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Virtual ISPOR Asia Pacific Summit 2022

Developing Your Presentation



Agenda

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Overview of Virtual ISPOR Asia Pacific Summit 2022

Best Practice Tips for Developing Your Session

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Planning for Interactive Features: Q&A and Polling

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Delivering Your Virtual Presentation and Navigating the Virtual Platform

Content Released on Tuesday, 13 September

What will be covered?

- Overview of virtual platform
- How to access your session
- How to share slides and present virtually
- How to manage Q&A
- How to use polling in your session
- Technical requirements for presenting



Overview



The Basics

Theme

Linking HEOR Research, Evidence, and Patient Needs for Decision Making in Asia Pacific

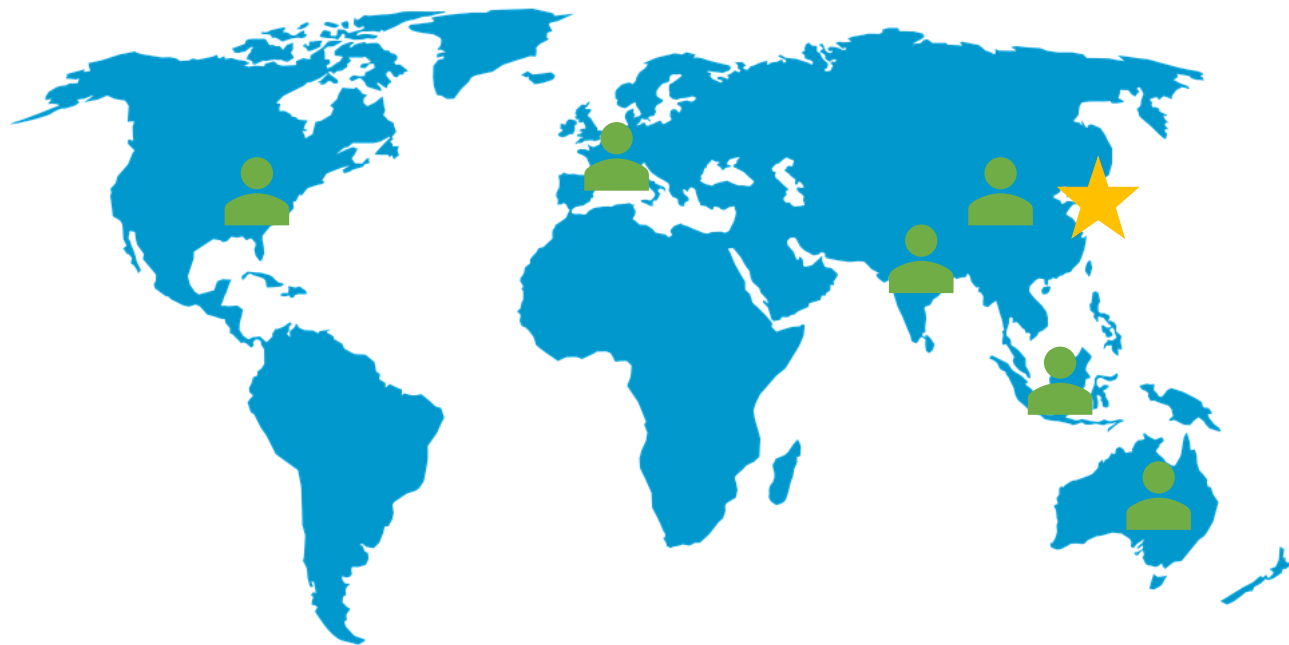
Session Formats

Issue Panels introduce debates with multistakeholder perspectives on new and controversial issues in HEOR.

Workshops focus on new and innovative applications in the conduct and use of HEOR or the latest on real world data, clinical, economic, or patient -reported outcomes, patient preferences and healthcare policy.



All sessions are held in Korea Standard Time (KST)



All sessions are presented in English.



All sessions are LIVE 60-minute experiences. Within the 60-minutes we encourage you to plan for 10-15 minutes of Q&A time with the audience.



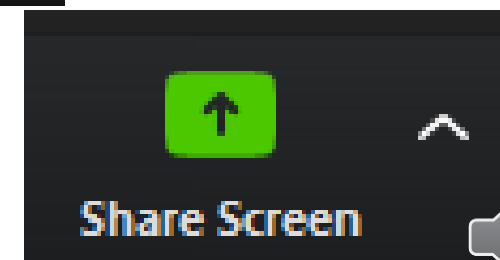
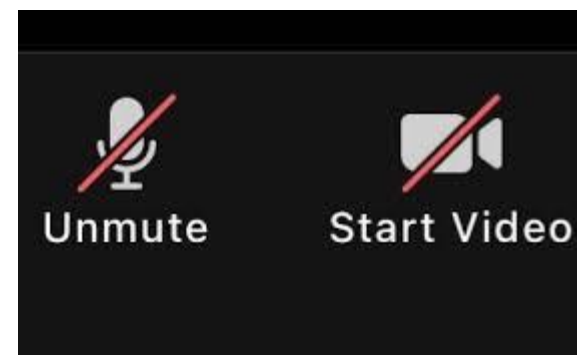
Preview: Presenting in Zoom

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Best Practice Tips for Developing Your Session



Best Practice Tips for Developing Content

- Understand the overall objective of your session
- Meet with fellow speakers in advance of your session to ensure everyone's respective content aligns with one another's and supports the objectives for the session.
 - **Remember!** The content of each presentation should compliment and, preferably, builds on each other
- Once slides are developed, meet again to ensure slides compliment other speakers and don't overlap.
- Discuss and plan for engagement with the audience.

The same strategy that applies to face-to-face meetings, applies to virtual meetings!



Best Practice Tips for Developing Your Slide Deck

Format

- 16:9 widescreen format is required for all presentations
- You may use your own template, no standard template is required
- First slide: provide your presentation title, name, and affiliation
- Second slide: provide your conflict-of-interest statement
- Last slide: include your contact information so that attendees may reach out should they have additional questions

Font

- Use easy-to-read fonts such as Arial, Calibri, or Times New Roman
- Use a font size of 20 or bigger
 - Avoid excessive detail and limit text to the essentials (6-8 lines per slide, no more than 30 words per slide)
- Don't use full sentence; use keywords and bulleted lists

Background

- Avoid unusual colors and busy backgrounds
- Always have high contrast between colors (e.g., background and text)
- Balance text and images

Best Practice Tip! Plan for one slide per minute of your presentation. For example, if you are speaking for 15 minutes, have no more than 15 slides.



Session Participant Roles and Responsibilities



Moderator and Discussion Leader Roles and Responsibilities

Before Session

- Maintain a close working relationship with speakers, panelists, and discussants as they develop their presentations.
- Ensure that the content being developed matches your vision for the program offering and there is no overlap of content between speakers.
- Meet with speakers well before the program offering via teleconference and/or email to ensure a cohesive session by reviewing the goals and objectives for the session, the length of time per presentation (if applicable), and how Q&A with the audience will work.
- Review ISPOR's Speaker Resources.



Moderator and Discussion Leader Roles and Responsibilities

During Session

- Start on time and finish on time.
- Maintain timing of each presenter and allow ample time for questions and answers from the audience.
- Have your starter questions prepared for opening the Q&A portion of your session (if applicable). This will allow you to engage audience participation while waiting for questions to start.



Panelist and Discussant Responsibilities

- Review our speaker resources.
- Coordinate your presentation content with your session co-participants.
- Make your presentation accessible to a global audience.
 - Think about your terminology - avoid abbreviations, acronyms, and non-generic names that might be country specific.
 - Use real-world examples to highlight content.
- Ensure your presentation is balanced and unbiased.
- Stay on time during your presentation.



Speaker Resources

These resources are intended for moderators, panelists, discussion leaders, and discussants in Issue Panel and Workshop sessions.

Important Dates/Deadlines:

Friday, 15 July | *Deadline* to Complete Speaker Agreement and Submit Your Bio/Photo

Thursday, 28 July | *Content Release!* Developing Your Virtual Presentation Video

Wednesday, 7 September | *Deadline* to Upload PDF Slides and Submit Polling Questions

Tuesday, 13 September | *Content Release!* Delivering Your Virtual Presentation and Navigating the Virtual Platform Video

Speaker Guide

The Virtual ISPOR Asia Pacific Summit 2022 Speaker Guide covers basic program participation. This document is filled with reference information, helpful tips, and best practices to help you develop and deliver your presentation.

[DOWNLOAD HERE](#)

Speaker FAQ

Have a question? We have an answer! This document lists our most frequently asked questions.

[DOWNLOAD HERE](#)



Planning for Interactive Features

Q&A and Polling



Strategies for Q&A Engagement

Capture Their Attention

- **Start with a question and get attendees asking their own questions early. For Q&A sessions with pre-recorded content, encourage live attendees to answer questions and share their experiences.**

"I am a project team leader, and I must facilitate a team meeting to finalize our plans for an event. Over half of the team will need to join the meeting from various remote locations. Is this a familiar scenario in your workplace?"

Make the Content Relevant

- **Identify prior knowledge and connect to real-life applications to learning.**

"What is one way you could apply this process to complete a task in your day-to-day work?"

Foster a Positive Environment

- **Encourage attendees to share their learning goals and reduce common anxieties.**

"Something I struggle with when I'm teaching online is my pace. I don't always move slowly enough for people to catch everything I'm doing. What is something you struggle with when teaching an online session?"

Provide Cognitive Support

- **Check for understanding and review and elicit questions from attendees.**

"Please take the next 60 seconds to review your notes about the topic we just discussed and try to identify any gaps in your understanding. What questions do you have about this topic before we move on to the next item?"



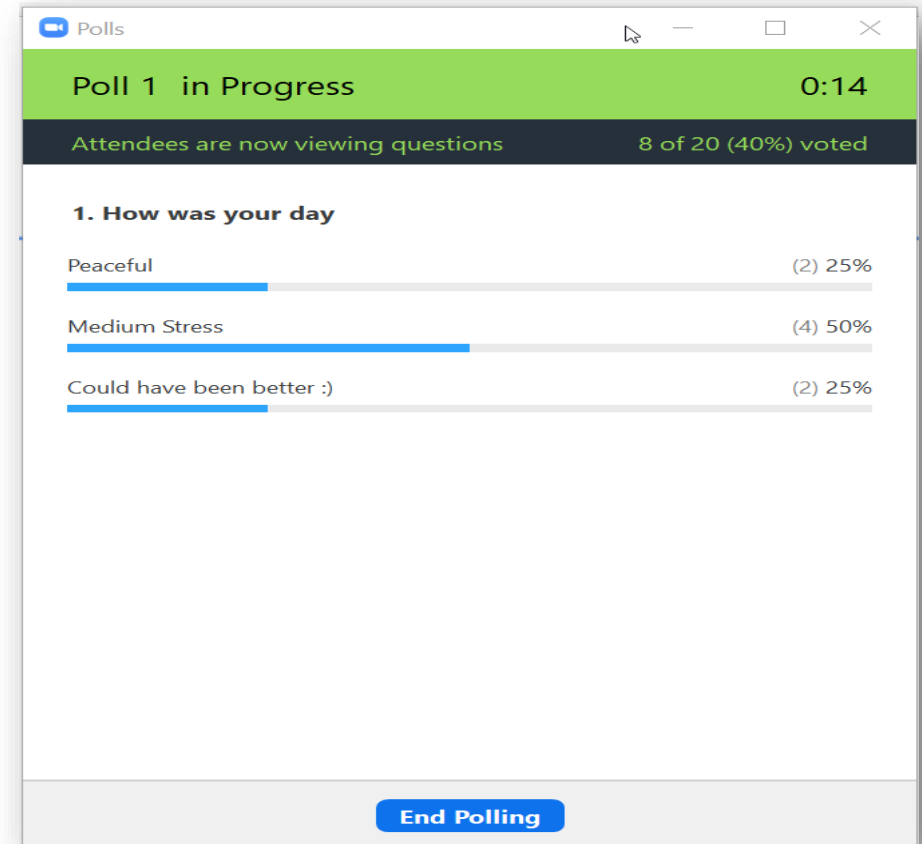
Q&A Best Practice Tips

- Prepare 2-3 questions in advance in case attendee Q&A is slow to get started.
- The session moderator or discussion leader should announce the timing of Q&A at the beginning of the session. Announcing the timing of Q&A reassures the audience that they will get to ask their questions and encourages them to start thinking of questions.
- Read each question aloud before directing it to the speaker or speaker(s) who can best answer it. Make sure you pause to allow time for a short delay in response.
- As the Q&A portion begins, let the audience know how much time is allotted for questions.
- Don't end the Q&A portion abruptly. Let the audience know how much time is left.
- When the speakers have finished answering all questions, repeat the main theme or key message of your session to bring closure to the session and reinforce the main points of the session.



Engage the Audience with Polling

- Virtual events, just like face-to-face events, should be about engagement, participation, and discussion to learn beyond passive listening.
- Zoom polling allows you to create single choice or multiple-choice polling questions for your presentation. These polling questions will be launched during your presentation for attendees to respond to in real-time.



Developing Your Polling Questions

- **Questions must be submitted in multiple choice format.** This includes true/false and yes/no.
- **Make questions short and simple.** Limit answer choices to 5 total.
- Allow time for discussion of the response results. **Build in approximately 1-2 minutes for presenting and polling and 2-3 minutes for discussion of each question.**
- A **maximum number of 5 total questions** may be submitted to ISPOR. Use questions sparingly to highlight the points you want to emphasize most.



Submitting Your Polling Questions

Submit your questions to

Jess Warner at
jwarner@ISPOR.org.

Questions must be submitted in the order in which they will be presented. All questions must be in a multiple choice format and include no more than 5 answer choices.



ISPOR staff will create your polling questions within Zoom.

Note: In your slide deck, be sure to include prompt slides for cueing the polls.



ISPOR Staff will open each poll during your live presentation.

All polling questions must be submitted by Wednesday, 7 September.



Next Steps



Important Dates & Deadlines

- **PAST DUE** | *Deadline* to Complete Speaker Agreement and Submit Your Bio/Photo
- **Monday, 1 August** | *Deadline* to Register for Virtual ISPOR Asia Pacific Summit 2022
- **Wednesday, 7 September** | *Deadline* to Upload PDF Slides and Submit Polling Questions
- **Tuesday, 13 September** | *Content Release!* Delivering Your Virtual Presentation and Navigating the Virtual Platform Video



Delivering Your Virtual Presentation and Navigating the Virtual Platform

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What will be covered?

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Session Preparation Checklist

- Complete Speaker Agreement and Submit Your Bio/Photo
- Register for Virtual ISPOR Asia Pacific Summit 2022
- Review Speaker Resources
- Prepare Presentation
- Upload PDF Slides and Submit Polling Questions



Questions?

- Review the Speaker Resources
- Contact Jess Warner at jwarner@ispor.org

Thank
you



Diversity and Inclusion at ISPOR

ISPOR is strongly committed to diversity. The Society's [Strategic Plan and core values](#) embrace excellence through encouragement and acceptance of diverse ideas, cultures, and disciplines. Research submissions are encouraged from all stakeholders and are evaluated based on merit. ISPOR also aims to reflect the diversity of its membership in all endeavors and encourages consideration of diversity in abstract submissions. Diversity dimensions include (but not limited to) gender, career stage, ethnicity, race, education, sexual orientation, region/geographic location, physical disability, and religion. Additional information can be found at the Society's [Diversity Policy](#).