Secretary, Treasurer, 6 Members-at-Large support the President

Southeast

- Officers: President, President-Elect, Secretary, Treasurer
- Members-at-Large
- Committees:
 - Membership Committee
 - Programs Committee
 - Student Outreach Committee
 - Networking/Events Committee

- Communications Committee
- Chapter Outreach Committee

Southern California

- Partner newer volunteers with more experienced volunteers
 - Understand why they want to be involved/their goals
 - Provide information, gauge interest, bandwidth
- Have volunteers sit on committee to get experience
- Weekly planning meetings, 30 minutes long
 - Change to more frequent, shorter meetings

Taiwan

- Elections every 3 years
 - Six (6) year maximum term for President
 - President responsible for updating documents
- PDA Taiwan has ~65 members
- TPDA has 800+ members
 - All members of PDA Taiwan are part of TPDA
- Board meets 2-3 times a year for official meetings

Texas

- Executive Council:
 - President, President-Elect, Secretary, Treasurer
 - Elections every 2 years
- Board meetings: ~once a month
 - If event, etc., will meet ~once a week
- More than half the board are at large members
 - Challenge: when board members leave the area/retire, etc., they take their knowledge with them

UK

- Many on Board have been involved for years, decades of industry experience
- Members typically stay for 3-5 years
- Annual elections

West Coast Chapter

- Elections every 2 years
- Historically outgoing President assumes Member-at-Large position after term over
- Officers: President, President-Elect, Secretary, Treasurer
- Members-at-Large
 - Officers meet on a weekly basis
 - Board Meetings occur once/month, 1 hour long

- Include Officers, Members-at-Large, and Volunteers
 - Marketing Lead, Sponsorship Lead
- Volunteers onboarded as join
- Training/onboarding: officer with previous knowledge walks new officer/board/volunteers through training
 - Challenges: knowledge passed down, not written down

4. Chapter Membership, Outreach, & Retention

Local chapters vary on their membership, outreach, and retention methods, and some have challenges associated. Below is information from the local chapters:

Australia

- Membership: as of JAN 2023: ~200 members
 - Typical events host 50-80 attendees
 - Outreach: LinkedIn, word of mouth, through individual networks

Delaware Valley

- Challenges to get new members

India

- Membership as of 19 SEP 2022: ~70 members
- Increasing membership base
 - Challenges: size of country/companies
- Chapter maintaining past success/funds
 - Good at creating programs/generation funds
 - Engage with local teams/generate interest

Ireland

- Active membership base
- Recruitment
 - Throughout year, very active committee
 - If member expresses interest/wants to more involved, send recommendation to President, and officers confirm/elect to committee
 - Follow through Annual General Meeting (AGM), plan to run in January
 - Some volunteers can get confirmed midyear
 - Rigorous process: get to know who they are, what want to achieve
- Survey for members
 - Understand members' interest
 - Use feedback to pick hot topics/plan for events
- Membership Committee

- Exceptionally busy with events due to extensive planning/execution
- Eight (8) to ten (10) new members per month, however also losing about the same amount
- Challenges with reminding members to renew membership
- Partnering with colleges (e.g. University College Dublin) to bring in more students

Israel

- Membership per website: 650+ individual members
- Membership benefits: discounts on all chapter meetings, conferences, and courses

Italy

- Membership: as of 07 OCT 2022: ~185 members (up from 170)
- Challenges: bringing in attendees to events
 - Possibly better attendance if free event

Japan

- Purpose and mission of the Japan branch attached to the Charter are clearly stated and published on the website home page
- Basics of membership objectives set in Charter

Missouri Valley

- Events primarily held in Kansas City and St. Louis
- Membership per website: 200+ members

Mountain States

- Events primarily held in Denver/Boulder
- Large geographic area is a challenge
- Have LinkedIn group (not super active)
- Webinars during pandemic
- Main challenges:
 - Getting enough volunteers to help organize/plan events
 - Geographical Dispersion/limited number of employers

Singapore

- Membership Benefits:
 - Members will attend selected events for free/attend on a discounted basis compared to non-members

Southern California

- To get word out, nice to have distribution points at companies
- Corporate outreach at companies

