

This guide provides a step-by-step overview to upload your PowerPoint presentation and PDF copy of PowerPoint presentation to serve as a digital handout.

There are different instructions to upload your PowerPoint presentation and PDF. Please review the following instructions to ensure you are uploading both correctly.

Upload PowerPoint Presentation | Deadline: 6 – 7 September**

**one day prior to your session

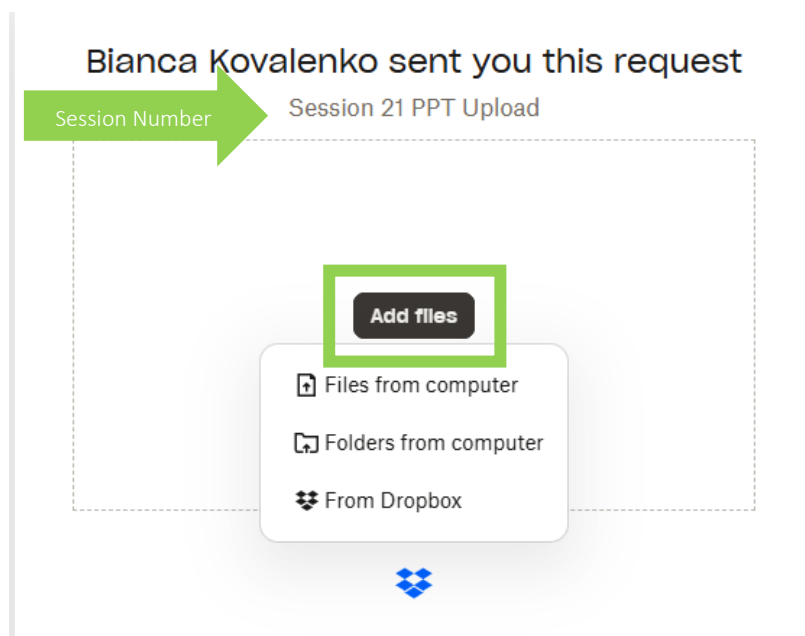
Accepted File Format(s): .ppt and .pptx

Your presentation will be available for review on-site at the Speaker Help Desk and uploaded to the session room in Bangkok for your live presentation. Should you have modifications to your PowerPoint presentation, it must be uploaded one day prior to your session via the instructions below or at the onsite Speaker Help Desk (Ayaret on the Second Floor).

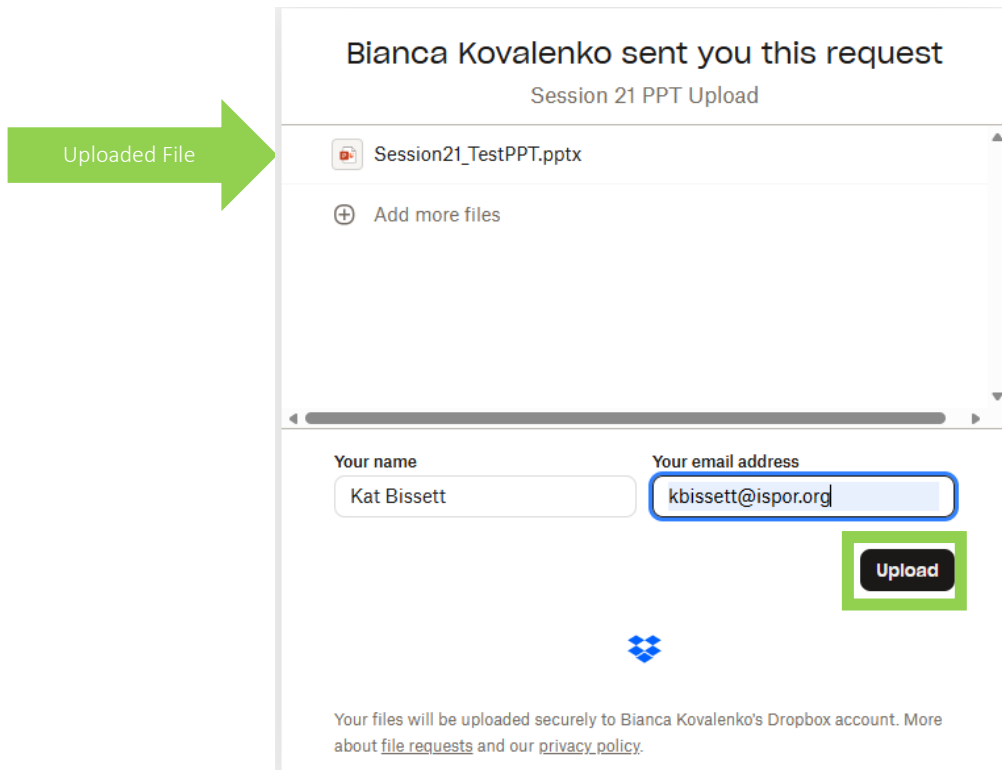
Step 1: Click the upload link emailed to you in the **ISPOR Asia Pacific Summit 2026 | Presentation Upload Instructions** email sent to you from kbissett@ispor.org.

