Networking Resources for HIMSS Chapters

Purpose of this guide

Provide suggestions to chapters to build effective networking events to engage students and emerging healthcare leaders

What are the benefits of networking?

* Build long term membership engagement
* Support collaboration between members
* Support the development of membership relations
* Potential employment or internship opportunities

Possible challenges and possible solutions with networking events

|  |  |
| --- | --- |
| Possible Challenge |  Possible Solution |
| Cost  | * Reach out to local organizations for

sponsorships.* Contributions from chapter members and/or

their organizations |
| Attendance | * Reach out to local universities to advertise to

students (HIMSS AOAs and AEPs listed below) |
| Identifying optimal location  | * Many places may have free meeting spaces to

use for your event: schools, community centers, parks, libraries or a chapter member’s organization may have a meeting room available after hours |
| Identifying and communicating with emerging healthcare leaders and students in the area | * See tips below
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Building relationships with students and emerging healthcare leaders

* Identify colleges and universities that offer health information technology, health informatics, health information management, and healthcare administration programs. These programs can be certificate, associate, baccalaureate, master’s, or doctoral level programs. Identify the state and private educational institutions.
* Where to find a directory of universities
	+ Accreditors list a directory of programs (CAHIIM and CAHME)
		- <https://cahme.org/advance2.5/>
		- <https://www.cahiim.org/programs/program-directory>

HIMSS membership and programs

* [Academic Organizational Affiliates](https://marketplace.himss.org/CompanyDirectory/OrganizationalAffiliate/?_ga=2.28389820.1417670006.1629732023-595631678.1628599920)
* [Approved Education Partners](https://www.himss.org/find-approved-education-partner)

Google search for local universities and contact information

Now that you found the universities, who do you contact?

* Students directly
	+ Use your own membership lists to identify and communicate with student members.
* Faculty
	+ University directories listing will likely have contact information for the program director/chair for the program. Contact that faculty member and ask them to distribute information to students.
* Administrative staff
	+ The contact information for administrative staff for an academic program such as a program coordinator or administrative assistant may be available. By contacting administrative staff, you may have a better opportunity getting a message distributed to students.
* Other
	+ Chair of Student Affairs might offer a perspective on methods to engage students and emerging leaders.
	+ Chair of Communications might consider developing a strategy for student outreach.
	+ If your chapter board includes a student member, inquire with them on ways of reaching students directly. There may be online forums, social media pages, or email lists they may be able to access.

Types of networking events most beneficial to students and emerging healthcare leaders

Invite potential employers and hiring managers to speak at chapter events (see below email outreach templates).

Topic ideas:

Day in the life of …

Fitting in to company culture

First impressions in the interview

HR hiring person/recruiter to offer tips

Ideas for networking events:

Happy hour at a local restaurant/pub

Provide stickers or name badges to easily identify students and emerging healthcare leaders, employers, etc.

List one of your interests on your name badge (knitting, hiking, sci-fi lover, etc.)

A recreational activity (e.g. golfing, bowling, etc.) and pair up students with seasoned chapter members, sponsors, employers

Events that explicitly mention ways students and emerging healthcare leaders can participate and learn from each other. Ideas might include:

“Speed dating” interviews with HR hiring person/recruiter interviewing students and emerging healthcare leaders or with industry leaders to talk briefly about their job responsibilities

Roundtables of Subject Matter Experts facilitating different conversations on job responsibilities

Offer events free of charge to students and emerging leaders

Attachments:

Slide template if speaker has presentation

Speaker profile template

Templates below for speaker invitation and thank you

TEMPLATES

EMAIL INVITATION TO PRESENT AT CHAPTER EVENT TEMPLATE:

Dear [ ]:

As member/president/secretary, etc. of the HIMSS [ ] Chapter, I wish to invite you to present at our next chapter meeting on [DATE/TIME at LOCATION]. The topic we hope you would present on is [TOPIC].

Our HIMSS chapter events usually draw approximately [ ] attendees. We are reaching out to universities as well, hoping to also draw students to this event.

Our chapter believes you will bring a great perspective to this topic and we hope you will consider our invitation.

Please let me know if you have questions.

EMAIL THANK YOU- ACCEPTING INVITATION TO PRESENT AT CHAPTER EVENT

Dear [ ]:

Thank you for accepting our invitation to present at our HIMSS [ ] Chapter event taking place on [DATE/TIME at LOCATION]. So we may advertise for this event, please complete the attached speaker profile and return it to me by [DATE].

If you wish to have presentation slides, please use the attached slide template. We look forward to your participation. Please let me know if you have questions.

Thank you.