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ISPOR 2024

May 5-8 | Atlanta, GA

Educational Symposium Kick-Off Call

Agenda

- Welcome & Introductions
- Sponsorship Recognition and Promotion
- Session Submission Details
- Registration and Hotel Information
- Speaker Agreement and Consent Form
- On-Site Session Details
 - Room Set-Up
 - Audio/Visual
- Resources
- Next Steps

ISPOR Contacts

Cassy Trejo

Manager, Business Development - Account Management

Go to for: contact questions, registration, catering, marketing/recognition

Jess Warner

Manager, Content Delivery and Design

Go to for: speaker needs, session development and delivery

Sponsorship Recognition and Promotion

- Inclusion of title, description, and speakers in the program and mobile app schedule
- Inclusion of the title and sponsor logo listed on the following onsite signage:
 - Daily Symposia Schedule
 - Educational Symposia Sponsor Thank You
- One standard Full Conference Registration for ISPOR 2024
- Two Symposia Speaker registrations (used for one-day speakers) for ISPOR 2024
- Post Educational Symposia Lead Generated Report
- Inclusion in one pre-conference email delivered to ISPOR's global database
- Inclusion in one pre-conference email delivered to all registered Conference attendees
- Social post on X, (formerly Twitter), and inclusion in Facebook, and LinkedIn posts promoting the Educational Symposia
- Company name listed in a 2024 edition of the Value & Outcomes Spotlight Journal
- Recognition and Sponsor Logo presented during each conference Plenary Session

Submitting Session Details

Deadline: Friday, February 23, 11:59pm EST

Submission Site: <https://ispor.confex.com/ispor/intl2024/symp/cfp.cgi>

The following information is required when submitting your session details:

- Session Title
- Company Name
- Twitter/X Username and Hashtag
- Session Level of Difficulty
- Taxonomy/Topic
- Company Logo (.jpeg file only)
- Session Description
- Moderator and Speaker Details to include first name, last name, advanced degrees, job title, organization, city, state, country, and email address. Note: ISPOR will not contact speakers directly.



Any delay in providing the necessary items by the outlined deadlines could result in the sponsor's exclusion or limited inclusion in specific marketing materials.

Note: Information must be submitted through the online submission site and **cannot** be accepted via email.

Registration Information

Deadline: Monday, March 25

- Registration must be completed as follows:
 - Access the [ISPOR 2024 Educational Symposia Complimentary Registration Information Form](#)
 - Fill out and complete as instructed.
 - Please allow 7-10 business days for processing.
 - All registrants will receive an email confirmation once completed.

Reminders

- All speakers, moderators, and staff representatives participating in ISPOR 2024 must be registered.
- Educational Symposia sponsors receive one complimentary full conference registration and two symposia only registrations.
 - **Helpful Tip!** Use the symposia only registrations for speakers attending only to present at the symposium.
- Participants not utilizing the complimentary registrations should register [here](#) at the applicable rate.
 - Early Bird rates expire Thursday, March 28.
- For group registrations of 10+ registrants, please contact David Pipitone at dpipitone@ispor.org.

Hotel Information

Deadline: Friday, April 5

Headquarter Hotel

OMNI Hotel at CNN Center

Connected to the Georgia World Congress Center

Visit [ISPOR Hotel Information webpage](#) for:

- Full list of available hotels at ISPOR discounted rates
- Group booking policies
- Individual booking information



Secure your hotel reservation as early as possible as availability is limited.

Speaker Agreement and Consent Form

Deadline: Monday, March 25

- ISPOR requires that all moderators and speakers complete the [Speaker Agreement & Consent Form](#) prior to their participation in ISPOR 2024.
- When completing the Speaker Agreement & Consent Form, speakers can also upload a short bio (600 characters or less) and a high-resolution photo head shot (300 dpi .jpg file) for inclusion in the online program and mobile app.

Why do we ask speakers to complete Speaker Agreement & Consent Form?

ISPOR records all presentations for inclusion in the Digital Conference Pass and collects all slides decks and provides them as PDFs to attendees. This online form gives us permission to do this and share your session with an even wider audience!

On-Site Session Details

General Information

- Speakers are expected to present in-person in Atlanta, GA.
- All sessions are 60-minute experiences. Within the 60-minutes we encourage you to plan for approximately 10-15 minutes of Q&A time with the audience.
- Sessions will be recorded and made available for on-demand viewing through the Digital Conference Pass.
- Educational Symposia run concurrent with other sessions.
- Sponsor-provided signage is not permitted inside or outside of the session room.
- Handouts, bags, or other branded items cannot be distributed inside or outside of the session room.

On-Site Session Details

Room Set-Up and AV

Educational Symposia use breakout session rooms with the following set:

- Theater seating (chairs without tables)
- Stage with podium and head table with (4) chairs

The session room will be equipped with a:

- PC Laptop with applicable cords
- (1) Projector and screen(s) suitable for session room size
- Table microphones and sound system for amplification
- Microphone to capture audience questions
- (1) Slide advancer
- Audience polling capabilities

Audio/Visual capabilities and details are still under development. Additional information will be provided in the coming months.

Note: Room location, set-up, and AV are determined by ISPOR and *cannot* be modified by the sponsor.

Resources

Quick Links

- [Session Submission Site](#)
- [ISPOR Hotel Information](#)
- [ISPOR 2024 Registration Site](#)
- [Speaker Agreement and Consent Form](#)

Sponsor Resources

We encourage speakers to review our presentation development and delivery resources.

- [Presentation Development Guide](#)
- [Q&A: A Guide for Success](#)

ISPOR Contacts

[Cassy Trejo](#) – ctrejo@ispor.org

[Jess Warner](#) – jwarner@ispor.org

Next Steps and Upcoming Deadlines

Date	Deadline/Milestone
Friday, February 16	Catering Request Deadline
Friday, February 23	Session Content Due
Monday, March 25	Speaker Agreement & Consent Form Due; Complimentary Registration Deadline
Thursday, March 28	Early Bird Registration Deadline
Friday, April 5	Hotel Booking Deadline
Wednesday, April 24	Final Slide Deck Due