

Medical Library Association Public Health/Health Administration Section Client Relations Committee 2009

Background and History of the Stipend

The late Dr. Winifred Sewell worked with several professional associations during her long career in medical and pharmacy librarianship/information technology. This led her to appreciate the key role that librarians and information professionals can play in raising the quality of health care. Convinced that interacting with public health and pharmacy colleagues would forge a much deeper understanding of the users' roles and needs, she established the Grace and Harold Sewell Memorial Fund, Inc. (The Fund) to provide financial support to librarians and information providers who plan to attend the annual meetings of the American Public Health Association and the American Association of Colleges of Pharmacy.

Purpose of the Stipend

The Fund aims to increase librarians' effectiveness at providing reliable/relevant information to health care professionals in the fields of public health and pharmacy. To achieve this purpose, the Fund awards reimbursement funds to librarians and other information professionals to defray association membership/registration/travel and per diem expenses of attending and/or participating in activities of the American Public Health Association (APHA).

Type and Number of Stipends

This year's APHA meeting will take place in **Philadelphia, PA from November 7-11, 2009**. Its theme will be ***Water and Public Health***.

At least seven individuals will each receive a stipend of at least **\$1,000**. Those traveling significant distances to Philadelphia, PA to attend the American Public Health Association (APHA) Annual Meeting in 2009 will receive this amount. A maximum of four individuals living in the Philadelphia area (and therefore needing less travel and accommodation funding) will receive stipends of at least **\$650**. This amount covers the APHA Membership at **\$195** and Early Bird (pre-August 28, 2009) Member Registration at **\$395**.

Eligibility

The applicant must have an MLS/MLIS or equivalent degree or extensive experience in providing community-based information services. In addition, the

applicant must indicate some interest or involvement in public health practice. Among the other criteria that will be considered:

- United States citizenship or possession of a legal “green card”
- Current or intended work with public health practitioners
- Demonstrated interest in working with public health practitioners
- Recent MLS/MLIS graduation and assumption of a position in an enterprise that provides significant information services to public health practitioners
- Availability of other funding. The applicant should estimate the amount of funding his/her institution will provide and indicate that on the application form

Applications

The following materials are required for application in one Word document:

- A **completed application form** (Word Format, see page 13)
- A **statement of 250-500 words** (approximately 1 page) explaining interest/purpose in applying for the stipend. This statement should address:
 - Anticipated future use of the knowledge/connections gained from attending
 - Interest/previous activity (see “Applicant Experience” in next section for details) in the area of public health *or* assumption of a new position in an enterprise providing significant information services to public health practitioners, such as a library, information center, community center or local health jurisdiction
 - Proposed use of the stipend by the recipient. (Note: The stipend may be used for travel, hotel stay, food, conference registration fee, or related expenses, e.g., poster preparation).
- A **current Curriculum Vitae** (in Word format)

Applicant Experience

Applicant is asked to

- Create a MS Word document in this format: application first, followed by statement, then resume:
 - Applicant can take page 13 of this document, save it to a file and add the statement of interest/purpose
 - **Assign the file a name that begins with your initials** (so we can easily identify *your* application)
 - **e.g., jnicholson-stipend 2009 application.doc**
 - At the end of the application write a **250-500 word** statement covering ONE of the following required explanations:

- Current activities in providing information to public health professionals, or
 - Projection (for applicants new to the field) of how attending conference will help you gain knowledge/experience/useful networking connections.
- Send this document to Joey Nicholson jnicholson@nyam.org via email attachment.

