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**ISPOR**

*Improving healthcare decisions*

# ISPOR Europe 2022

Delivering Your Virtual  
Presentation and Navigating the  
Virtual Platform



Welcome



Overview of Virtual Sessions at ISPOR Europe 2022



Navigating the Virtual Platform and Meeting Room



Polling Guide



Next Steps, Upcoming Activities, and Deadlines



Open Floor for Q&A

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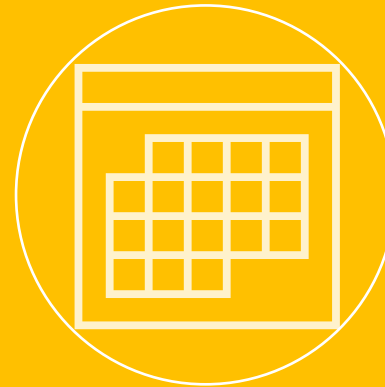
# Overview of Virtual Sessions at ISPOR Europe 2022



**Virtual Platform  
Launches**  
1 November



**Virtual &  
In-Person Meeting**  
6 – 9 November



**On-Demand Content**  
Through 9 December

**ISPOR Europe 2022**

**Podium  
Sessions**



**Issue  
Panels**



**Workshops**

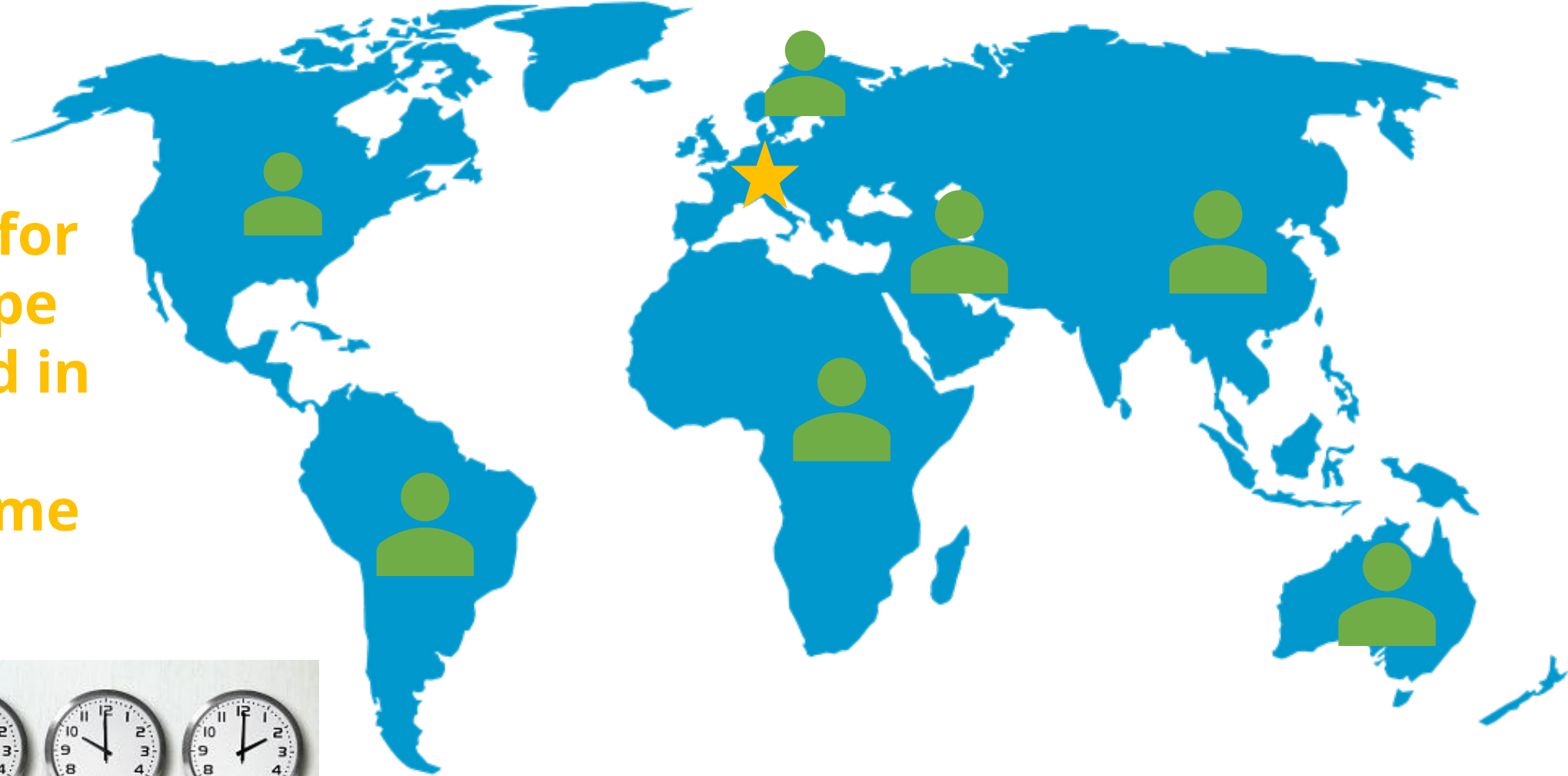


**Other  
Breakout  
Sessions**



ISPOR does not send calendar invites for sessions. Please mark your calendar accordingly for your session!

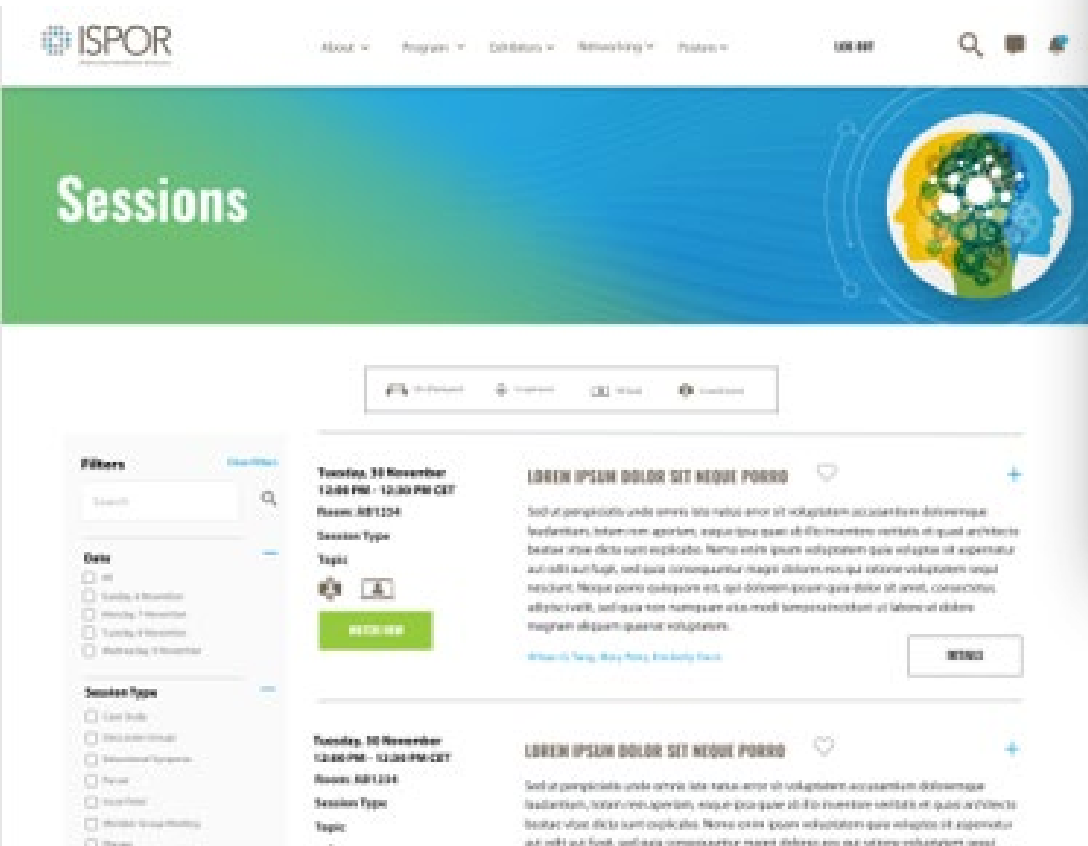
All sessions for  
ISPOR Europe  
2022 are held in  
Central  
European Time  
(CET)



