



Speaker FAQ

These resources are intended for moderators, speakers, discussion leaders, and discussants in Issue Panel, Workshop, Other Breakout Sessions, Spotlight, Podium, and Forum sessions. **If you are a poster presenter, please visit the [Poster Resources page](#) for separate guidelines and FAQ's.**

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

Yes, all speakers must be registered in order to present. **We encourage you to register by 29 September to save an additional 20% with our Early Bird rates.** Please click [here](#) to register for ISPOR Europe 2022. For instructions on applying the Speaker discount to your registration rate, please see below.

Speakers also receive an additional discount off their applicable registration rate. In the registration information section, you will see a Registrant Type box. Click the pull down and select Speaker. In the event fees section, please select the applicable rate (in-person & virtual vs. virtual only). When you proceed to check out you will see the corresponding registration fee with discount applied. Please note: the Speaker discount cannot be applied to the one-day conference rates.

Questions on registering as a non-member? [Click here](#).

How do I find my presentation format – in-person or virtual?

You will receive an "Important Presentation Details and Deadlines." Email which will list your presentation format. You can also view your session format label (In-person, Virtual, and On-Demand) on our [ISPOR Europe 2022 program page](#).

In-person Speakers

I am assigned to present a session in-person at the Austria Center Vienna. What happens if I'm no longer able to participate in-person?

ISPOR will be checking in and following up to confirm your participation as it is currently scheduled. We ask that any changes that need to be made in your presentation format be done by 29 September, by emailing bkovalenko@ispor.org.

How do I book my hotel room? Is there a discounted room rate for ISPOR 2022 attendees?

Several hotels in different categories have been pre-booked at preferential rates for the Conference. Accommodations are available on a first come, first served basis.

Please click [here](#) to learn more and reserve your hotel room for ISPOR Europe 2022. All speakers are responsible for securing and paying for their own hotel accommodations. ISPOR will not reimburse for any hotel and/or travel expenses.

Where can I learn more about health and safety measures for ISPOR Europe 2022?

ISPOR is committed to the health and well-being of its conference attendees. Please visit the [ISPOR Europe 2022 Health and Safety Measures page](#) for the most up-to-date conference health and safety information.

Will ISPOR provide a place for me to check-in and review and/or edit my slide deck?

Yes, A Speaker Ready Room will be available. More information will be available in the coming months.

Do I have to bring my slide deck to the conference if I have uploaded it to the Orchestra virtual platform?

Yes, please bring a copy of your presentation and any movie files (if applicable) saved on an USB.

What is the dress code for the conference?

The dress code for ISPOR Europe 2022 is business casual.

What audiovisual equipment will be provided for my presentation?

ISPOR will provide the following for each session type. If you have a special request, please contact Bianca Kovalenko (bkovalenko@ispor.org).

- PC Laptop with applicable cords
- (1) Projector and screen(s) suitable for session room size
- Wireless microphones and sound system for amplification
- Microphone to capture audience questions

How can I print or ship handouts for my session?

If you are planning to ship your handout materials, you are expected to handle shipping arrangements on your own. ISPOR will be unable to ship or store any material. DO NOT SHIP YOUR HANDOUTS TO THE CONVENTION CENTER. Please note: ISPOR is not responsible for any lost or misplaced materials shipped to the venue.

Will notepads or pens be provided by the conference venue?

No, notepads and pens will not be provided for session rooms.

Virtual/On Demand Speakers**What time zone does ISPOR 2022 take place in?**

ISPOR Europe 2022 will take place in Central European Time Zone (CEST). Make sure to set your clock to CEST for the meeting. ISPOR will not send calendar invites for your session. Click [here](#) if you need help figuring out your session time within your time zone.

Where can I find ISPOR's Zoom backgrounds?

Refer to the Speaker Guide (available on the [Speaker Resources page](#)) to download ISPOR's Zoom backgrounds.

How will I access my virtual session the day of my scheduled presentation?

ISPOR will send emails to all speakers with an access link to sessions, instructions, and date/time reminders. ISPOR will not send Outlook/Google calendar invites for your session. Virtual speakers should plan to attend the webinar “Delivering Your Virtual Presentation and Navigating the Virtual Platform” which will be announced in August for more information on accessing and presenting in the virtual platform.

Do I need to be on camera during my virtual presentation?

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

I am a virtual speaker but will be attending the conference in-person. Will I be able to present my session from the conference venue?

Yes, we will make space available for virtual presenters to present from the conference venue. Please contact Bianca Kovalenko (bkovalenko@ispor.org) to reserve.

General

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](#). See access instructions below.

Visit [Speaker Center](#) and log in using your ISPOR website primary email address.

1. Complete the Speaker Agreement & Consent Form
2. Add a short bio (600 characters or less) for inclusion in the meeting program
3. Upload a photo head shot for inclusion in the meeting program.

If you have any technical difficulties with accessing Speaker Center, please contact Bianca Kovalenko at bkovalenko@ispor.org.

Do I need to arrive/sign into my session early?

Yes! Virtual Speakers - Please arrive or sign-in 30 minutes prior to the start of your session. In-Person Speakers - Please arrive to your meeting room 15-20 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.

How do I upload my PDF presentation?

All session files (BOTH in-person and virtual) must be uploaded via Orchestrate and ISPOR Speaker Center.

- 1.) **Orchestrate:** our new online content system for the virtual platform and onsite Presentation Management.
- 2.) **ISPOR Speaker Center:** To advance our mission of promoting HEOR excellence to improve decision making for health globally, ISPOR requests that speakers also upload a PDF of their slide presentation to ISPOR Speaker Center. These PDF presentations will be displayed within the [ISPOR Presentations Database](#) and on the [ISPOR website](#). Only presenters who have provided consent through Speaker Center will have their PDF presentation displayed.

The Uploading Your Presentation Guide (available on the [Speaker Resources page](#)) provides instructions on uploading presentations for inclusion within the virtual event platform, Orchestra, as well as ISPOR Presentations Database.

How do I access Orchestra?

Each speaker will receive Orchestra login instructions in September. If you need help accessing the Orchestra system, please contact Bianca Kovalenko (bkovalenko@ispor.org).

How do I access ISPOR Speaker Center?

Visit [Speaker Center](#) and log in using the email address used during the abstract submission process.

When do I need to upload my presentation?

All presentations need to be uploaded by **Friday, 21 October**. Uploaded files (PPT and PDF) must be the same as your final presentation.

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

Contact Bianca Kovalenko at bkovalenko@ispor.org.

Prior to the conference, ISPOR will send a “Know Before You Go” email to both in-person and virtual speakers.