Expectations

During the Conference

During the conference recipients are required to:

- Attend the national meeting for at least **three (3) full days**, including as many of the scientific sessions as they have time for during this time. Sunday, the first day of the meeting, constitutes one full day, since you are required to attend the stipend recipients meeting before the General Opening Session, the New APHA Members meeting and the optional stipend recipient's dinner in the evening.
- Take part in **at least one** of the following activities:
 - Shadow a public health practitioner or mentor of your choice (assuming agreement with your public health colleague) to at least one or two meetings of interest to him/her (see FAQ for additional information on shadowing.)
 - Make some special contribution to the meeting, such as:
 - Give a talk/presentation/poster, or
 - Moderate a scientific session (must plan ahead in order to be a moderator), or
 - Work at one of the Section, SPIG or Caucus booths or at one of the School of Public Health booths for at least four (4) hours, or
 - Have worked during this past spring with a program planner setting up scientific sessions, or
 - Have reviewed scientific abstracts this past spring for one of the APHA Sections, SPIGs or Caucuses
- Attend the orientation meeting (date and time to be confirmed later but probably 10:30-11:30 Sunday, November 8, 2009.) Attendance at this meeting is required of both new and returning stipend recipients. It enables you to meet other stipend recipients and learn about the organization of the APHA from the librarian/information provider perspective and about current information projects in which you may want to participate. Returning stipend recipients can meet and mentor/network with new stipend recipients. If stipend recipients are interested, they may

attend an evening of dining together with Client Relations Committee members, who select Sewell stipend recipients.

Post-Conference Activities

After the conference, recipients are required to submit a **two-page summary** to the Client Relations Committee by Monday, November 22, 2009 5:00 PM EST outlining

- Scientific sessions you attended
- Lessons learned from your attendance at the sessions
- Kind of contacts you made and how you intend to cultivate this new network of practitioners
- Issues, problems, items of interest, experiences, suggestions that you'd like to share with the Committee or other members of the Public Health/Health Administration (PH/HA) section of the Medical Library Association (MLA.)

Recipients are strongly encouraged to contribute to an article outlining their experiences and lessons learned for the winter issue of *PH/HA News*, the newsletter of the PH/HA section of MLA.

Deadlines

June 22, 2009: The Call for Stipend Applications will be released by this date.

July 24, 2009: All application materials must be received by Joey Nicholson jnicholson@nyam.org

August 14, 2009: Committee will begin notifying applicants of the success of their applications.

August 28, 2009: Deadline for Early Bird Registration for APHA meeting. Applicants should have registered by this date.

November 7-11, 2009: APHA Annual Meeting

November 23, 2009: Two page summary paper must be received by Joey Nicholson jnicholson@nyam.org by 5 p.m. Eastern Standard Time.

January 8, 2010: First draft of the newsletter article will be ready to be made available for comment/edits by all stipend recipients.

January 22, 2010: Final draft of edited newsletter article will be submitted to the editor of *PHHA Blog*.

Format for Submitting Your Completed Application

Reminder: Please send in your completed applications in **one continuous Word document** in this order:

1. Completed application form
2. Personal statement
3. CV/resume

Use your initials at the beginning of the filename as indicated above (page 2.)

Contact Information for Questions

These members of the Client Relations Committee may be reached via email:

Joseph Nicholson, Chair jnicholson@nyam.org

Nancy Schaefer nancys@UFL.edu

Laura Larsson larsson@u.washington.edu

Matt Wilcox matthew.wilcox@yale.edu

Barbara Folb folb@pitt.edu

Chris Childs chris-childs@uiowa.edu

Stipend: Frequently Asked Questions

Conference Registration

How much does the conference cost this year?

Early bird registration is **\$395** for APHA members and **\$590** for non-members. To get the Early bird registration discount you must register by **August 28, 2009**. Registration between August 28 and October 2 adds \$55 to both member and non-member prices; *after* October 2, member registration is \$510, non-member registration \$705. http://www.apha.org/meetings/registration/reg_fees.htm lists fee categories and amounts.

Important: Please note that non-members can register for membership **AND** for the annual meeting at the same time. Current members can renew their membership **AND** register for the annual meeting at the same time.

Where do I find out more about this year's APHA annual meeting?

The URL for the American Public Health Association annual meeting is: <http://www.apha.org/meetings> .

When do I need to register to get the APHA Early Bird Registration price?

The early bird registration deadline for the 2009 meeting is **August 28, 2009**.

Can I use the stipend to pay for my APHA membership?

Yes, definitely! You may use your stipend to pay for membership when you register for the meeting. Please remember, however, that you will not be reimbursed until **after** the meeting.