Texas

- Membership: as of 28 SEP 2022: ~50-60 members
 - Chapter members are from PDA Global, retired members
 - Incremental growth of chapter ~5%
- Geographical challenges: larger state
 - Different Areas:
 - Dallas/Fort Worth
 - Austin, Houston
 - El Paso
 - Will regionalize meetings, and rotate geographic areas
- Additional Challenges:
 - Some of large manufacturing companies not active in PDA, harder to get employees to events
 - Texas culture is more solitary, limited engaged

UK

- Stable membership
 - Committed group that is involved - on Board
 - Challenges:
 - Difficult to get members to attend events/interact
 - Tiered pricing for PDA membership can be pricey for members
 - Many companies pay for members' PDA memberships, in competition with ISPE membership (typically company will only pay for one membership)

West Coast

- Events primarily held in San Francisco Bay Area
- Strong membership base: ~500 members
 - Typical events: range from 100/150 to 200
 - Virtual events during pandemic had high attendance
 - In person events: 2023, strong registration
 - Cell & Gene Therapy: 200 registered

5. Events

PDA Global hosts events annually, and the local chapters host events for their regional membership. More information from the individual chapters is below.

i. Planning Process/Venue

For local chapter events, each chapter hosts various events for their members and guests in the region. Planning processes and information about venues are below, as applicable.

Australia

- 4 events/year in past - slightly more now coming out of the pandemic
 - Dinner events (multiple courses)
 - Melbourne Zoo
 - Bar/Microbrewery Events
 - Student and Young Professional Events
- Location: close-knit biotech community
 - Melbourne
 - Sydney
 - Brisbane
- Event Topics
 - Cater to audience interest: send out form for feedback from audience
 - Adjust events based on feedback
- Challenges
 - Time zone is a big challenge
 - Sometimes can overlap timing with India/South Korea

Delaware Valley

- Board plans events/coordinates venues
 - Typically 4-6 meetings/year, 2 are social events
- 2022: plans for 3 in-person events
 - Challenges aligning speakers/securing hotels as venues
- Virtual events
 - Have seen low turnout, possibly due to burnout from virtual meetings
 - Most attendees are from local area
- Prior Events (Before Pandemic)
 - Half Day 2020 Sterility Assurance Workshop (morning)
 - ~80-120 attendees

India

- Event Logistics
 - Events involving regulator, need to let PDA Global know
 - Send in document
 - Event management - on contract with India chapter, since 2013
 - Single point of contact
- Event Types
- Pre-pandemic: 3-4 events
 - Pandemic - paid virtual events
 - November 2022, started in person events again
 - Chapter events/PDA education & training
- Programs/Training
 - 24 programs, 40-50 paid attendees

- Environmental Monitoring program - 15 attendees (up from 12)
- Chapter workshops - same program, different cities
 - i.e. Media Fill
- Have manufacturing facility in Bangalore where in-person programs/training take place

Ireland

- Success in planning events
 - Event Guideline Document/Checklist to keep organized - tasks broken down
 - noted/recorded - lessons learned
 - Continuously improving: from event feedback form, post event committee call
 - PDA Ireland pays for hotel, provide accommodations for speakers
 - Make travel/transfer easy for speakers
 - Set up/bring in speakers the night before
- Variety of events:
 - Workshops
 - Panel discussions
 - Try to do annual event in Cork Club
 - More challenging to attract folks there
 - Full Day Events
 - Promote events to members/non-members
- Venue
 - Held in hotels, event committee plans
 - Dry run at hotel prior to event
- Deploy feedback forms
 - Get valuable feedback/attendees interests
 - Attendees want engagement, not just listening
 - Challenge: due to pandemic, many people are hybrid/fully remote, not inclined to go out
- High standard, professional events - rival other large organization's events
 - Choose emcee's carefully
 - Ability to read room/audience, keep mood of event
 - Emcee's: a lot of prep work
 - Very knowledgeable of speakers/background
 - Very up on topic
 - Have script, practice, lots of preparation, set tone at start
- Workshop preparation
 - Have used flip charts in past
 - Split people up - mingle companies
 - Facilitators important - come night before