**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.

# Navigating the Virtual Platform and Your Virtual Meeting Room

# New Platform!



**Sessions**

**Filters**



Search

**Date**

- ☐ All
- ☐ Tuesday, 8 November
- ☐ Wednesday, 9 November
- ☐ Thursday, 10 November
- ☐ Friday, 11 November
- ☐ Week as of: 8 November



**Session Type**

- ☐ Live Event
- ☐ On-Demand Content
- ☐ Educational Symposium
- ☐ Poster
- ☐ Virtual Event
- ☐ Abstract Round Meeting
- ☐ Webinar

**Tuesday, 8th November**  
12:00 PM - 12:00 PM CET  
Room: AB1104  
Session Type:    
**WATCH NOW**

**LOREN IPSUM DOLOR SIT NEQUE PORRO**

Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam, eaque ipsa quae ab illo inventore veritatis et quasi architecto beatae vitae dicta sunt explicabo. Nam et ipsa voluptatem quasi voluptas sit aperiam aut rerum dolore, eaque ipsa quae ab illo inventore veritatis et quasi architecto beatae vitae dicta sunt explicabo. Nam et ipsa voluptatem quasi voluptas sit aperiam aut rerum dolore, eaque ipsa quae ab illo inventore veritatis et quasi architecto beatae vitae dicta sunt explicabo.

**Tuesday, 10 November**  
12:00 PM - 12:00 PM CET  
Room: AB1104  
Session Type:    
**WATCH NOW**

**LOREN IPSUM DOLOR SIT NEQUE PORRO**

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**Welcome to**

# ISPOR Europe 2022

#ISPOREurope

**Program**  
Explore

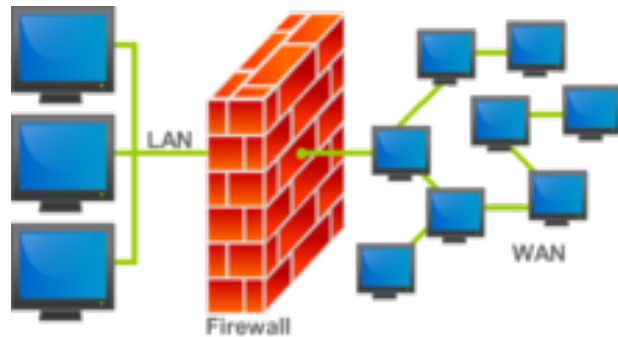
**Exhibitors**  
Discover

**ISPOR Europe 2022**  
6-9 November 2022



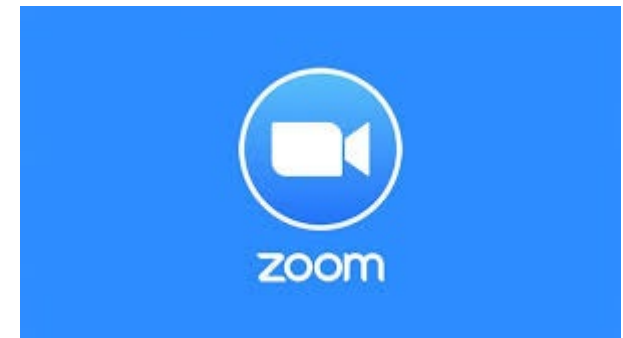
## Technical Requirements

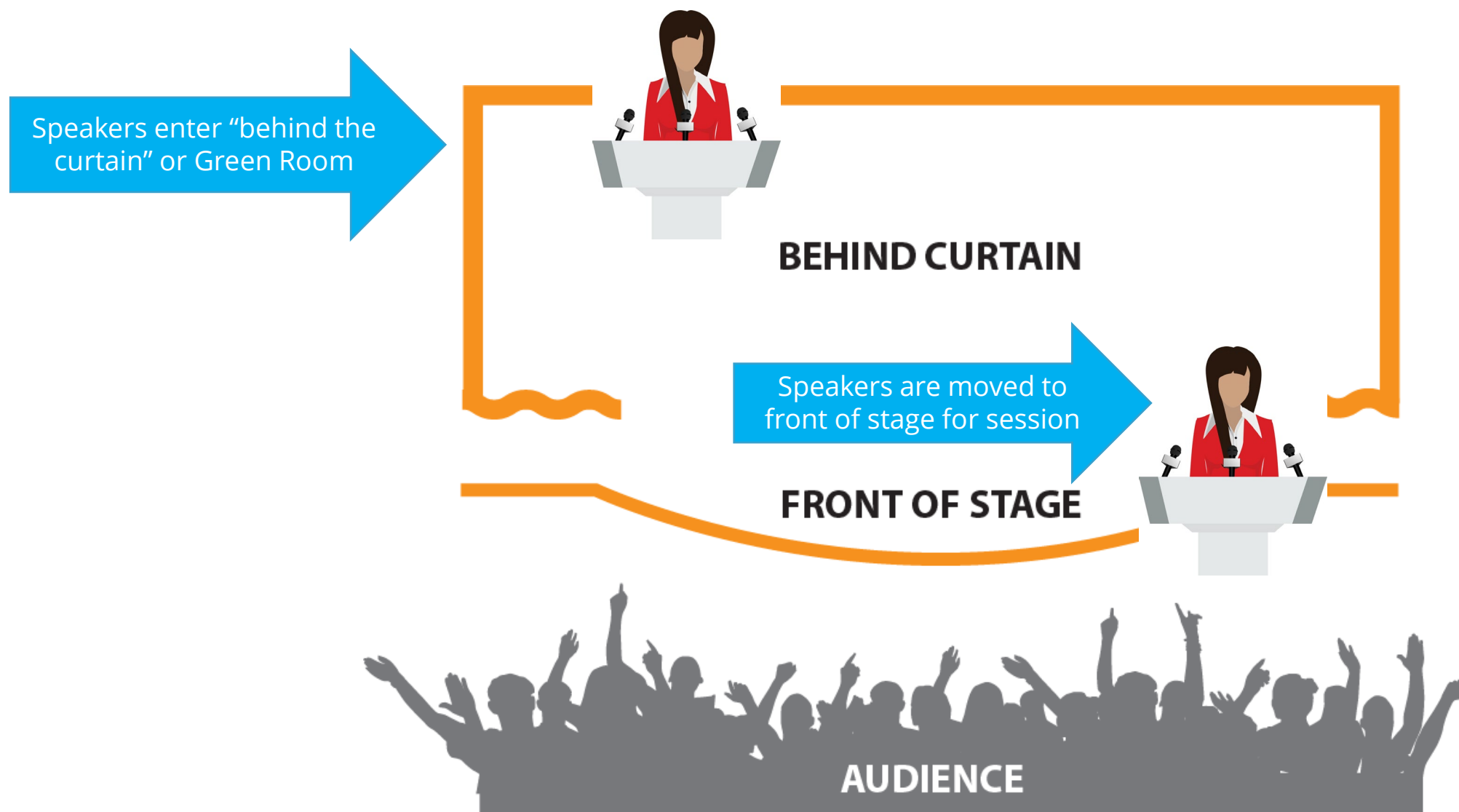
The virtual side of ISPOR Europe 2022 meeting is hosted on Freeman's OEP platform. The platform functions best in Google Chrome.