So, when do I actually get my Stipend?

Applicants will receive the Stipend toward the end of December, **after** the APHA Annual Meeting and after *all* the stipend recipients' reports have been received. **The Stipend is not an up-front payment; it is rather a reimbursement for your expenses to the amount of the stipend specified on page 1.**

Eligibility for the Stipend

Can committee members receive a stipend?

Yes, Client Relations Committee members may apply for and be considered to receive a stipend. The applicant will excuse him/herself from the evaluation process and his/her application will be considered by the remaining committee members. Otherwise, the application process for committee members is identical to the process for other applicants.

Do I need to be an American Citizen to apply for the Stipend?

Yes, you must either be an American citizen or have a 'green card' to apply for the stipend. This is one of the requirements of the Stipend.

Can I receive the stipend more than once in consecutive years?

Yes. The Fund's Board of Trustees encourages former recipients to apply for this year's stipend. However, now that the stipend has become better known, competition for it is much stiffer. Receiving a stipend one year does not guarantee that you will get one in subsequent years.

Application for the Stipend

When is the application due in 2009?

The stipend application is due **July 24, 2009, 5pm EST** and should be sent to Joey Nicholson jnicholson@nyam.org. It must be submitted electronically.

Is the application form for this stipend on the Web?

It is available on the PH/HA Section web site at: <http://www.phha.mlanet.org/activities.html>. Or, you may contact any of the committee members for this form and for additional information.

When can I expect to hear if I have been granted the stipend?

The decision on who shall receive stipends in 2009 will be made by **August 14, 2009**. You will need to **register immediately upon receiving notification** to take advantage of the lower early bird registration fee.

What if illness or family emergency prevents me from attending?

Please, please let the Chair (Joey Nicholson at jnicholson@nyam.org) know as soon as you possibly can. This will enable someone else to attend.

Volunteering Opportunities

Work at a Section, Caucus or SPIG booth or at a School of Public Health Display



Volunteering at a Section, Caucus, SPIG or School of Public Health booth in the Vendor/Exhibit area is an extremely valuable way of meeting and talking to public health practitioners. Contact the Section, SPIG or Caucus Chair.

Most shifts at these booths are 1.5 to 2 hour blocks of time. The stipend requires 4 hours of volunteering. Volunteering at a booth is a great way to learn about a Section, SPIG, Caucus or your own PH program. Volunteers are **always** in demand.

Shadowing

What is shadowing?

Shadowing involves meeting with a public health mentor and attending meetings and scientific sessions with him or her. It could also involve discussing public health issues, answering questions on information needed by or of interest to the mentor, going out to dinner and/or to social events in the public health professional's specialty (nursing, environmental health, etc.) or other activities determined by both parties.



While shadowing is not exactly a requirement of the Stipend, it is a very strong tradition. The Committee recommends that you locate a mentor and work with

that person to improve your knowledge of public health – even if you have been working in the field for some time.

How do I find public health practitioners to shadow?

If you are new to the field or are looking for a local health department practitioner to shadow, contact any of the committee members for suggestions. Joining one of the many public health listservs such as PNWHEALTH, PHSW, PHNURSES, or PHNUTR-L can help you find a mentor before the conference and keep up after it.

If you are currently a member of APHA, you probably belong to a Section, SPIG or Caucus. Many of the Section, SPIGs and Caucuses have someone who is responsible for mentoring. Check out the Section, SPIG or Caucus Web sites to find that person. A good starting spot is <http://www.apha.org/membergroups/> .

Another population you might shadow is community health workers--people living in a community who provide informal counseling, social support and health education to members of that community. The Sewell Foundation grants stipends to select community health workers whose presentations have been accepted for presentation at the APHA annual meeting. This would be an excellent opportunity to learn what information needs exist in their communities and how librarians can help. If interested in this type of mentor, please contact Joey Nicholson jnicholson@nyam.org.

Look through the preliminary program online at <http://apha.confex.com/apha/137am/webprogram/start.html> for sessions you're interested in. Follow the links to moderator/presenter's email addresses or names (then Google the name for possible contact info) to see if they would consent to mentoring you at the meeting.