Italy

- Past events located on website
- Annual Meeting
 - 2 hours
 - In person/webinar
 - Company sponsor helps manage financials, sends out info about event
- Organizing Committee
 - Events & Organizing Secretary
- Typically have 4 events, 1 webinar (free of charge)

Japan

- 10 Interest Groups, an Annual Meeting Organizing Committee, and an Academic Journal Publication Committee.
 - Each organization plans events as a result of its activities
 - Required to be deliberated and approved by the board of directors of the Japan chapter before holding the event.
 - The board also reports to the PDA headquarters and asks for support as necessary

Midwest

- Focus on Chicago area
- Dinner meetings

Missouri Valley

- Before Pandemic
 - Monthly calls
 - 2 events a year + summer events
 - Fall, spring, summer networking/dinner events
 - ~2 speakers
 - Typical attendance: 100+ people
 - Challenges: attendees signing up last minute poses issues for catering/logistics

Mountain States

- Large geographic area
 - Events typically in Denver/Boulder area
 - Challenge: members/guests to events are spread out, don't have a single area with a strong concentration of employers
 - ISPE also in area, has strong presence
 - Future events planned in Salt Lake City, Utah area
- Typical Events:
 - Roundtable Dinner (Spring)

- Vendor Show (Fall)
- Golf Tournament (Summer)
- Virtual Events
 - During Pandemic
 - Local attendance for virtual events made up ~ $\frac{1}{3}$ of attendees
 - Non-local attendees calling in made up ~ $\frac{2}{3}$ attendees

New England

- Dinner Meetings
- Webinars

Pacific Northwest

- Have events at community centers (nonprofit discounts)
 - Established relationships with caterers - flexible with scheduling, reasonable deposit
- In person event pricing: ~\$50-\$60, virtual events ~\$15/\$20
- Geographic location challenges: difficult to get attendees to come to events in the Seattle area

Singapore

- Events organized by the Board, supported by a few volunteers

Southern California

- Organize in Orange County, Los Angeles, San Diego areas
 - Typically will use venues that have used before

Texas

- Board works together to plan meetings: face to face vs. remote
 - Virtual events
 - Help from PDA Global for GoToWebinar
 - Face to Face Events:
 - Typically at manufacturing sites (hotels are costly)
 - Have half day and full day meetings
- Event Turnout
 - Varies: ~25-100 people
 - Before pandemic: once a year
 - Alcon location in Fort Worth, stream to Austin/Houston
 - Registration
 - Challenges for logistics/planning/catering when attendees register close to event (within several days)
 - FDA speaker events are well attended
- Corporate Involvement
 - When have corporate support, easier to bring individuals to events

- Half day meetings at companies, no rental costs keep overall costs lower
- Pricing: virtual meetings have created expectation of no fees
 - In person events now have been charging less than half what they did prior to the pandemic

UK

- Only organize half day events
 - Prior to pandemic, have one (1) or two (2) events
- Work with Ireland Chapter
 - Advertise their events
- In past, had strong relationship with PDA Europe/European Chapters
- Companies host events
 - Attendees can attend for free
 - Topic of interest to host company
 - 3-4 presenters for discussion
 - Company able to advertise
- Event attendance: typically ~20-50 attendees
 - Usually not PDA members

West Coast

- Events organized by Officers/Board, supported by volunteers
 - Co-leads per event
 - Strong San Francisco Bay Area presence
- Several yearly events
 - Cell & Gene Therapy (2023 - 4th Annual)
 - Women in Life Sciences (2023 - 8th Annual)
 - Project Management
 - Vendor Night
- Challenges: yearly events are highly anticipated, but don't want to get stagnant, plan for different events
- Event Checklists
 - Per event, assigned tasks - tasks broken down
 - Work backwards from event, spread out work among Board and volunteers

ii. Joint Events

Some chapters, due to proximity or similar time zones, are able to coordinate with other local PDA chapters to put on joint events. Examples of chapters who have been able to coordinate past and current events are below.