Beware of your company's firewall or VPN! This can block your access to the virtual platform. Be sure to test your ability to access your virtual session page **before** your session date/time.

Familiarize yourself with Zoom and ensure it is installed on your computer for the best functionality.





## Logging In/Getting “Behind the Curtain”

- Prior to the meeting, ISPOR will send you a Zoom link with access to “behind the curtain” or Green Room.

**Note:** If you are speaking in multiple sessions, you will use the same link each time!

- On the day of your session, click the link to go “behind the curtain” or Green Room. Be sure to arrive **30 minutes prior to the start of your session.**
- All presenters will arrive “behind the curtain” or Green Room and ISPOR technical staff will virtually move you to your session room.



### Highlights!

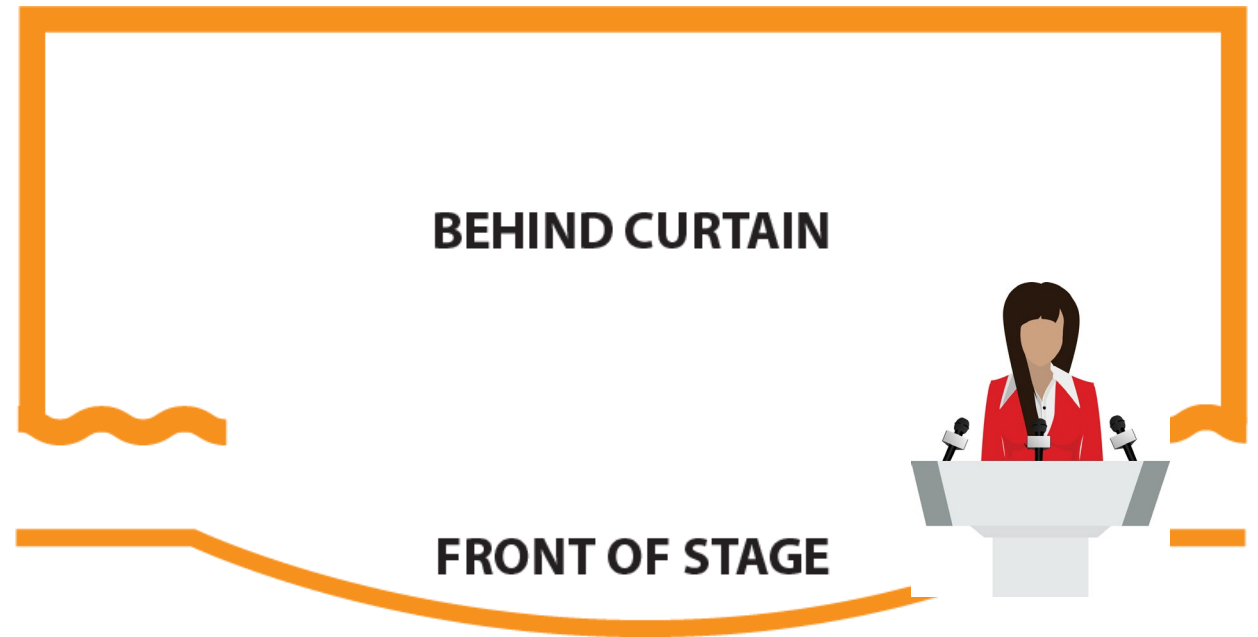
- Be sure you have the access link from ISPOR prior to your session.
- Access the link 30 minutes prior to the start of your session.

## Presenting in Your Meeting Room

- When in the Zoom meeting room, you will be greeted by a meeting technician and ISPOR staff member.
- Get ready to share your slides (if applicable) and to test your audio/video.
- Access the meeting platform to see and participate in live chat, Q&A and polling (if applicable).

### Insider Tip!

Your Zoom meeting room chat and Q&A is private. Attendees will not see your communications with your co-presenters, ISPOR staff, and in-room tech.



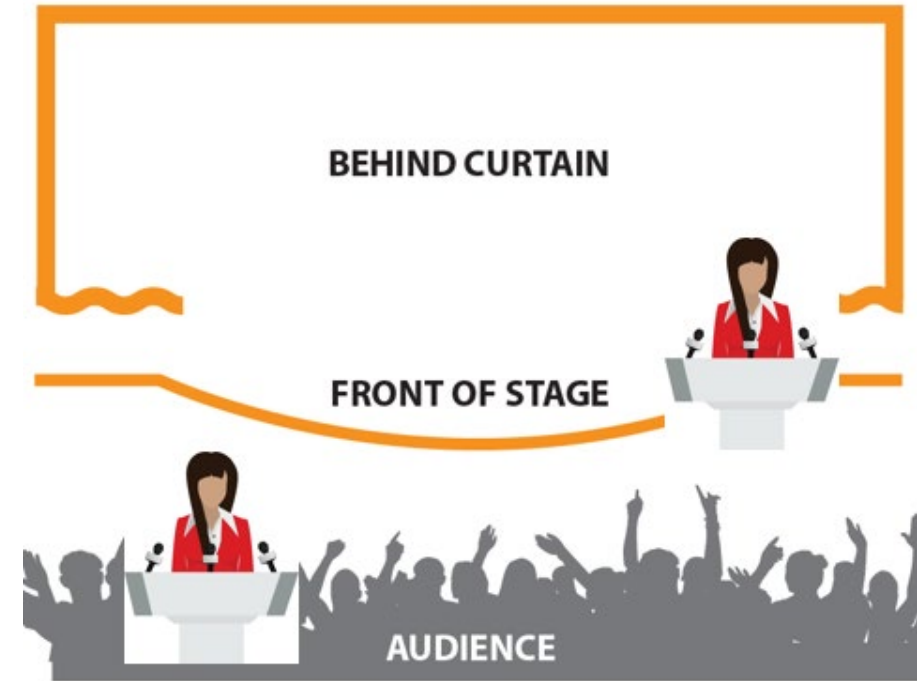
### Where's the audience?

