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ISPOR

Improving healthcare decisions

ISPOR Europe 2022

Developing Your Presentation



Welcome



Overview of ISPOR Europe 2022



What to Expect



Best Practice Tips for Preparing for your ISPOR Session



Next Steps, Upcoming Activities, and Deadlines



Open Floor for Q&A



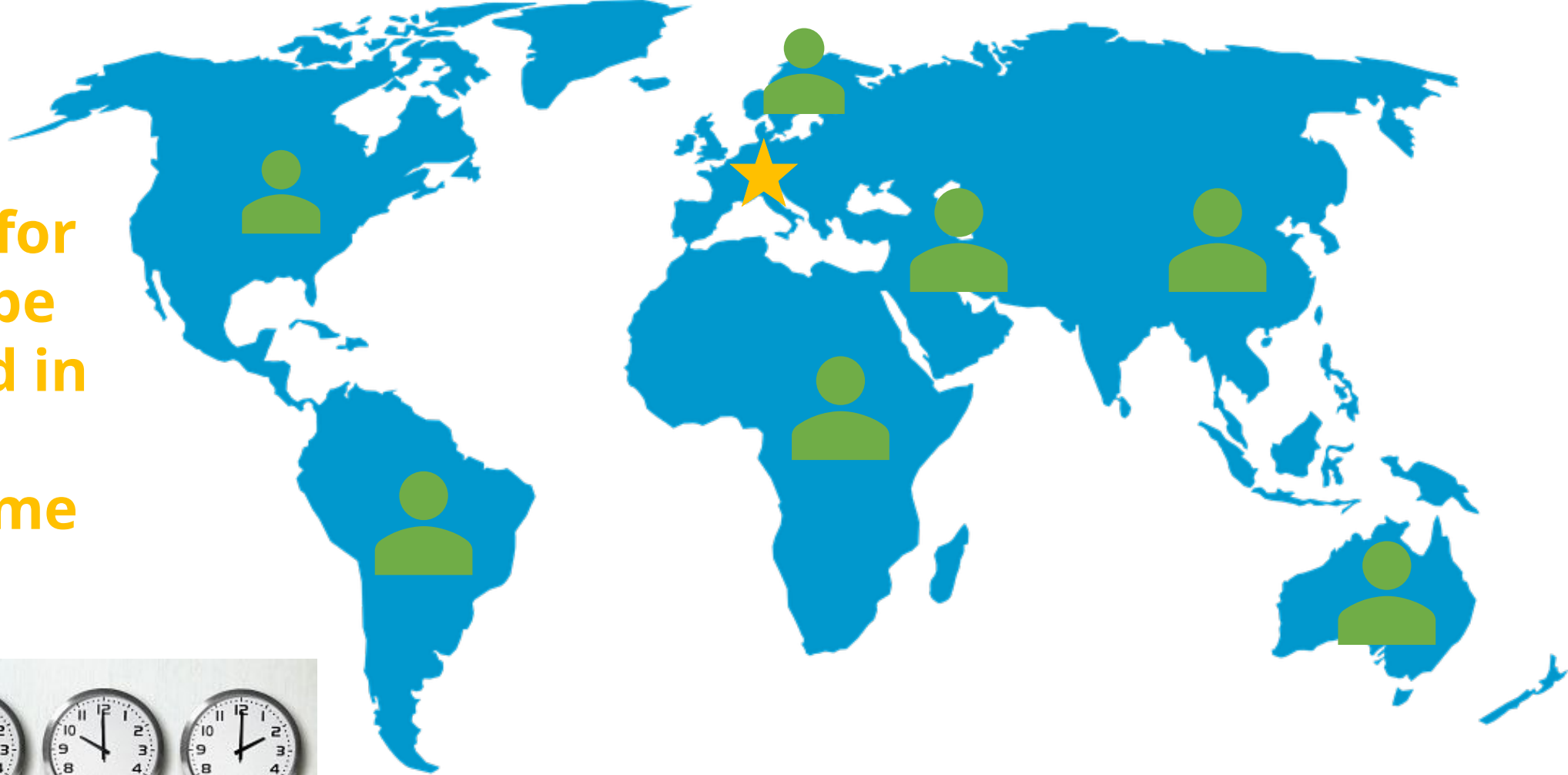
Overview of ISPOR Europe 2022





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)



Podium Sessions



Poster Sessions

Poster Tours

Other Breakout Sessions



Spotlight Sessions

Workshops



HEOR Theaters

Plenary Sessions

Issue Panels



Educational Symposia

Case Studies

ISPOR Forums



Presentation Formats

Which format is my presentation?
Look at your presentation details email!



In-Person Sessions

In-person sessions will be conducted live in real-time in Vienna, Austria. Select in-person sessions will be live-streamed to the ISPOR Europe 2022 virtual platform, and nearly all in-person content will be recorded and available on-demand.



Live Virtual Sessions

Virtual only sessions will be conducted in real-time and broadcast on our online event platform. All session content including the live Q&A will be captured and made available for on-demand viewing.

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.



What to Expect



Virtual



- ☐ Confirm your participation and register for ISPOR Europe 2022 (Virtual Only rate). Early Bird discount rates expire on **29 September!**
- ☐ Prepare your presentation. Download Zoom.
- ☐ Upload your PPT presentation to Orchestra and PDF to ISPOR Speaker Center by **21 October.**
- ☐ Rehearse your presentation.
- ☐ Set your calendar to Central European Time!
- ☐ On the date of your live session, check into Zoom to present. Log into the Online Event Platform to view and answer Q&A and see polling results (if using).

In-Person



- ☐ Confirm your participation and register for ISPOR Europe 2022 (In-Person and Virtual rate). Early Bird discount rates expire on **29 September!**
- ☐ Reserve your hotel room in Vienna by **5 October.**
- ☐ Prepare your presentation.
- ☐ Upload your PPT presentation to Orchestra and PDF to ISPOR Speaker Center by **21 October.**
- ☐ Bring a copy of your PPT on a USB drive.
- ☐ On the date of your live session, check into the ISPOR Speaker Ready Room to verify and/or upload your final presentation.

Moderator and Discussion Leader Roles and Responsibilities

Before Session

- Maintain a close working relationship with speakers, panelists, discussants as they develop their presentations.
- Ensure that the content being developed matches your vision for the program offering and there is no overlap of content between speakers.
- Meet with speakers well before the program offering via teleconference and/or email to ensure a cohesive session by reviewing the goals and objectives for the session, the length of time per presentation (if applicable), and how Q&A with the audience will work.



Moderator and Discussion Leader Roles and Responsibilities

During Session

- Start on time and finish on time.
- Maintain timing of each presenter and allow ample time for questions and answers from the audience.
- Have your starter questions prepared for opening the Q&A portion of your session (if applicable). This will allow you to engage audience participation while waiting for questions to start.



Delivering Your Virtual Presentation and Navigating the Virtual Platform

Friday, 7 October | 8:00am Eastern



What will be covered?

- Overview of virtual platform
- How to find your session
- How to share slides and present virtually
- How to manage Q&A
- How to use polling in your session
- Technical requirements for presenting

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)

Best Practice Tips for your ISPOR Session

The Basics

- Review our speaker resources.
- Coordinate your presentation content with your session co-participants.
- Make your presentation accessible to a global audience.
 - Think about your terminology - avoid abbreviations, acronyms, and non-generic names that might be country specific.
 - Use real-world examples to highlight content.
- Ensure your presentation is balanced and unbiased.
- Stay on time during your presentation.

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
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- **Sunday, 6 November – Wednesday, 9 November** | ISPOR Europe 2022

Engaging the Audience

When presenting, you'll be able to use **polling**, **chat**, **emojicons**, and **Q&A** to engage the audience during your session.



Polling

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.



Chat

The in-meeting chat allows you to send chat messages to other users in the meeting.



Emojicons

Attendees and speakers can use icons to communicate without disrupting the flow of the meeting. Think of this as a temperature check of the room.



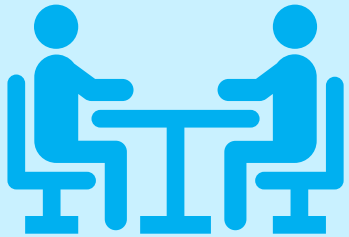
Q&A

A vital component to engaging sessions is the opportunity for the audience to participate in active discussion and Q&A. Live virtual speakers will use the ISPOR virtual platform to view and answer audience questions.

Other Engagement Activities

Group Exercises

ISPOR will be reaching out to confirm any in-person group exercises selected during the workshop and other breakout session submission process.



Handouts

If you are planning on providing handouts, we encourage you to **save a tree and go green!** Handouts can be uploaded into Orchestra and displayed in the ISPOR 2022 Online Event Platform. All handouts must be uploaded by **21 October**.



Live Survey/Test

Similar to polling, surveys and/or test are another great way to engage the audience. ISPOR can help build short surveys in Conferences i/o. Please let Bianca know if you prefer to use your own survey platform. We discourage use of paper surveys/tests, when possible.



Strategies for Q&A Engagement

Capture Their Attention

- **Start with a question and get attendees asking their own questions early. For Q&A sessions with pre-recorded content, encourage live attendees to answer questions and share their experiences.**
"I am a project team leader, and I must facilitate a team meeting to finalize our plans for an event. Over half of the team will need to join the meeting from various remote locations. Is this a familiar scenario in your workplace?"

Make the Content Relevant

- **Identify prior knowledge and connect to real-life applications to learning.**
"What is one way you could apply this process to complete a task in your day-to-day work?"

Foster a Positive Environment

- **Encourage attendees to share their learning goals and reduce common anxieties.**
"Something I struggle with when I'm teaching online is my pace. I don't always move slowly enough for people to catch everything I'm doing. What is something you struggle with when teaching an online session?"

Provide Cognitive Support

- **Check for understanding and review and elicit questions from attendees.**
"Please take the next 60 seconds to review your notes about the topic we just discussed and try to identify any gaps in your understanding. What questions do you have about this topic before we move on to the next item?"