Australia and Singapore

- During pandemic: online events went well
- Transitioning to face to face

- Time Zone Challenges:
 - Many other chapters are outside the Australia time zone/chapter meetings are late at night
 - Creates challenges to engage with other chapters/attend events (including virtual)

Ireland and UK

- Put on joint Brexit event, hosted in Dublin (near airport)
 - Mix of PDA Ireland/UK attendees, mostly Irish due to location
- Benefits of collaborating on topic:
 - Reach wider audience
 - Access to new/different speakers

SoCal and West Coast Student Chapters

- Joint panel (virtual, during pandemic)

iii. Hot Topics

An example list of hot topics for PDA chapter events is below:

- Annex 1
- ATMP
- Contamination Control
- Cell & Gene Therapy
- Data Integrity
- Environmental Monitoring
- mRNA Development
- Quality Risk Management (QRM)
- Visual Inspection

iv. Calendar

PDA Global has [Global Event Calendar](#) that includes local chapter programming. Individual Chapters have event calendars on PDA-hosted website, own chapter websites, LinkedIn, etc.

6. Chapter Sponsors

The Local PDA Chapters have different tiers of Sponsorship for the chapters' events, programming, etc. General sentiment from speaking with Chapter Leaders: sponsors much prefer in-person events over virtual events (virtual events during pandemic was out of necessity). Below is information from the local chapters regarding sponsorship and sponsorship levels.

Please note: while individual chapters may have the same or similar titles for sponsorships/ sponsorship levels, pricing may be different – pricing varies per chapter. Sponsorship pricing is as of April 2023, per chapter websites. Additional information and sponsorship benefits can be found at the respective chapters' websites.

Delaware Valley

- Sponsorships
 - Conference Sponsor (includes table top display at 1 meeting): \$800
 - Network Sponsor: \$400
 - Breakfast Sponsor: \$300
 - Student Outreach Sponsor: \$1,000
 - Knowledge Center Sponsor: \$1,000

Ireland

- Sponsorships:
 - Bronze: €750

Metro

- Corporate Sponsorships – Group Registration Offers/Discount Registration Bundle Packages
 - Platinum Registrations Bundle: \$1,500 (all events + Chapter Day)
 - Gold Registrations Bundle: \$950 (choice of either Winter/Spring events or Summer/Fall events + Chapter Day)
 - Silver Registrations Bundle: \$650 (all events + Chapter Day)
- Exhibitor Opportunities – Discount Exhibitor Packages
 - Platinum Sponsorship: \$3,600 (all events + Chapter Day)
 - Gold Sponsorship: \$2,500 (choice of three (3) events + Chapter Day)
 - Silver Sponsorship: \$1,400 (one (1) event + Chapter Day)

Midwest

- Webinar
 - Gold Level Sponsorship: \$275
- Dinner/Lunch Events
 - Gold Level Sponsorship: \$350
- All Day Events
 - Platinum Level Sponsorship: \$1,000
 - Gold Level Sponsorship: \$750
 - Silver Level Sponsorship: \$500
- Social Events/Event Swag options

Missouri Valley

- Sponsorships
 - Annual Sponsor: \$1,500 (includes table booth at Spring & Fall events)

- Social Hour Sponsor: \$500 (1 available at event)
- Marketing Table Booth: \$500 (10 available at event)

New England

- Sponsorships
 - Platinum: \$4,900 (all events, \$2,500 Scholarship Fund Contribution)
 - Gold: \$3,400 (all events, \$1,000 Scholarship Fund Contribution)
 - Silver: \$2,900 (all events, \$500 Scholarship Fund Contribution)
 - Single sponsorship for an in-person speaker event: \$500
 - Single webinar sponsorship \$200
 - Single sponsorship for a fun activity: \$150

Pacific Northwest

- Sponsorships
 - Platinum: \$4,500 (Five (5) in-person meetings/virtual events)
 - Gold: \$3,000 (Three (3) in-person meetings of choice)
 - Silver: \$1,350 (Two (2) in-person meetings of choice)
 - Single Event Sponsor: \$500 (One (1) in-person meeting of choice)

