

Virtual ISPOR Asia Pacific Summit 2022

20-21 September 2022

Speaker Guide

Thank you for sharing your thought-leadership with ISPOR! We are looking forward to working with you and putting forward a fantastic virtual conference. This resource is intended for moderators, discussion leaders, panelists, and discussants in Issue Panel and Workshop sessions. This document provides a basic overview to guide you through presenting at Virtual ISPOR Asia Pacific Summit 2022.

IMPORTANT DATES

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

PRESENTATION FORMAT

All sessions at the Virtual ISPOR Asia Pacific Summit 2022 will be conducted in real-time without any pre-recorded portions. The live virtual session may contain oral presentations, slide presentations, panel discussion and attendee interaction using polling and/or Q&A. These sessions will be recorded and made available for playback after the live session through 21 October. **All sessions are 60-minute experiences. Within the 60-minutes we encourage you to plan for 10-15 minutes of Q&A time with the audience.**

MEETING TIME ZONE

ISPOR 2022 will take place in Korea Standard Time Zone (KST). Click [here](#) if you need help figuring out your session time within your time zone.

DEVELOPING YOUR POWERPOINT PRESENTATION

ISPOR requires that all presentations use PowerPoint. PowerPoint slides help augment your verbal presentation. They are meant to be visual representations of information and data that can be reviewed quickly and clearly. These slides help improve cognition by using text and graphics to highlight the main points and themes of your presentation. The following tips will help you develop a slide deck that compliments your presentation and clearly displays your information.

Slide Deck Development Best Practice Tips

Format

- 16:9 widescreen format is **required** for all presentations
- 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.

DELIVERING YOUR PRESENTATION

All speakers will deliver their presentation through Zoom. Access information will be provided in late-August.

Technical Recommendations

ISPOR recommends that you use a computer with the following to ensure the highest quality audio/visual for your presentation.

- Hard line (wired ethernet) internet connection
- Zoom software [downloaded](#) to your computer
- Camera
- Speakers
- Built in microphone or USB microphone

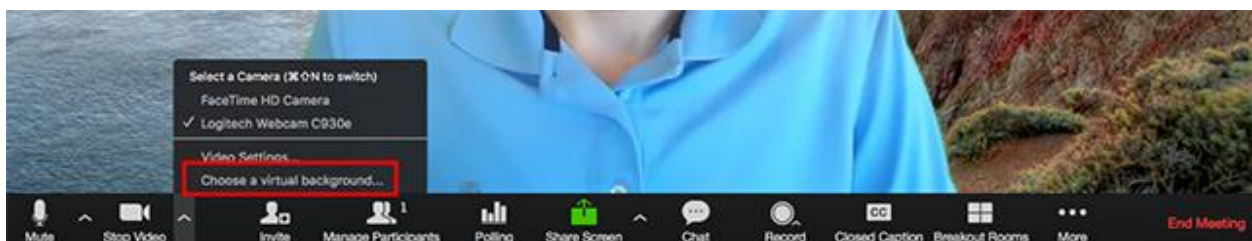
Best Practice Tip! Close all other applications on your computer so that notifications and distractions do not appear during your presentation.

Zoom Backgrounds

You may use a virtual background even if you do not have a green screen. It is best to use a blank backdrop when using one of the virtual backgrounds. For your convenience, ISPOR has created a Zoom background for your use. You may download the Zoom background [here](#).

To change your background, you will need to:

- Save the background of your choice to your computer
- Once in Zoom, click on the up arrow next to the camera
- Select “choose a virtual background”
- Select the saved background file from the prompt window



Appearance

Attendees want to see you just as they would during a face-to-face meeting. ISPOR strongly encourages you to be on camera during your session.

Lighting and Camera

- Diffused light in front of you will usually work best to avoid shadows
- Try to position your camera so that it just above your eye level
- Appearance is not limited to you. Check your background to ensure nothing distracting is in sight. You are encouraged to use one of ISPOR's Virtual Zoom Backgrounds.

Presentation and Clothing

- Dress as you would for a face-to-face meeting
- Darker color shirts/blouses appear better on camera
- Try to avoid busy plaid or patterned outfits.

UPLOADING YOUR PDF PRESENTATION

To advance our mission of promoting HEOR excellence to improve decision making for health globally, ISPOR requests that speakers upload a PDF of their slide presentation. Follow the instructions below to upload your PDF presentation:

- 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

DIVERSITY AND INCLUSION

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. ISPOR also aims to reflect the diversity of its membership in all endeavors and encourages consideration of diversity in all presentations. 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](#).

QUESTIONS?

Should you have any questions, please contact Jess Warner at jwarner@ispor.org. We look forward to working with you to execute a great session!