Don't worry, you are not yet LIVE at this point. Attendees cannot see you until our technician broadcasts the session.

# Accessing Live Chat, Q&A & Polling

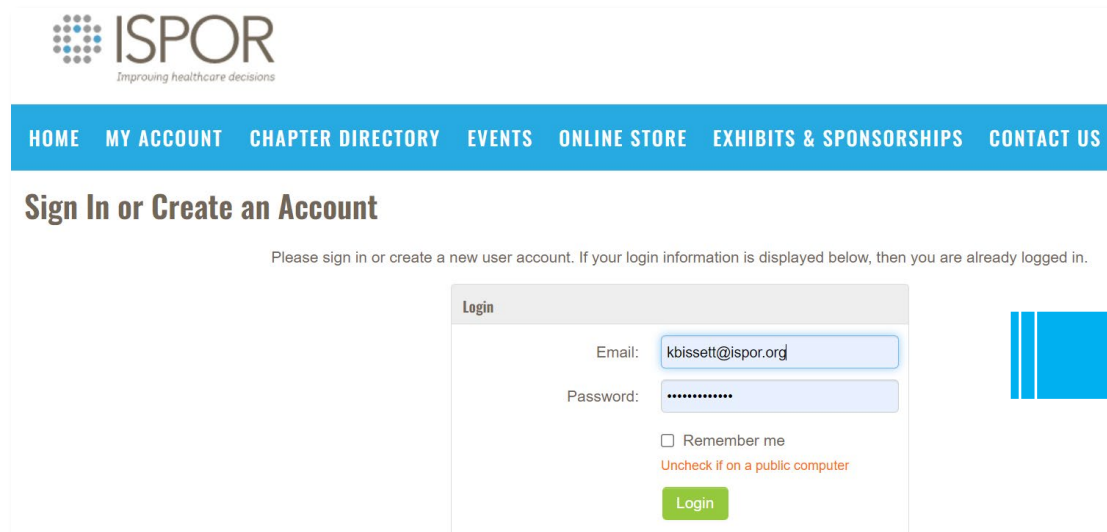
*aka mastering the art of being in two places at once!*

In this virtual world, you can't see the audience and present as you would live on a stage. To recreate that effect, you will have half of your screen reserved for the Zoom meeting and the other half for the live audience chat, Q&A and polling (if applicable).



**So... how do we do that?**

- Go to [www.ispor.org](http://www.ispor.org) and log into your account using the same email and password you used when registering.
- Once logged in, click on the virtual platform link.

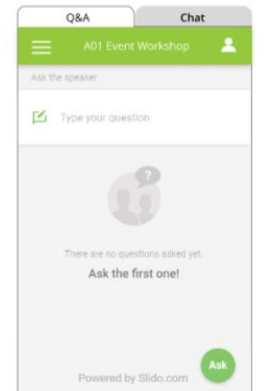
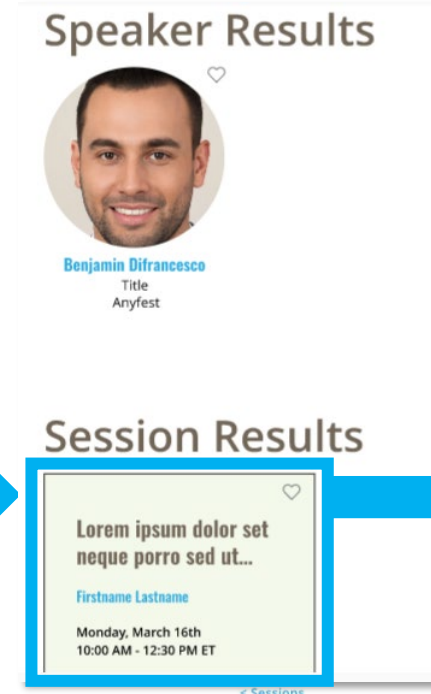
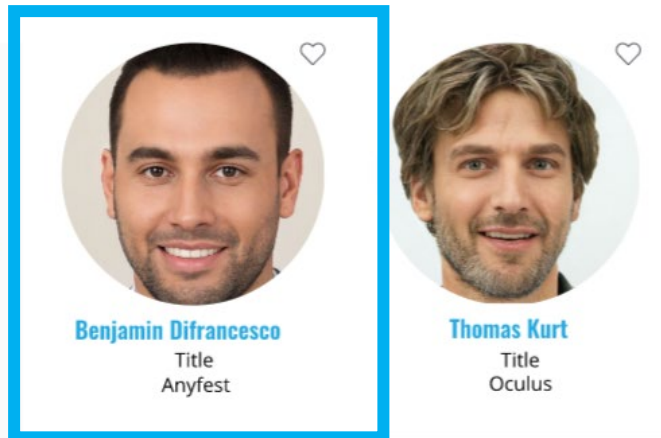
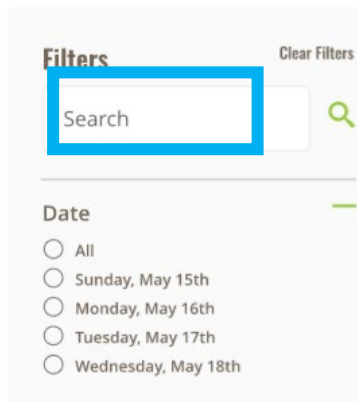


- From the platform homepage, you can click on either “Program” or “Speakers” tile to search for your session. You can also select these options from the top navigation bar.



# Navigating the Virtual Meeting Platform

- In the search box, type your name or session name and click the magnifying glass.
- Select your name or session name from the search results.
- Click the name of your session.



## Tip!

For faster navigation, click on the heart icon to add your session to your Favorites list. You can also add sessions to Your Schedule and export them to your Outlook calendar.

