

# ISPOR 2026

Sunday, May 17 - Wednesday, May 20



## Uploading Your Presentation and Supplemental Materials for Issue Panel, Workshop, Other Breakout Session, Spotlight, Podium, Fast Facts and Forum Sessions

*This guide provides instructions on uploading both your presentation (.pptx) and supplemental materials (pdf)*

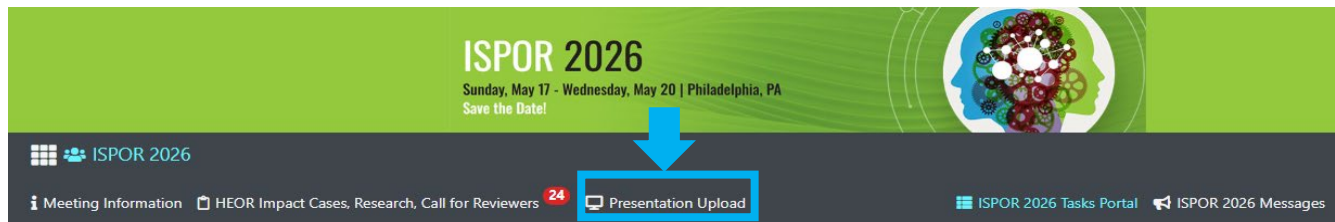
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## Accessing ISPOR 2026 Tasks Portal

**Step 1:** Visit [ISPOR 2026 Tasks Portal](#) and log in using your ISPOR web credentials.

**Step 2:** Select [Presentation Upload](#) from the top menu.



## Uploading Your Presentation PPTX

### Upload Period: Friday, April 17 – 24 Hours Before Your Session

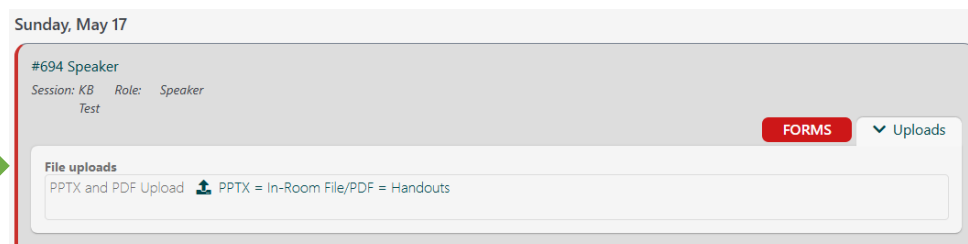
*If you are trying to upload a presentation file and the online deadline has passed, please visit the onsite Speaker Ready Room at least 3 hours before your session start time. Location and hours are available on the [ISPOR 2026 website](#) and mobile app.*

## Upload Instructions for PPTX

**Follow steps 1 and 2 above.**

**Step 3:** Scroll down to view your tile(s) that contain your session role and session name under the appropriate date.

**Tip!** This red line means a file has not been uploaded yet.



### Need Help?

Contact [ispor@support.ctimeetingtech.com](mailto:ispor@support.ctimeetingtech.com) or [conferences@ispor.org](mailto:conferences@ispor.org)



**Step 4:** Select the **Forms** button. Answer the polling question and click **Finish**. The forms button will display a checkmark once answered. **You will not be able to proceed with your upload until you answer this question.**

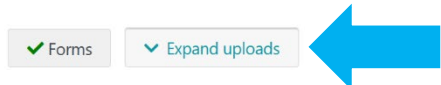
For more polling information, download the Polling Guide on the [ISPOR 2026 Speaker Resources](#) page.

**NOTE:** Polling is *not* available for podium, fast facts, or exhibit hall theater sessions.

**Step 5:** In the file uploads section, click on the **PPTX and PDF Upload** icon. Select your PPTX file from your device. A **Transferring Status** box will pop up. Your upload is complete when the following message appears. Click **OK** to clear.