Southeast

- Sponsorships
 - Tier I: \$1,000
 - Tier II: \$3,000
- Additional Sponsorship Opportunities
 - Webinar: \$2,000
 - Family Day: \$500
 - Social: \$150 / \$300
 - Other

Southern California

- Sponsorships:
 - Gold: \$5,000
 - Silver: \$4,000
 - Partner Sponsor: \$1,000 (logo recognition only, no sponsor/exhibitor benefits)
 - Student Chapter Sponsor: \$750
 - Table Exhibitor: \$1,150 (One (1) event)
 - Event Add-Ons (Can be purchased at additional cost per event)
 - Electricity: \$50
 - Hyperlink connection to logo: \$100
 - Additional vendor attendee passes: \$50 - \$150
 - End-user guest/customer passes: \$50 - \$150
 - Special recognition and vendor announcement at event: \$100S

- Switched to Annual sponsorship rather than per event
- Sponsors help promote events - reach out to clients, end users, etc.

West Coast

- Sponsorships:
 - Annual Platinum Sponsorship: \$10,000 (all events)
 - Individual Event Level Gold: \$3,500 (one (1) event)
 - Individual Event Level Silver: \$2,500 (one (1) event)
 - Marquee Event Sapphire Sponsorship: \$5,000 (Marquee event)
- Platinum and Sapphire Sponsorships support Student Chapter and Young Professionals Initiatives

i. Outreach Process

Various chapter employ different methods for reaching out to sponsors/vendors. Some sponsors/vendors have long-standing partnerships with the respective local chapters.

Australia

- Vendors: part of tight knit industry
- Serve as sponsors for PDA Australia events

West Coast

- Outreach from individual networks
- Leads from local vendor nights
- Interested vendors reach out – find from LinkedIn, word of mouth, etc.

ii. Retention

Maintaining and retaining sponsors and vendors is an ongoing process, and requires chapters to actively work with the sponsors.

Ireland

- Strong Relationship with Sponsors
 - Full sponsorship, valuable: 300 euro/event
 - Waiting list, no space - some turned away
 - Minimum of 12 exhibitor stands
 - Halfway through year = full
- Sponsor Benefits
 - Sponsor can generate revenue from events
 - Ireland Chapter work with video production professional
 - Copy of attendee list to sponsor after

Italy

- Companies pay expenses/cover costs, maintain/nurture relationships

West Coast

- Follow up with current vendors yearly, maintain/nurture relationships

7. Chapter Marketing

Marketing is essential for chapters to reach their membership, recruit new members and volunteers, and get the word out about events and programming. Below is information from the chapters regarding chapter marketing and social media presence, such as LinkedIn.

i. Structure

Individual PDA chapters have various ways of structuring, implementing, and executing their marketing.

India

- Utilize email database

Ireland

- Share as much content, activities, events, other industry events as possible
 - Huge investment in Ireland for biotech/biopharma: post about new industry updates, in real time
- Sponsor & Member Spotlights
 - Q&A, 7-8 questions
 - Benefits of PDA

Japan

- Has own website - contents of homepage are updated ~every month
- Does not use social media such as LinkedIn

Missouri Valley

- Uses Marketo for marketing
 - Centralized way to push info out
 - Standardized database
- Has LinkedIn

Singapore

- Do not have Chapter Website
- Have [LinkedIn page](#)
 - Maintained by Board members

West Coast

- Email marketing through Mailchimp (plug & play templates)
- Events run through Eventbrite
- Create marketing through Canva

Other Observances

- Individual networks help marketing

ii. Social Media

As seen in [Section 1. Introduction to PDA Global and Local Chapters](#), each chapter has a website on hosted on the PDA Global webpage. In addition to the website (or their own individual chapter websites, certain chapters use social media (e.g. LinkedIn) to connect with their membership base and other interested parties.

a) Guidelines

Ireland

- Encourage to share chapter updates on LinkedIn/social media
- Have grown LinkedIn presence significantly
 - Started ~3 years ago, now at ~5,000 followers
- Share content from events, committee member spotlights, technical reports