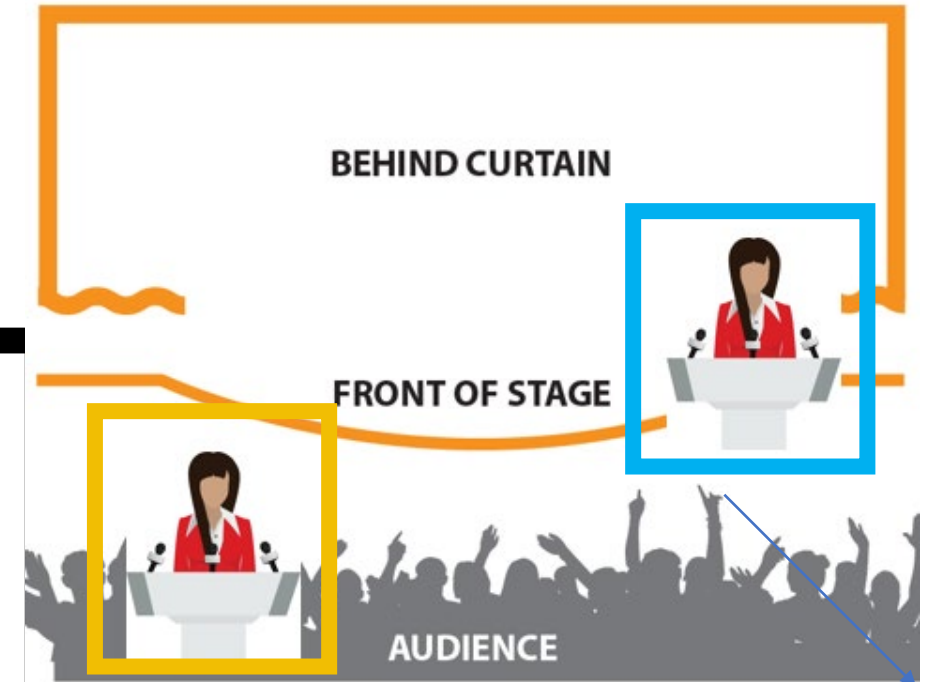
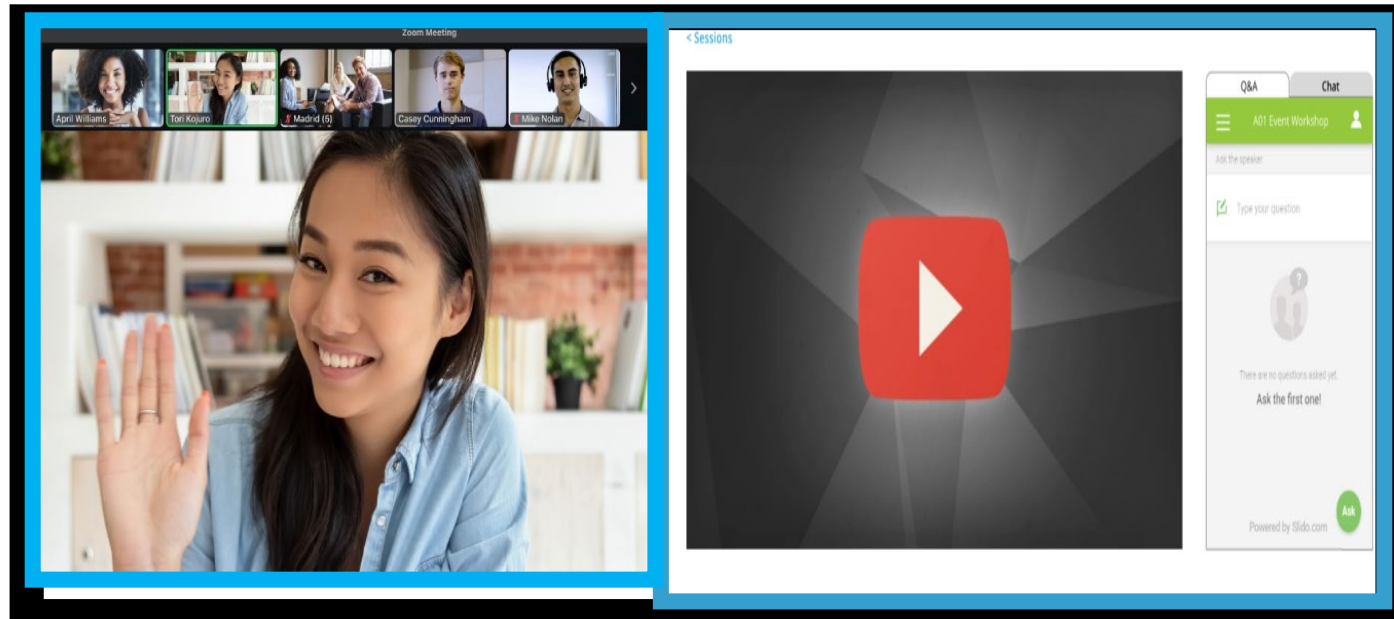


# Accessing Live Chat, Q&A, and Polls

*aka mastering the art of being in two places at once!*

Window 1

Window 2



## Pro Tips!

- Use two screens or an extra monitor if you have them!
- Do not hit play on the media player on your session page. This will result in you seeing your session video twice!

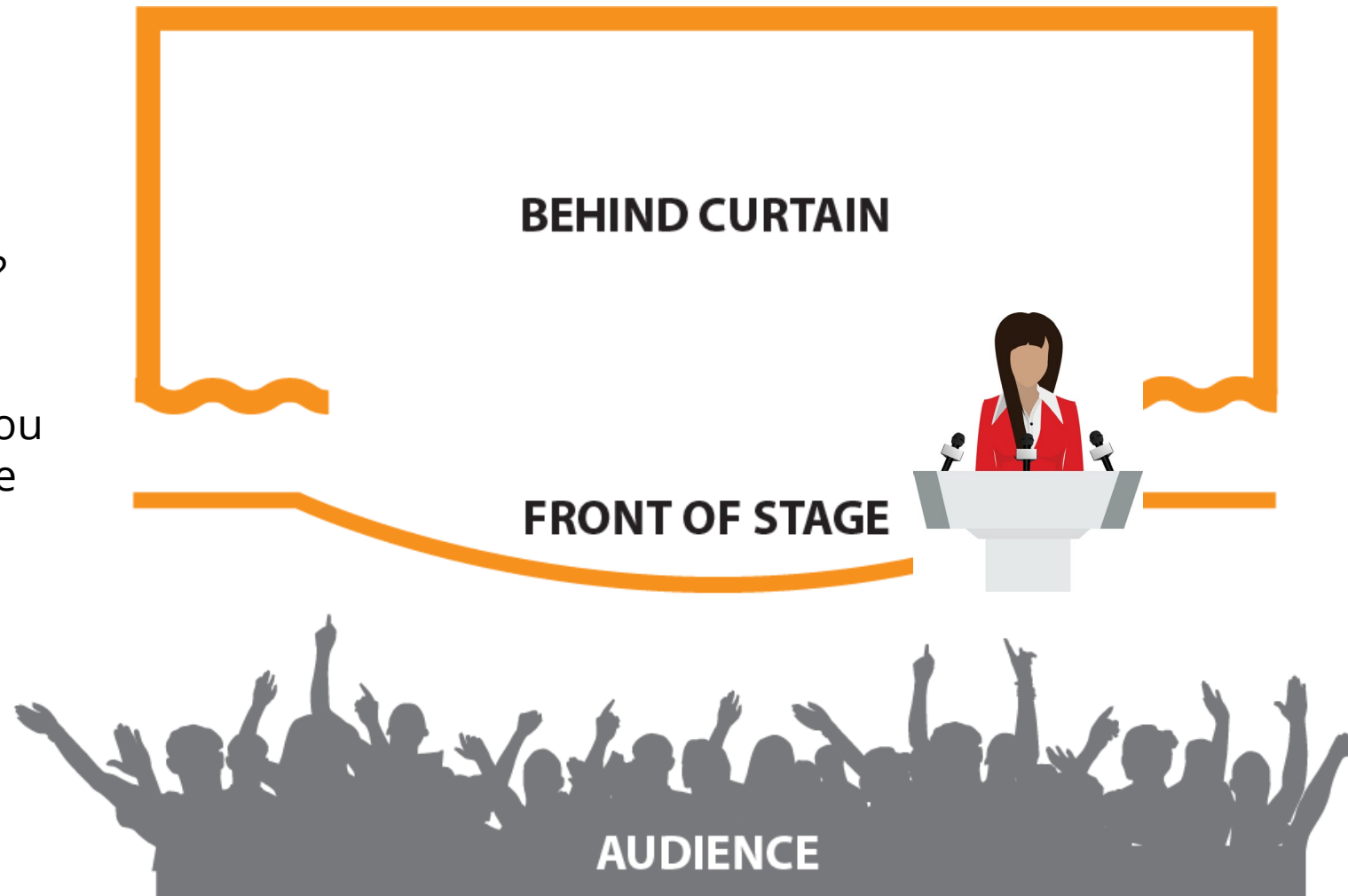


## Lights, Camera, Action!

You are in the session room. You have your screen ready for chat, Q&A, and polling (if using). You are ready to present. Now what?