Lastly, ask some of your public health colleagues for suggestions.

Remember: Even though your daily work may be primarily with public health academics, you may choose a mentor who works in a local health department. Knowing more about the local public health practitioners and their information needs will enrich your understanding of this group of practitioners.

Reviewing Abstracts

Reviewing abstracts of scientific sessions sounds interesting. How do I contact someone about doing that?

The Call for Abstracts occurs in early December for the next year. You must have already volunteered with one of the Program Planners to be a reviewer. The reviewing of abstracts for the November 2009 meeting was done in late February

and early March of 2009. Here is a link to a list of 2009 program planners:
<http://apha.confex.com/apha/137am/oasys.epl>

Setting up the sessions also involves a lot of work and many of the program planners would appreciate any help you could give them.

If you're interested in reviewing for next year, you'll want to contact the appropriate program planner. Program planners change from year to year so you may want to word your first contact as verification of their continued participation and request (if applicable) for the new program planners' contact information. The list of program planners for the *next* APHA annual meeting will be available on the APHA meeting site shortly after this annual meeting is over – usually in late December when the Call for Abstracts goes out.

Note: Being a reviewer or helping organize sessions does not ensure that you will receive a Stipend, but it does enhance your chances.

Moderating/Facilitating Scientific Sessions

What do session moderator/facilitators do?

You may be required to contact the speakers to introduce yourself as the facilitator/moderator for their session, get a biosketch to use in introducing them, perform the introductions at the actual meeting and, most importantly, keep people on time with their talks.

How can I become a moderator/facilitator for a scientific session?

That's a great question. Contact any of the program planners and volunteer. Program planners are always looking for moderators. You will likely be asked to moderate a session if you review abstracts. As mentioned above, program planner information is found under the Meeting link at the APHA Website - <http://apha.confex.com/apha/137am/oasys.epl> . Select the program you're interested in and contact that person.

Presenting at a Session

I'd like to submit an abstract to the meeting. How much in advance of the conference must I submit an abstract to give a presentation?

To submit an abstract for next year's conference (November 6-10, 2010 in Denver, CO on *Social Justice: Public Health Imperative*), check the APHA Web site in early December 2009 when the call for abstracts generally comes out. Abstracts are generally due in early February. Stipend recipients may choose to

plan a scientific session for the Film & Technology Theater or in a regular conference hall room on a topic of interest to public health practitioners. Contact Laura Larsson larsson@u.washington.edu for details on planning such a session.

Developing or Participating in a Learning Institute (APHA - LI)

Do not forget to consider organizing or participating in a Continuing Education Institute. The stipend selection committee greatly respects training public health practitioners. Details on submitting a LI proposal can be obtained from the APHA meeting Web site. Laura Larsson will be happy to work with you and can provide advice after teaching several LIs at APHA.

At the Conference

Hotels – Do stipend recipients have to stay at the same hotel?

No, they may stay wherever they wish. The Committee will provide stipend recipients with their fellow recipients' contact info so that those who wish to can arrange to share rooms to save money or just for the sake of having company.

Whoa! The online conference program looks enormous. How am I ever going to find good sessions?

Spend time reviewing the online program in advance and making notes of sessions that interest you. The online program is located at <http://apha.confex.com/apha/137am/webprogram/start.html> . Pick the subject area/s you're interested in and plan on attending as many of the scientific sessions as you can.

Plan on going to at least one session out of your comfort zone to gain an understanding of that domain and broaden your understanding of public health. Attend the business meetings of the Section, SPIG (Special Interest Group) or Caucus you indicated interest in on your APHA membership. Your attendance at the business meetings makes you and your interest in public health known to the leadership of that Section, SPIG or Caucus. You may also ask for advice at the Stipend Recipients' meeting.

Stipend Recipients' Meeting

When will I know if a meeting of stipend recipients/Committee members has been called?

A committee member will email you the time and place of the orientation meeting well in advance of the APHA annual meeting, but it is usually at 10:30 on

Sunday, prior to the opening General Session and Sunday's afternoon Learning Institutes (CEs.)