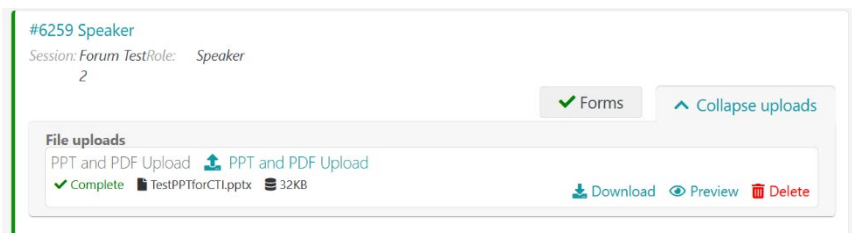
**NOTE:** If you cannot see a File Uploads section, click on the **Expand Uploads** button.

#6259 Speaker  
Session: Forum TestRole: Speaker  
2



**Step 6:** When you return to the portal, your session tile should turn **green** and display **Complete** next to your file name. You will be able to download, preview, and/or delete your file.

Can a moderator upload 1 ppt deck on behalf of all their session speakers?  
We encourage each speaker to upload their own deck to the system. This will allow you to easily replace a file online or in the Speaker Ready Room.



**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 [ispor@support.ctimeetingtech.com](mailto:ispor@support.ctimeetingtech.com) or [conferences@ispor.org](mailto:conferences@ispor.org)

# ISPOR 2026

Sunday, May 17 - Wednesday, May 20



## Uploading Your Presentation PDF and/or Handout PDF

**Upload Period: Friday, April 17 – Wednesday, May 20**

*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 17.*

### File Names for PDF

**ISPOR requests that all PDF files are submitted with the following naming convention for easy identification within our database.**

#### Presentations

ISPOR26\_Last Name\_Session Number\_PRESENTATION

ex: ISPOR26\_Bissett\_135\_PRESENTATION

#### Handouts

ISPOR26\_Last Name\_Session Number\_HANDOUT

ex: ISPOR26\_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: ISPOR26\_Bissett\_135\_HANDOUTV2

### Upload Instructions for PDF

Follow login steps 1 and 2 above.

**Step 3:** Scroll down to view your tile(s) that contain your session role and session name under the appropriate date.

Tip! This red line means a file has not been uploaded yet.

Sunday, May 17

#694 Speaker  
Session: KB Role: Speaker  
Test

FORMS Uploads

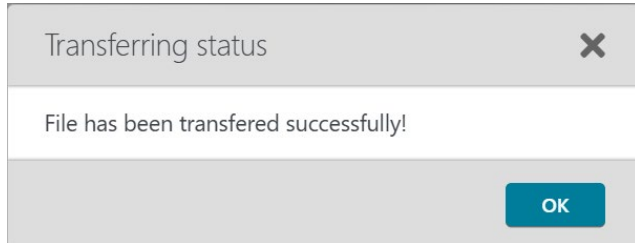
File uploads  
PPTX and PDF Upload PPTX = In-Room File/PDF = Handouts

Need Help?

Contact [ispor@support.ctimeetingtech.com](mailto:ispor@support.ctimeetingtech.com) or [conferences@ispor.org](mailto:conferences@ispor.org)

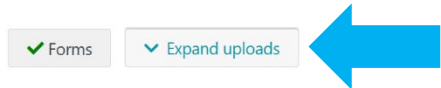


**Step 4:** In the file uploads section, click on the **PPTX and PDF Upload** icon. Select your PDF file from your device. A **Transferring Status** box will pop up. Your upload is complete when the following message appears. Click **OK** to clear.



**NOTE:** If you cannot see a File Uploads section, click on the **Expand Uploads** button.

#6259 Speaker  
Session: Forum TestRole: Speaker  
2



**Step 5:** When you return to the portal, your session tile should turn **green** and display **Complete** next to your file name. You will be able to download, preview, and/or delete your file.



**In compliance with the ISPOR embargo policy, all PDF presentations and handouts will be displayed in the mobile app (registrants only), ISPOR 2026 online program (public), and ISPOR Presentations Database (public) on May 17.**

**Need Help?**

Contact [ispor@support.ctimeetingtech.com](mailto:ispor@support.ctimeetingtech.com) or [conferences@ispor.org](mailto:conferences@ispor.org)