



## 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 [Speaker Center](#) 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.

The screenshot shows a navigation menu with four items: 'Instructions', 'Roles and Submissions', 'Speaker Center', and 'Diversity and Inclusion'. The 'Speaker Center' item is highlighted with a blue background. A blue arrow points from the right towards the 'Speaker Center' text.

**Step 3:** Select [Click Here to Access Speaker Center](#).

The screenshot shows the 'Speaker Center' page. On the left is a navigation menu with 'Speaker Center' selected. On the right, there is a large blue button with the text 'CLICK HERE TO ACCESS SPEAKER CENTER'. A blue arrow points from the right towards this button.

**Step 4:** From the left menu, select [PPT and PDF Upload](#).

### Speaker Center

The screenshot shows the 'Speaker Center' page with a list of options on the right. The options are: 'Speaker Agreement & Consent Form', 'PPT and PDF Upload', 'Biography', and 'Upload Headshot'. The 'PPT and PDF Upload' option is highlighted with a blue background. A blue arrow points from the right towards this option.



## 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.

Date/Time	Title
Monday, May 6, 2024 10:15 AM - 11:15 AM	<a href="#">Turgay Ayer</a>
Monday, May 6, 2024 10:15 AM - 11:15 AM	103: Emerging Landscape of Health Economic Evaluation in the Era of Generative AI

**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 [here](#).

### Upload PowerPoint Presentation

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

Edit

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](mailto:conferences@ispor.org) or [ispor@m-events.com](mailto: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 [conferences@ispor.org](mailto:conferences@ispor.org) or [ispor@m-events.com](mailto:ispor@m-events.com)



## 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.

Date/Time	Title
Monday, May 6, 2024 10:15 AM - 11:15 AM	Turgay Ayer
Monday, May 6, 2024 10:15 AM - 11:15 AM	<b>103: Emerging Landscape of Health Economic Evaluation in the Era of Generative AI</b>



**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: PDFs 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](mailto:conferences@ispor.org).

UPLOAD PDF



## QUESTIONS?

Should you have any questions, please contact [kbissett@ispor.org](mailto:kbissett@ispor.org).