Stipend Recipient Summary

What should I put in the summary?

After the conference, recipients are expected to submit a two page summary paper to the Client Relations Committee by November 23, 2009. This report can include information on:

- Scientific sessions you attended
- Lessons learned from your attendance at the sessions
- Kinds of contacts you made and how you are likely to cultivate this new network of practitioners
- Knowledge and experience gained from shadowing
- Issues, problems, items of interest, experiences, suggestions that you'd like to share with the Committee or other members of the Public Health/Health Administration section of Medical Library Association.

In what format should the 2-page summary be?

Send the summary in either text, HTML or MS Word format (.doc, rtf).

See end of this document for a *possible* format for your summary. Past recipients have also found that an essay format works well.

How formal must the 2-page summary for the Client Relations Committee be?

Since this two-page summary usually forms the basis of an article in the *PH/HA Blog*, it should be well written, spell-checked and suitable for publication.

How soon after the conference is the summary due? When is the joint publication for the PH/HA newsletter due?

Your summary will be due to Joey Nicholson jnicholson@nyam.org by November 23, 2009. Stipend recipients are expected to author a joint article summarizing their reports of the conference and submit it for submission to the *PH/HA Blog* Editor by January 8, 2009 or before.

Writing the Joint Paper

One of this year's Stipend recipients will be invited to take the lead in drafting the first draft from all stipend recipients' summary reports. The first draft of the joint

paper will then be made available to the other recipients/authors for comments. When the final draft is ready, it will be submitted to the *PH/HA News* Editor for inclusion in the next issue.

The format for the joint paper is not set. The lead author--with the advice and consent of his/her peers--will decide on the final format. Previous versions of the Stipend recipients' articles can be found at the *PH/HA News* Web site <http://phha.mlanet.org/archives.html#newsletters> under the Winter issues from 2001 on.

The person who takes the lead on the paper will be listed as the first author on the paper. (First author is an "honor"/recognition rewarded to whoever does the work of leading on the paper.)

Are all participants expected to participate in the writing of the joint paper?

Yes. This gives them a chance to collaborate with peers, claim a publication, share 'lessons learned' with their colleagues and promote the Stipend.

Definitions

Public health practitioners include but are not limited to: health educators, health administrators, public health nurses, public health social workers, public health trainers, GIS practitioners, epidemiologists, statisticians, public health nutritionists, bioterrorism experts and similar practitioners.

Revised: June 17, 2009.

The Grace and Harold Sewell Memorial Fund, Inc. Stipend Application Form

Applicant Name:
Applicant Contact information
(including **Email address**):

Category:
 Local (Philadelphia area) applicant \$650
 Non-local applicant \$1,000

Institutional support? Yes | No
Amount of local/institutional support for meeting expected \$_____

Checklist (what to include in your application)

- This application form (Word Format), completed
- A 250-500 word statement (approximately 1 page) explaining your interest/purpose for applying for the stipend. This statement should address:
 - Anticipated result of getting the stipend
 - Interest/previous activity in the area of public health or assumption of a new position in an enterprise providing significant information services to public health practitioners such as a library, information center, community center or local health jurisdiction
 - Proposed use of the stipend by the recipient.
 - Mentor or Shadowee name and affiliation (if known)
- A current Curriculum Vitae

Send as an attachment to: Joey Nicholson jnicholson@nyam.org

Office Use Only Office Use Only Office Use Only Office Use Only

Date Received:

Sent to Stipend Committee:

Approved by:

Amount:

Faculty/Public Health Practitioner Mentor:

Notified:

**Sewell Fund Recipient
Meeting Summary Report
American Public Health Association Meeting**

Meeting Dates: November 7-11, 2009

Place of Meeting: Philadelphia, PA

Name:

Job Title:

Institution:

City & State (of Institution):

Email Address:

First time APHA attendee? YES NO

Name, organizational/institutional affiliation and position of public health mentor:

Comments about shadowing experience:

3 most important/impressive sessions attended or lessons learned by attending:

Plans for future use of lessons learned/contacts made: