

Virtual ISPOR Asia Pacific Summit 2022

20-21 September 2022

Speaker FAQ

This resource is intended for moderators, discussion leaders, panelists, and discussants in Issue Panel and Workshop sessions.

What time zone does Virtual ISPOR Asia Pacific Summit 2022 take place in?

Virtual ISPOR Asia Pacific Summit 2022 will take place in Korea Standard Time (KST). Make sure to set your clock to CET for the meeting. Click [here](#) if you need help figuring out your session time within your time zone.

In what language should presentations be delivered?

All sessions at Virtual ISPOR Asia Pacific Summit 2022 will be presented in English. PowerPoint slides must be developed in English.

Where can I find ISPOR's Zoom background?

Click [here](#) to download ISPOR's Zoom background.

Does ISPOR require that we use a specific PowerPoint template?

No, you are welcome to use your own PowerPoint template.

How do I access my session the day of my scheduled presentation?

ISPOR will send calendar invites with Zoom access information in late-August. Mark your calendar for Tuesday, 13 September for the release of the video *Delivering Your Virtual Presentation and Navigating the Virtual Platform*.

Do I need to join my session early?

Yes! Please join the Zoom access link 30 minutes prior to the start of your session. This will allow us time to troubleshoot any issues and answer any last-minute questions you might have.

Do I need to be on camera during my session?

Yes, please! Attendees want to see you as you present. Refer to our [Speaker Guide](#) for best practice tips on presenting live.

Are sessions recording for on-demand viewing?

All sessions will be recorded for on-demand viewing. Recorded sessions will be available for viewing within the virtual meeting platform until Friday, 21 October.

How do I upload my PDF presentation?

Follow the instructions below to upload your PDF presentation. All presentations need to be uploaded by Wednesday, 7 September.

- Visit [Speaker Center](#) and log in using the email address to which you have received communications for your role in the Summit
 - If you forgot or don't know your password, select "Forgot your password?"
- Select "Presentation Schedule/PDF Upload" and click on the title of your session
- Follow the prompts to upload your PDF

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

Yes, all speakers must be registered in order to present. Speakers receive a 10% discount off their applicable registration rate.

Please click [here](#) to register for the Virtual ISPOR Asia Pacific Summit 2022. In the registration information section, you will see a Registrant Type box. Click the pull down and select Speaker. When you proceed to check out you will see the corresponding registration fee for speaker.

Where do I complete the Speaker Agreement and submit my bio/photo?

You can review and accept the Speaker Agreement & Consent Form as well as submit your bio/photo within [Speaker Center](#). To access [Speaker Center](#), please follow the steps below:

1. Visit [Speaker Center](#) and log in using the email address to which this letter has been sent.
2. Select Speaker Center from the left tool bar.
3. Within Speaker Center, you will be able to:
 - a. Complete the Speaker Agreement & Consent Form
 - b. Add a short bio (600 characters or less) for inclusion in the meeting program
 - c. Upload a photo head shot for inclusion in the meeting program

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

Contact Jess Warner at jwarner@ispor.org.