Texas

- Shared logins for LinkedIn/Twitter
 - Executive officers post

West Coast

- Has marketing lead to create marketing materials
- Regularly post on LinkedIn

b) Platforms

LinkedIn

- Chapters that use frequently:
 1. India
 2. Ireland
 3. Missouri Valley
 4. Pacific Northwest
 5. Singapore
 6. Southern California

7. Texas
8. West Coast

- Chapters that have LinkedIn but do not use frequently:
 1. Mountain States

Instagram/Twitter

- **Ireland**
 - Building Instagram/Twitter
- **Singapore**
 - Use for Student and Young Professional (SYP) Engagement: [SYP Instagram](#)
 - [Linktree](#) for singular point of reference for SYP marketing
- **Southern California**
 - SoCal Student Chapter has Instagram
- **Texas**
 - Has Twitter

iii. Best Practices

Consistent messaging on social media such as LinkedIn has boosted visibility and engagement with chapter members, interested individuals within and outside the regional area, and globally. With interactive capabilities, such as the ability to tag, share, repost, comment, and react to posts and events, local chapters that utilize these platforms and capabilities who have members and individuals active on the respective platforms have seen increased engagement. Results vary per chapter as using these platforms for marketing is subjective to respective local chapter membership, regulations by local government and agencies, and other factors.

8. Student Chapter & Early Career Professional Involvement

Some of the local PDA chapters have student chapters associated. Other chapters may not have a designated or formal student chapter, however do interact with, support, or have plans to engage with students and early career professionals in the industry.

Chapters with Student Chapters or Early Career Professional Initiatives:

Australia

- “Students and Young Professionals Chapter”
 - 3 years old
 - Currently more early career professional-based than student-based

- Expanding to engage with university students
- Provide lectures and networking opportunities

Delaware Valley

- Does not have student chapter but hosts/supports a Student/Career Fair and a Science Fair
 - Delaware Valley Science Fair
 - PDA members have volunteered time as mentors and judges at this annual science fair for over 30 years
 - Provide \$500 scholarship to winners
 - Donations to local Philadelphia schools

India

- Do not currently have student chapter, however planning for student chapter, currently have 2-3 students enrolled
- Supporting students with scholarships since 2015
 - Full scholarships to universities for PhD students
 - Student pairing/project, convert to PhD - India Chapter funds entire research project
 - Helps fulfill not for profit commitment for 85% of funds going to not for profit activities

Ireland

- ECP Events: Half Day/Networking
 - Nominal fees
 - Networking/Evening socials
 - If at universities, encourage students to become members
- Separate ECP committee (originally under membership committee)
- Try to leverage ECPs/those recently out of college
 - Close relationship with tutors/colleagues
- In past
 - Had sponsored students to attend events - provide write up of event
 - Help with college courses, e.g. informal thesis help

Singapore

- Strong student chapter - PDA Singapore Students and Young Professional Committee
 - Lead: SG Chapter Board Member and Chair of the Student and ECP Subcommittee + 4 volunteers (1 student)
 - Subcommittee: 2-year term
 - Outreach at National University of Singapore
- Organization of subcommittee/planning/structure/events: Miro
- Students and Young Professional (SYP)
 - ~110 members (as of NOV 2022)

- Based off PDA SoCal Student Chapter
- Student Chapter Goals
 - 2022 - focus: increase student membership registration
 - Free student membership
 - Networking opportunities
 - 2023 - focus: coaching/mentoring
 - Plan for major event with (International Society for Pharmaceutical Engineering (ISPE)/Economic Development Board (EDB)
- Student Chapter Events
 - Jointly organized Pharma Career Day with ISPE
 - Previously virtual, now face to face
 - Logistics
 - Venue: split cost with ISPE
 - Marketing: both PDA/ISPE, both logos included
 - Volunteers: need to be PDA member
 - Need to submit form through security to Registrar of Society
 - Outreach: established with university & ISPE
 - Free membership through schools
 - Challenges:
 - Logistics pertaining to working with external organization
 - Commercial venue backing out

