

# Uploading Your Presentation and Supplemental Materials For Issue Panels, Workshops, Other Breakout Sessions, Spotlights, Forums and Fast Facts

This guide provides instructions on uploading both your presentation (.ppt/.ppx) and supplemental materials (pdf)

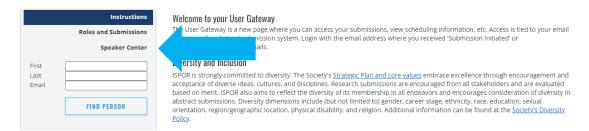
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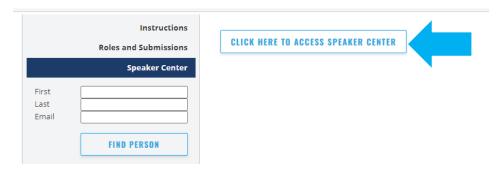
# Accessing ISPOR 2024 Speaker Center

Step 1: Visit <u>Speaker Center</u> and log in using the email address to which you have received communications related to participation in ISPOR 2024. If you forgot or don't know your password, select "Forgot your password?"

Step 2: Select Speaker Center from the left menu.



Step 3: Select Click Here to Access Speaker Center.



Step 4: From the left menu, select PPT and PDF Upload.

### Speaker Center

→ Speaker Agreement & Consent Form	
PPT and PDF Upload	
→ Biography	
① Upload Headshot	



# **Uploading Your Presentation PPT**

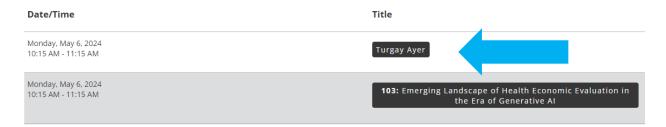
### Upload Period: Monday, April 8 – 24 Hours Before Your Session

If you are trying to upload a presentation file and the online deadline has passed, please visit the onsite Speaker Ready Room at least 3 hours before your session start time. Location and hours are available on the ISPOR 2024 website and mobile app.

### **Upload Instructions for PPT**

Follow steps 1-4 above.

Step 5: Click on your name to upload your PowerPoint presentations.



Step 6: Select GO TO PRESENTATION UPLOAD SITE to access the presentation upload site (m-anage). Follow step-by-step instructions on uploading your .ppt/.pptx file <a href="https://example.com/here/">here</a>.

### **Upload PowerPoint Presentation**

**Upload Period:** Monday, April 8, 2024 - 24 Hours Before Your Session

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If you are trying to upload a presentation file and the online deadline has passed, please visit the onsite Speaker Ready Room at least 3 hours before your session start time. Location and hours are available on the ISPOR 2024 website and mobile app.

Accepted File Format(s): PowerPoint (.ppt and .pptx)

Session Types: Issue Panels, Workshops, Other Breakout Sessions, Forums, Spotlights, Podiums, Fast Facts, and Short Courses

Select "Go to Presentation Upload Site" to submit your .ppt file. You will be able to review and/or replace your uploaded presentation onsite in the Speaker Ready Room. Files will be automatically transferred to your session room in Atlanta, GA.

Note: .ppt/.pptx files will not appear in our online program and mobile app. To upload a PDF version, return to the PPT and PDF Upload page. Select your session title, to upload your supplemental pdf.

**Questions?** Contact m-anage or ISPOR teams at conferences@ispor.org or ispor@m-events.com

GO TO PRESENTATION UPLOAD SITE

Please note, you will not be able to bring your presentation to your session room. USB/flash drives can only be used to upload your presentation 3 hours before your session in the Speaker Ready Room.

#### Need Help?

Contact m-anage or ISPOR teams at <a href="mailto:conferences@ispor.org">conferences@ispor.org</a> or <a href="mailto:ispor@m-events.com">ispor@m-events.com</a>



# **Uploading Your Presentation PDF**

### Upload Period: Monday, April 8 – Wednesday, May 8

Providing these materials during the upload period ensures that they are available in the mobile app (registrants only), Presentations Database (public) and online program (public) beginning May 6.

### File Names for PDF

ISPOR requests that all PDF files are submitted with the following naming convention for easy identification within our database.

#### **Presentations**

ISPOR24\_Last Name\_Session Number\_PRESENTATION ex: ISPOR24\_Bissett\_135\_PRESENTATION

### Handouts

ISPOR24\_Last Name\_ Session Number\_HANDOUT ex: ISPOR24\_Bissett\_135\_HANDOUT

**NOTE:** If you need to upload a new version of a previously uploaded file you will need to change the file name (with a V2 for example) for the file to update on the platforms. ex: ISPOR24\_Bissett\_135\_HANDOUTV2

### **Upload Instructions for PDF**

Follow steps 1-4 above.

Step 5: Click on the title of your session to upload your PDF file for that session.





Step 6: Select UPLOAD PDF to upload a PDF copy of your PowerPoint presentation and/or digital handout. This file will be available for attendees through the online program and mobile app.

### Upload Supplemental Material PDF for Online Program/Mobile App

Upload Period: Sunday, April 7, 2024 - Wednesday, May 8, 2024

Note: Providing these materials during the upload period ensures that they are available in the mobile app (registrants only), Presentations Database (public) and online program (public) beginning May 6.

Accepted File Format(s): .pdf

Session Types: Issue Panels, Workshops, Other Breakout Sessions, Forums, Spotlights, and Podiums

Presenters are encouraged to upload a PDF copy of their presentation and/or digital handouts for display in the online program and mobile app. ISPOR will not convert .ppt/.pptx files uploaded onsite for post-conference display.

Note: PDF's uploaded here will not appear in your session room. To upload a .ppt/.pptx version, return to the PPT and PDF Upload page.

Questions? Contact ISPOR at conferences@ispor.org.

UPLOAD PDF



### **QUESTIONS?**

Should you have any questions, please contact kbissett@ispor.org.