### 5...4...3...2...1

ISPOR's technician will let you know when you are broadcasting live. That is your cue as the Moderator/Discussion Leader to begin.



# Attending In-Person But Presenting Virtually? Don't Worry!

ISPOR will have rooms available for virtual presenters at the Austria Center Vienna.

Please reach out to me, [bkovalenko@ispor.org](mailto:bkovalenko@ispor.org), if you need to reserve a virtual presentation space.



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# Polling Guide



## How Do I Add Questions to My Presentation?



Poll questions are a great way to get an audience engaged. These little breaks keep the content dynamic while giving everyone a chance to participate and refocus. ISPOR's virtual platform uses Conferences i/o for polling.

### Step 1



- ☐ Choose from a large variety of question types, including multiple choice, open ended/Short answer, numerical order, and brainstorming.

### Step 2



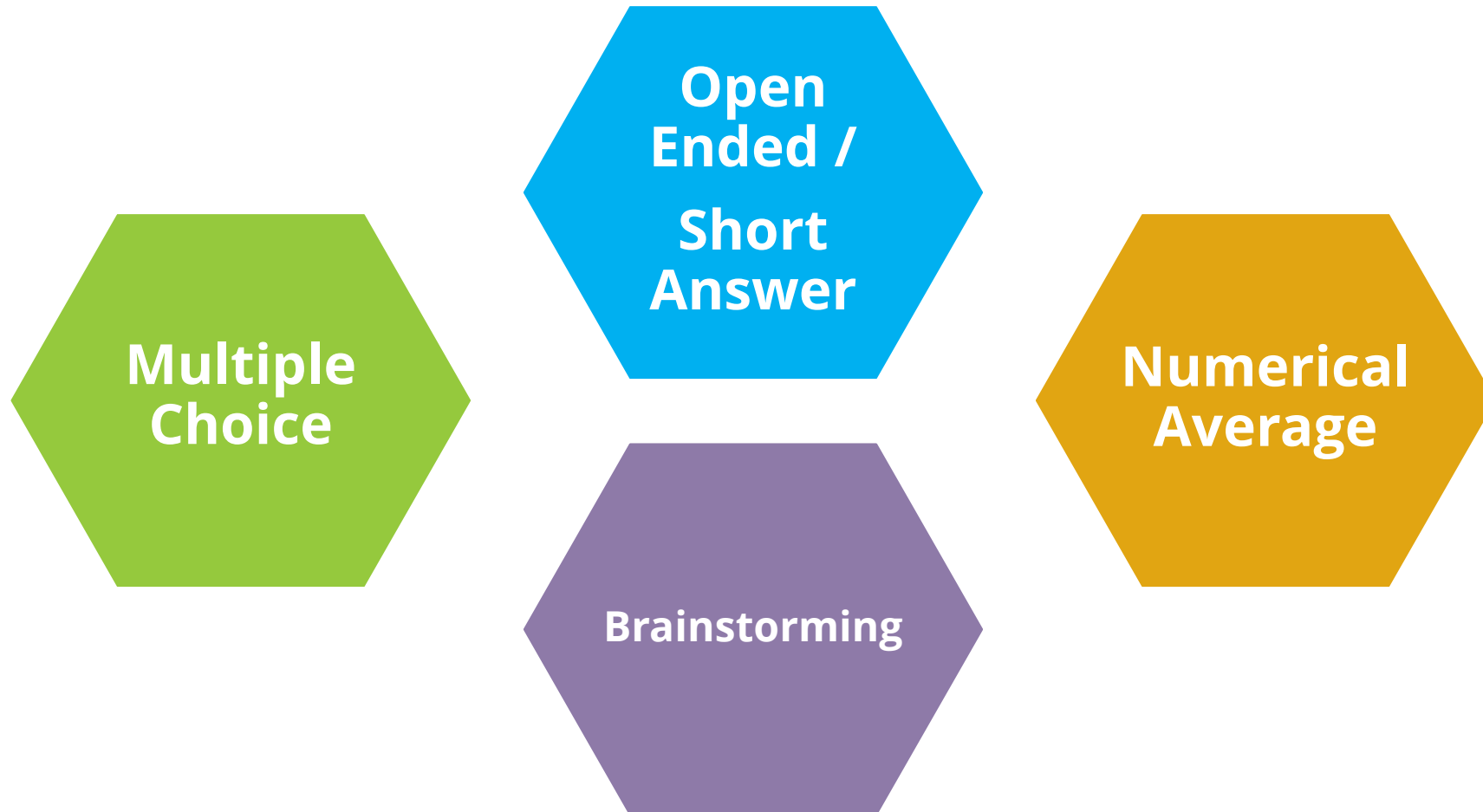
- ☐ Log into Orchestrate and confirm you will be using polling within your presentation. Confirm whether you will use polling by **21 October**.

### Step 3



- ☐ Add your polling questions directly into your presentation using the sample slide provided on the ISPOR Speaker Resources page. This slide will be used to build the interactive poll that will appear on the following slide. Upload your presentation by **21 October**.

# Step 1: Choose Your Poll Type



## Multiple Choice

The audience chooses from the response options you provide (for example a choice of either true or false). We recommend you limit answer choices to **5 total**. Results will be displayed in a bar graph.

## Open Ended / Short Answer

The audience responds freely, with anything they wish. Results can be displayed four ways: Word Cloud, Wordle, List, or Thought Bubble. [If you do not provide a preference for results, the default is word cloud.](#)

## Numerical Average

Participants rank the response options you provide. They can be listed in any ranking order from 1 – 100. The results will be displayed as an average of the responses received.

## Brainstorming

This is also an open-ended poll. Audience can upvote their favorite responses.

## Step 2: Confirm You Are Using Polling

Speakers, log into Orchestra and select your subsession. You will see a question appear as noted in the graphic below. If you plan to use polling be sure you mark **YES**.

A Workshop on Developing Patient-Centered Real-World Evidence: Consensus Recommendations and Case Examples

14789-S | 0 Files

Mehmet Burcu, Richard Willke, Elisabeth Oehrlein, Alison Bourke

Presenting from 10:15 AM - 11:15 AM

ARS is available

Do you have Audience Polling Questions in your Presentation?