Note: This upload link is customized for every session. If you are presenting in more than one session, please use the dedicated link provided in each session's email.

Step 2: Select **Add Files** and **Files from computer**. This will open a window where you can browse files on your computer.



Step 3: Choose the .ppt/.pptx file you want to upload from your computer and click **Open**. You'll now see the file listed on the page. Enter your name and email address. Click **Upload** to upload and save your file.



Bianca Kovalenko sent you this request

Session 21 PPT Upload

Session21_TestPPT.pptx

+ Add more files

Your name: Kat Bissett

Your email address: kbissett@ispor.org

Upload

Your files will be uploaded securely to Bianca Kovalenko's Dropbox account. More about [file requests](#) and our [privacy policy](#).

IMPORTANT INFORMATION

- If you need to make changes to the file, repeat this process from Step 1. All uploaded files have a time stamp to identify the most recent version for live presentation during your session.

Scroll down for information on uploading a PowerPoint Presentation PDF.

Upload PowerPoint Presentation PDF | Deadline: Friday, 11 September

Accepted File Format: .pdf

Speakers are encouraged to upload a PDF copy of their PowerPoint presentation to serve as a digital handout. These materials will be available for attendees through the online program and mobile app.

Step 1: Visit the [Speaker Portal](#) and log in using your ISPOR credentials.

If you don't know your password, select "Forgot your password?" to reset it.

Step 2: Select **Tasks Portal** from the toolbar and click on your session role under **Session PDF Upload**.

ISPOR Asia Pacific Summit 2026
6-8 September 2026 | Bangkok, Thailand

ISPOR Asia Pacific Summit 2026

Research Abstracts 17 Session Proposals Presentation

Kat Bissett

Tasks Portal Messages 1

Tasks status

1
incomplete

0 of 1
complete

SHOW ALL ONLY INCOMPLETE

Resources

Speaker Resources
ISPOR Asia Pacific Summit 2026 Online Program

Session PDF Upload

#2 Speaker
Your Role: Speaker
Status: Incomplete

Step 3: Review the instructions and select **Upload Here** to upload your PowerPoint Presentation PDF.

For instructions on uploading your PowerPoint Presentation, please refer to the [Uploading Your Presentation Guide](#).

1. Select **Upload Here** at the bottom of this notification.
2. Choose **Add File** and upload your PDF.
3. **Name your file** using the following format:
 1. RWESUMMIT25_Last Name_Session Number_PRESENTATION
 2. EX: RWESUMMIT_Warner_08_PRESENTATION

Reminders:

- Only **one** file can be uploaded with a maximum file size of **3 MB**.
- If you are using polling, it is best to remove polling slides from your presentation before uploading. For more information on polling, refer to the [Interactive Polling Guide](#).

If you need further visualization of instructions, please view the [Presentation Upload Guide](#). Should you have additional questions, please don't hesitate to contact Jess Warner at jwarner@ispor.org.

[Upload Here](#)

Step 4: Select **Add a File**.

Presentation PDF Upload

Complete the information below and select Continue to save. Remember to name your file using the following format:

APSUMMIT26_Last Name_Session Number_PRESENTATION

EX: APSUMMIT26_Bissett_08_PRESENTATION

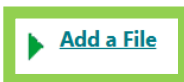
File Caption

File Type

Size (in bytes)

Mapped Name

-- No Attachments Found --



Step 5: Follow the instructions to upload your PowerPoint Presentation PDF. Click **Continue** to save.

Presentation PDF Upload:

Complete the information below and select Continue to save. Remember to name your file using the following format:

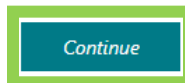
APSUMMIT26_Last Name_Session Number_PRESENTATION

EX: APSUMMIT26_Bissett_08_PRESENTATION

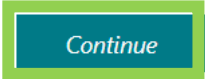
▶ Please enter a short description about the file:

▶ Please choose the type of file you are attaching:

▶ Please enter the full path name of your file (e.g., C:\MyFiles\MyFile.doc): No file chosen



Step 6: Confirm the file is showing correctly and select **Continue** to save and finalize your upload. If the file is not correct, please select the red trash can and re-upload with the instructions in Step 5.

	File Caption	File Type	Size (in bytes)	Mapped Name
	APSUMMIT26_Bissett_08_PRESENTATION	PDF	15803	a2_1.pdf
 Add a File				
				

IMPORTANT INFORMATION

- If you need to replace the uploaded file, please email Kat Bissett at kbissett@ispor.org with the updated PDF file by Friday, 11 September.

QUESTIONS?

Should you have any questions, please visit the [Speaker Resources](#) or contact kbissett@ispor.org.