Southern California

- PDA SoCal Student Chapter: Keck Graduate Institute (KGI)
 - Student Chapter & Young Professionals Chair/Liaison from SoCal Board to KGI
 - Established 2012
 - PDA SoCal Student Chapter [website](#)
 - Have Student Chapter Board Members and committees
- Student Chapter Poster Competition: yearly
 - Winner of the Poster Competition: presents poster at PDA Annual Conference
 - Posters judged by PDA SoCal Board
 - Funding for student travel/registration historically came from SoCal Chapter, PDA Global, and Keck Graduate Institute
- Driven by Student Chapter & Young Professionals Chair and Student Chapter President
 - Can be challenging depending on engagement of chair/student chapter president

West Coast

- SF Bay PDA Student Chapter
 - Established 2018
 - Have SFPDASC [website](#), Facebook, LinkedIn group
- Building out/strengthening student and early career professional foundations
 - Planned student and early career professional mixer/presentations/networking

9. Compiled Resources

A list of compiled PDA and associated resources are below, additional resources will be added as applicable:

- About PDA: <https://www.pda.org/about-pda>
- PDA Event Calendar: [Global Event Calendar](#)
- PDA Global Template Documents: [Chapter Resources](#)
 - Chapter Handbook
 - Chapter Officer Membership Discount Policy
 - Chapter Bylaws
 - Chapter Handbook
 - Handbook Acknowledgement
 - Chapter Event Marketing and Scheduling Policy
 - Chapter Financial Principles
 - Chapter Manager Contact Information
 - Chapter Templates
 - Chapter Event Checklist Template (Ireland)
 - Officer Nomination Template (Singapore)
 - PDA Presentations
 - PDA Global Pharmaceutical Student Network
 - PDA Roadshow
 - About PDA Rotating Slideshow
 - Videos
 - New Chapter Leader
 - PDA Introduces the GPS Network
- PDA Advertising & Event Planning Guide: [Form Request](#)
- History and About PDA: [PDA History Book](#)
- PDA Career Center [website](#)

10. Acknowledgements

I would like to thank the following people who have helped me as I've undertaken this PDA Early Career Professional (ECP) Mentorship Project – the PDA Guidebook:

- The PDA ECP Mentorship Program leads and coordinators: Aisha Ameir, Max DeLong, Stephan Krause, Kristin Valente, Kelly Waldron. Thank you for organizing and bringing the program to life and for the opportunity to be a part of the inaugural PDA Mentorship Program.
- Special thanks to my PDA ECP Mentorship Program Mentor, Jason Kerr, for providing invaluable guidance, insight, encouragement, and feedback throughout the Mentorship Program.
- PDA Global's Trevor Swan and Adonna Cox, thank you for providing me with existing resources to start off the project and for the support as the project continued.

- The following Chapter Leaders and Members-at-Large, thank you for your time, enthusiasm, knowledge, and chapter expertise to make this PDA Guidebook possible:
 - PDA Australia – Micheal Schafferius (President)
 - PDA Capital Area – Tita Tavares (President – *at time of interview*)
 - PDA Delaware Valley – Leo Posner (President)
 - PDA India – Vishal Sharma (President)
 - PDA Ireland – Sandra Martin (President-Elect)
 - PDA Ireland – Elizabeth Hunt (Member-at-Large, Sponsorship and Events Manager)
 - PDA Italy – Mauro Giusti (President)
 - PDA Japan – Izumi Saito (Member-at-Large, Managing Director)
 - PDA Missouri Valley – Jim Polarine (President)
 - PDA Mountain States – Suzanne Mecalo (President – *at time of interview*)
 - PDA Pacific Northwest – Virginia Andreotti-Jones (Interim Co-President – *at time of interview*)
 - PDA Pacific Northwest – Alicia Sharkey (Interim Co-President – *at time of interview*)
 - PDA Singapore – Emily Cheah (President)
 - PDA Singapore – Andiyanto Sutandar (President-Elect)
 - PDA Singapore – Samuel Tan (Member-at-Large, Chair of the Student and ECP Subcommittee)
 - PDA Southern California – Sheba Zaman (President – *at time of interview*)
 - PDA Taiwan – Wayne Wu (President)
 - PDA Texas – Greg Williams (President)
 - PDA United Kingdom – Siegfried Schmitt (President)
 - PDA West Coast – Liraz Oechsli (President – *at time of interview*)