☐ No ☐ Yes

UPLOAD FILES

or drag & drop to add presentation material

no presentation files...

## Step 3: Add your Polling Questions to your Presentation and Upload

Polling slides will be embedded into the PowerPoint presentation by Conferences i/o staff based on your uploaded presentation slide deck. Your polling questions should be inserted as a separate slide so staff can embed the Conferences i/o polling plugin.

See sample slide – available for download on the Speaker Resources page!

### It's Time for a Poll!

What is your Favorite Color?

- ☐ Red
- ☐ Blue
- ☐ Green
- ☐ I'm color blind!

Advance to next  
slide for the poll



## Step 3: Add your Polling Questions to your Presentation and Upload

If you are using polling, once you upload your power point presentation, the system will be locked by the ARS/Sync team, as that presentation will have the polling embedded.

- If you need to upload a new version before 21 October, email [ARS-support@freeman.com](mailto:ARS-support@freeman.com), to have it unlocked and notify them a new version is being uploaded.

Do you have Audience Polling Questions in your Presentation?

☐ No ☒ Yes



Subsession has been locked by the ARS/Sync team.

## Step 3: Add your Polling Questions to your Presentation and Upload

### A NOTE FOR VIRTUAL PRESENTERS ONLY

If you are presenting virtually, you will share your ppt through Zoom on your own laptop. Once your presentation has polling embedded, ISPOR staff will notify you that it is ready for download. We will also send you a link to download the Conferences IO plug-in. This plug-in is required in order to launch your polls locally. [Download Conferences IO here.](#)

### Downloading the Add-In

See the [system requirements](#) to ensure the device meets the minimum qualifications.

See also the [release notes](#) for information about updates.

Download Link	Description	SHA-256 Checksum (for ZIP download)
<a href="#">Download Version 2.017, Universal Installer (October 2021)</a>	Universal installer for most installations	9694c20195f51 ddb9df16467e6 71deecd728063 81f6adb068136 dc894a0e3877



## Sooner is Better!

At the start of your presentation, let the audience know you'll use polling throughout your presentation. Before your first polling question, cue the audience so they are ready to participate in the poll. Especially for in-person sessions so the audience knows to have their personal devices ready.

## Allow Time for Each Poll

Allow time for discussion of the response results. Build in approximately 1-2 minutes for presenting and polling and 2-3 minutes for discussion of each question. Be sure to give attendees time to respond



## Embrace the Silence

Don't panic when you don't see responses automatically populating within the live poll. Attendees are reading the question and focusing on their response. Fill the "silence" with extra food for thought! **Note:** There will be up to 45 second delay between what you see and what the virtual audience sees!

## Less is More

Make questions short and simple. Limit answer choices to 5 total. Use questions sparingly to highlight the points you want to emphasize most.

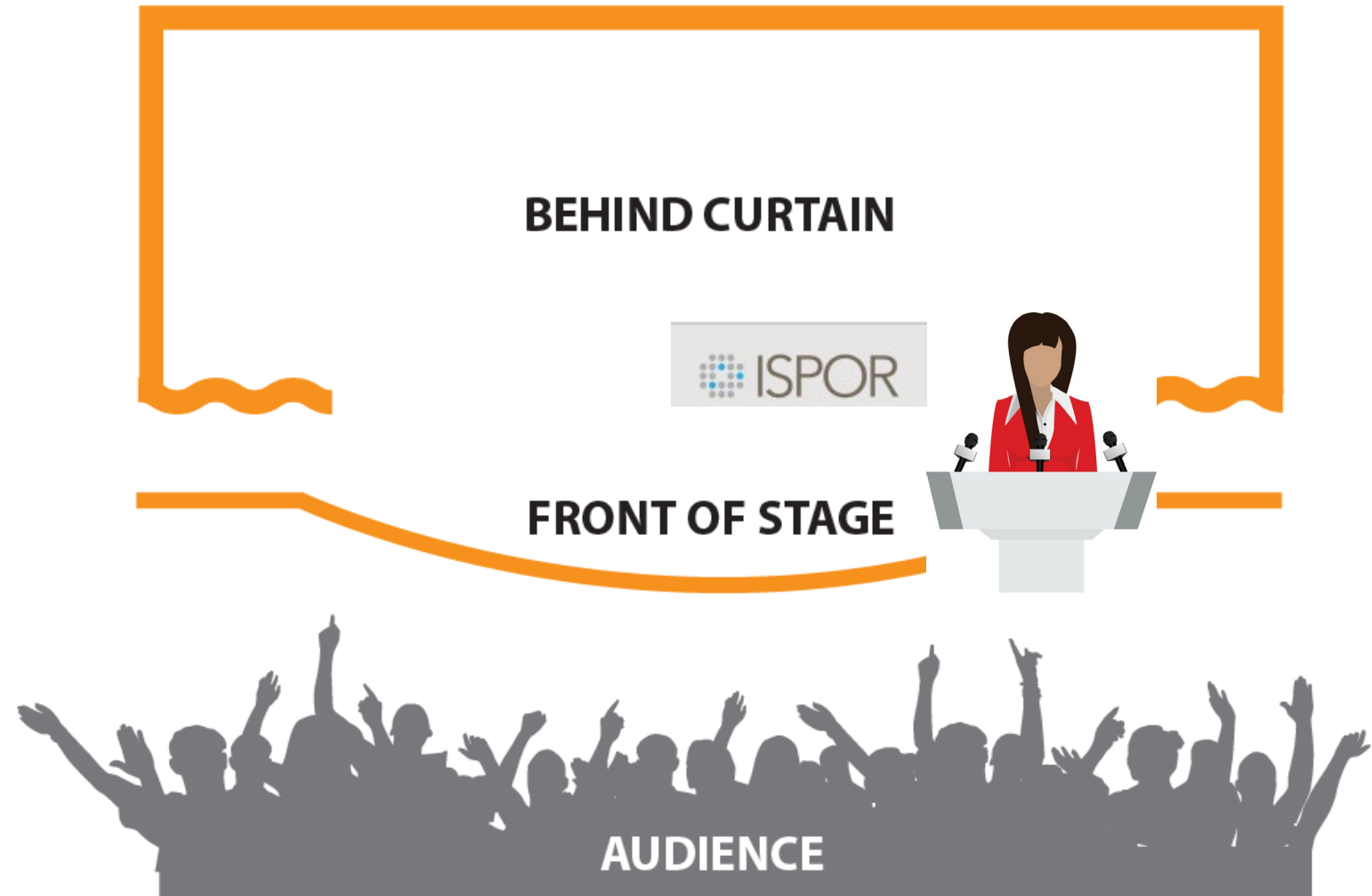


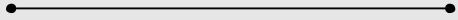
## Q&A

## Still Nervous?



- There will be ISPOR team members and Freeman techs in each meeting room to support you.
- **Don't Forget!** Log in 30 minutes prior to the start of your session. This will allow time to troubleshoot any technical difficulties before your session begins.





# Action Items



## Register

**Deadline | Friday, 21 October**

ISPOR requires that all speakers are registered for the meeting. If you have not registered yet, please do so **ASAP!** Otherwise, you will not have access to the online event platform.

