

Poster Presenter FAQs

This document is filled with frequently asked questions and answers to help ISPOR 2024 poster presenters develop and deliver their presentations.

How should my poster be formatted?

Posters should be created in Horizontal/Landscape format. See the [Poster Guide](#) for more information.

I am unable to present in-person, what should I do?

ISPOR 2024 is an in-person only event. If you are the presenting author and are unable to attend, you will need to find a replacement presenter (ideally one of your co-authors) or withdraw your presentation.

Please email conferences@ispor.org with any changes.

How do I book my hotel room? Is there a discounted room rate for ISPOR 2024 attendees?

Several hotels in different categories have been pre-booked at preferential rates for the Conference. Accommodation is available on a first come, first served basis until the cut-off date of **April 5th**.

Please [click here](#) to learn more and reserve your hotel room for ISPOR 2024. **All poster presenters are responsible for securing and paying for their own hotel accommodation. ISPOR will not reimburse for any hotel and/or travel expenses.**

What are the size dimensions of my printed poster?

The poster board is standard landscape, 4 ft x 8 ft. The poster should be created at 3 ft. x 4 ft. See the [Poster Guide](#) for more details.

Where can I print my poster onsite?

Presenters are responsible for printing and bringing their posters to the conference. We set up a link with a poster printing company for your convenience, see the [Poster Guide](#) for more details. **Do not ship your poster to the convention center unless you are using Scientific Poster Printing.**

What credentials do I need to access the Exhibit Hall and set up my poster?

Poster presenters are required to wear their name badge and poster presenter ribbon to access the Exhibit Hall. You will not be able to gain access without a name badge and poster ribbon.

My poster tear down time is after the exhibit hall closes. Once I leave the exhibit hall, can I go back in to gather my materials?

Once the exhibit hall closes and the poster presenter leaves, they will not be permitted to access the exhibit hall again. ISPOR strongly encourages poster presenters participating in Poster Sessions 2, 4 and 5, to gather all their materials before the exhibit hall officially closes.

How will I know where to hang my poster?

You will receive a 4-digit poster board number prior to the start of the conference that you can reference on the exhibit hall floor.

When can we hang our posters?

Posters should be hung 30 minutes before your assigned poster session. See pages 2 and 6 in the [Poster Guide](#) for exact timing.

Do I need to arrive to my discussion session early?

Yes. We ask that all poster presenters arrive at their posters **15 minutes** prior to the start of the discussion session. Poster presenters are only required to be present during the discussion hour, not the duration of the poster session. See page 2 and 6 in the [Poster Guide](#) for exact timing.

What is a Poster Tour? How do I know if my poster was selected?

Please check your abstract notification email from Bianca Kovalenko (conferences@ispor.org) to see if your poster was selected for a poster tour. ISPOR 2024 poster sessions serve as galleries filled with visually stimulating science and we are excited to be enhancing that experience with our poster tour program. Each tour will feature high impact abstracts within a specific topical area.

The poster tours will be a 45 to 60-minute experience comprised of:

- A designated poster tour area within the Exhibit Hall
- 1 Tour Guide (poster tour host)
- 6 selected posters

During the Poster Tours:

- Each poster presenter (one author per poster) will be asked to provide a brief overview of their poster (3-minutes)
- After each poster overview, there will be an interactive discussion between the poster presenter, attendees, and the tour guide (~5-minutes) before moving to the next poster.

What is the dress code for the conference?

The dress code for ISPOR 2024 is business casual.

As a presenter, do I need to register for the conference?

Yes, all ISPOR 2024 presenters must be registered to access the event by April 19. ***If presenting authors do not register by this date, your poster will be withdrawn and will not be eligible for presentation and publication.***

Please see instructions below.

- If you are a **member**, click on “Individual Registration” button. On the next page, in the registration information section, you will see a Registrant Type box. Click the pull down and select “Poster Presenter.” In the event fees section, please select applicable registration rate (in-person vs. virtual). When you proceed to check out you will see the corresponding registration fee with discount applied. Please note: the discount cannot be applied to the one-day conference rates.
- If you are a **non-member**, click on “Join and Register” button. On the next page, in the registration information section, you will see a Registrant Type box. Click the pull down and select “Poster Presenter.” In the event fees section, please select applicable registration rate (in-person vs. virtual) rate. When you proceed to check out you will see the corresponding registration fee with discount applied. Please note: the discount cannot be applied to the one-day conference rates. Questions on registering as a non-member? [Click here](#).

We encourage you to register by **March 28** to save an additional 20% with our Early Bird rates! Please click [here](#) to register for ISPOR 2024.

I'm a non-member trying to register. Can I remove the membership fee from my ISPOR 2024 registration?

No, the one-year membership fee cannot be removed from non-member ISPOR 2024 registrations.

I need a visa letter to attend. How do I obtain one?

Upon request, ISPOR issues a Registration Confirmation Letter to registered attendees who must apply for visas or other documentation. All documentation for entry into the country of the ISPOR conference is the responsibility of the attendee. The Confirmation Letter will be issued upon full payment of the ISPOR 2024 conference registration fees. You must submit your confirmation letter request by using [this link](#).

Upon receipt of your information and registration verification, the confirmation letter will be sent via email within 10 business days.

How do I upload my PDF poster?

See the "Uploading Your Poster" doc in the on the [Poster Presenter Resources](#) webpage

Can I upload a MP3 (audio) or MP4 (video) supplemental file?

No, our system does not support audio or video supplemental files.

How do I withdraw my poster?

Please send your withdrawal request to conferences@ispor.org. *Please include abstract id or acceptance code in your email!*

Is there a withdrawal Date?

Yes, we ask authors send their withdrawal request to conferences@ispor.org by **Monday, April 22**.

I need to add an author to my paper. Is that possible post-submission?

Yes, please email the following details to conferences@ispor.org. The last day to change your author listing for publication is Wednesday, March 13th. If you send changes after this date, they will be reflected online and in the mobile app only and not included in the *Value in Health* publication.

First and Middle Names (or initials):

Family Name/Surname:

Degrees (PhD, MD, etc.):

Member of ISPOR?

E-mail:

Work Area that best describes affiliation (Academia, Clinical, Government, or Other):

Affiliation Institution Name:

Institution City:

Institution State (if applicable):

Institution Country:

Can a non-author present my poster?

Yes, registered non-authors can present a poster please email the following details to conferences@ispor.org. Note: non-author presenters will not be entered into the system and will not be able to upload materials into Speaker Center. They will also not receive communications from ISPOR.

Name:

E-mail:

Registration Confirmation:

Institution Name:

Institution City:

Institution State (if applicable):

Institution Country:

When do I need to upload my poster?

All posters need to be uploaded by **Monday, April 29**. Posters must be in .pdf format.

I have a question not answered here or within the [Poster Presenter Resources webpage](#). Who should I contact?

Contact Bianca Kovalenko at conferences@ispor.org.

Prior to the conference, ISPOR will send a “Know Before You Go” email,
to all presenting authors.