## Upload Slides

**Deadline | Friday, 21 October**

Upload your slides to Orchestra and Speaker Center. You will not be able to upload to Orchestra after this date, which posts them in the Online Event Platform.

## Polling

**Deadline | Friday, 21 October**

Confirm if you are using polling via Orchestra, Upload Slides with polling questions embedded

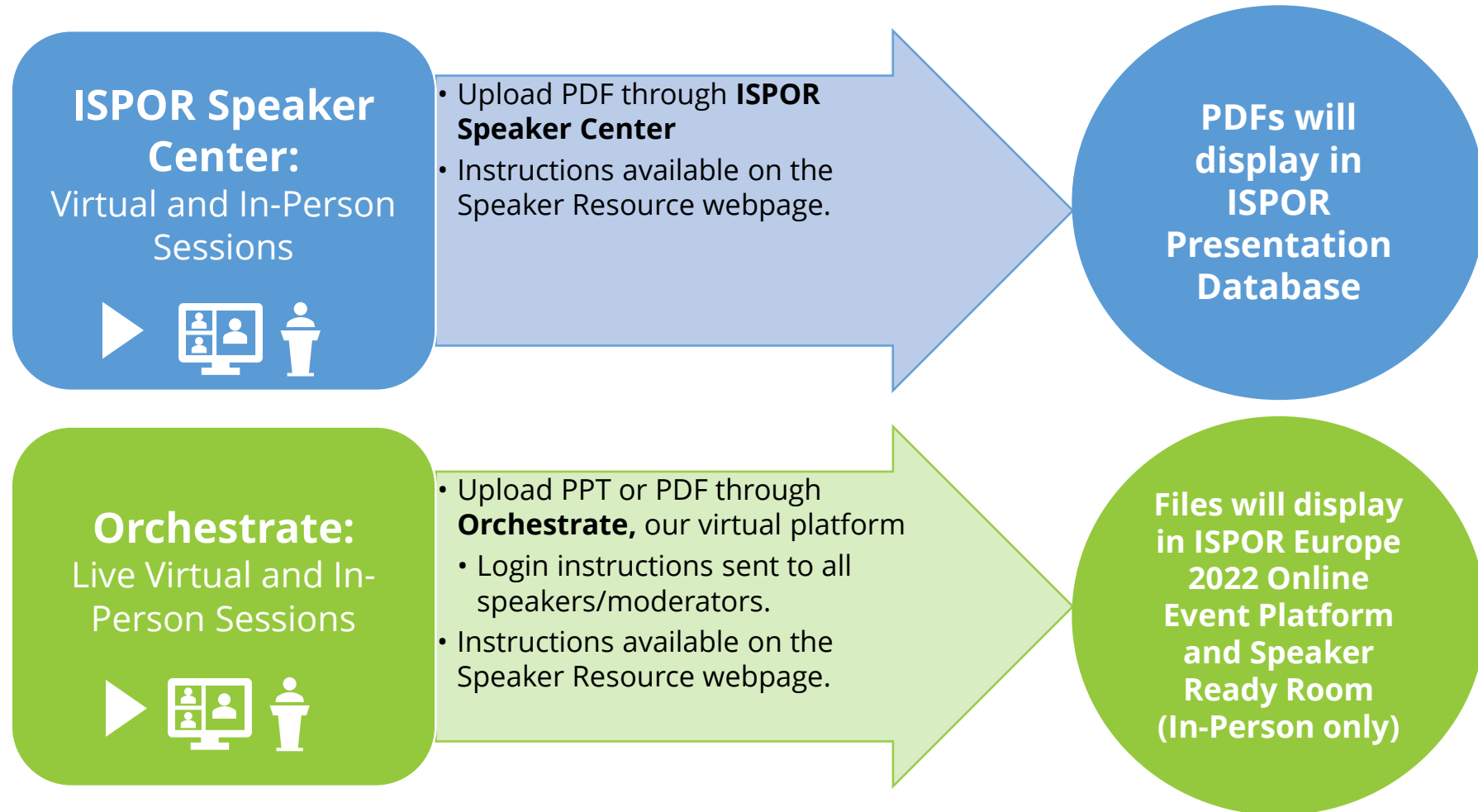
## Complete the Speaker Agreement

**Extended Deadline | Friday, 21 October**

ISPOR requires that speakers complete the Speaker Agreement & Consent form through Speaker Center. We are unable to broadcast your session if this form is not completed.

# Presentation Upload

Deadline | Friday, 21 October





## #ISPOREurope—Tweet, Post, Share!



“We are presenting at [#ISPORAnnual](#)! Join us on May 16 at 11:45 AM for a discussion on Open Source In Precision Medicine” [www.ispor.org/ISPOR2022](http://www.ispor.org/ISPOR2022)

10:35 AM · Mar 29, 2022

18 Retweets 4 Quote Tweets 1.2K Likes



## Coming soon...

- Webinar Recording and PDF Slide Deck
- Polling Guide
- Behind the Curtain/Green Room Link

## Speaker Resources

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.

All Poster Presenters and Speakers must be registered to access the event. **Register by 29 September to save 20% with ISPOR's Early Bird registration rates!** Please [click here](#) to learn more and register for ISPOR Europe 2022.

### Important Dates/Deadlines:

- **Friday, 23 September at 8:00 AM Eastern** | Webinar: Developing Your ISPOR Europe 2022 Presentation (In-person and Virtual Sessions)
- **Thursday, 29 September** | **Deadline** to Confirm your Participation, Complete Speaker Agreement, and Submit Your Bio/[Photo](#); Early Bird Registration Cut-off
- **Wednesday, 5 October** | **Deadline:** Housing Reservation [Cut-off](#); Last Day to Change Your Delivery Format (In-person vs. Virtual) and Receive a Refund
- **Friday, 7 October at 8:00 AM Eastern** | Webinar: Delivering Your Virtual Presentation and Navigating the Virtual Platform (Virtual Sessions Only)
- **Friday, 14 October at 8:00 AM Eastern** | Webinar: Let's Get Ready to Present In-Person! (In-Person Sessions Only)
- **Friday, 21 October** | **Deadline** to Upload Slides, Submit Polling Questions, and Final Speaker Registration
- **Tuesday, 1 November** | ISPOR 2022 Virtual Platform Opens |
- **Sunday, 6 November – Wednesday, 9 November** | ISPOR Europe 2022

# Let's Get Ready to Present In-Person!

Friday, 14 October | 8:00am Eastern



## What will be covered?

- Overview of in-person session room set-up
- How to check-in and confirm your slides in the Speaker Ready Room
- How to conduct a session with virtual and in-person speakers
- How to use polling in your session (if applicable)

Thank  
you

**Your ISPOR Contact:**  
Bianca Kovalenko, Manager,  
Meeting Content  
[bkovalenko@ispor.org](mailto:bkovalenko@ispor.org)

## Diversity and Inclusion at ISPOR

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. Research submissions are encouraged from all stakeholders and are evaluated based on merit. ISPOR also aims to reflect the diversity of its membership in all endeavors and encourages consideration of diversity in abstract submissions. 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](#).