Q&A Best Practice Tips

- Prepare 2-3 questions in advance in case attendee Q&A is slow to get started.
- The session moderator or discussion leader should announce the timing of Q&A at the beginning of the session. For live sessions, Q&A can be held after each presentation or at the end of the session. Announcing the timing of Q&A reassures the audience that they will get to ask their questions and encourages them to start thinking of questions.
- For live or semi-live sessions, repeat each question clearly before directing it to the speaker or speaker(s) who can best answer it. For virtual speakers, make sure you pause to allow time for a short delay in response.
- As the Q&A portion begins, let the audience know how much time is allotted for questions.
- Don't end the Q&A portion abruptly. Let the audience know how much time is left.
- When the speakers have finished answering all questions, repeat the main theme or key message of your session to bring closure to the session and reinforce the main points of the session.



Next Steps, Upcoming Activities, and Deadlines



Thursday, 29 September

Deadline: Early Bird Registration Cut-off; Confirm your Participation, Complete Speaker Agreement, and Submit Your Bio/Photo

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Deadline: Housing Reservation Cut-off

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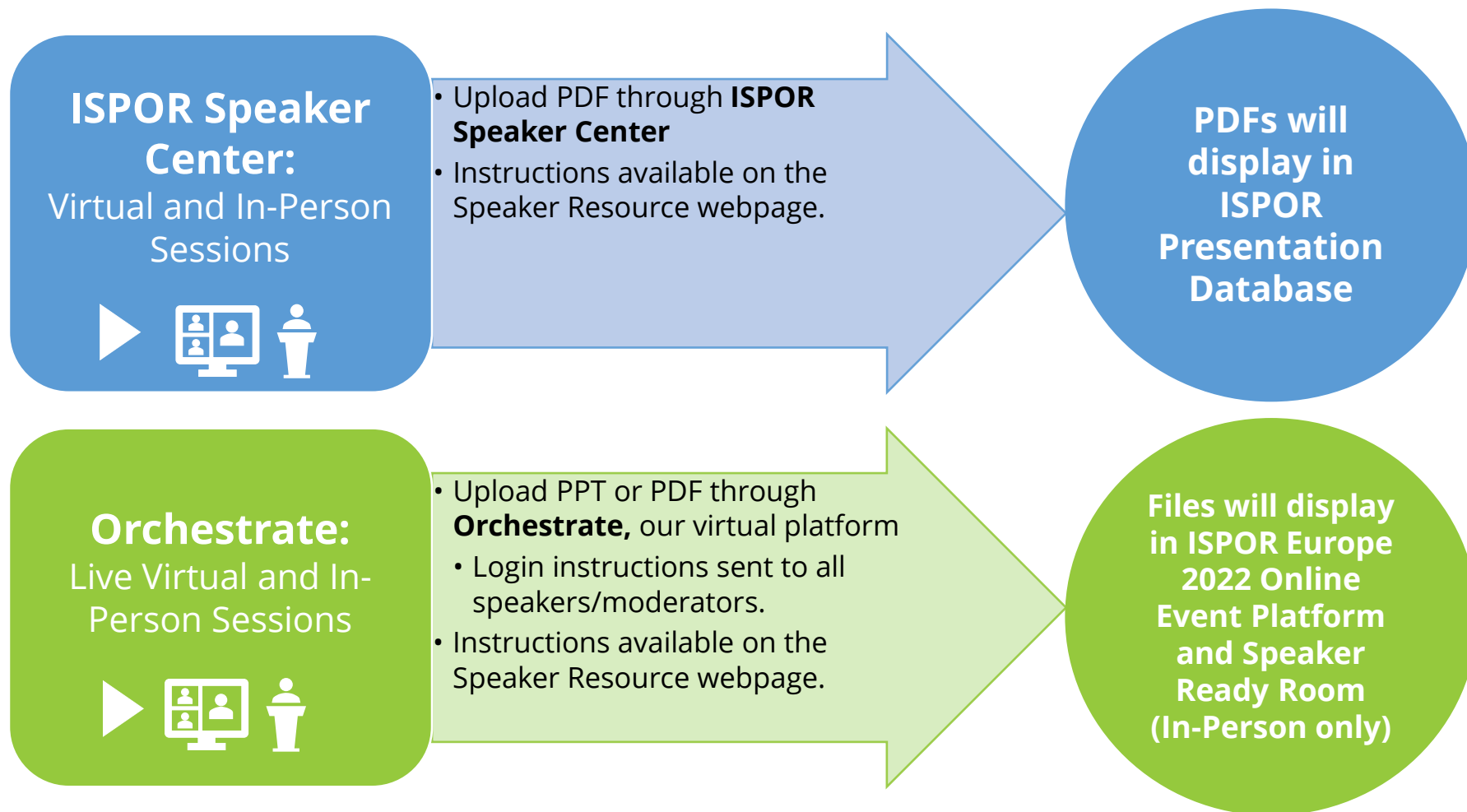
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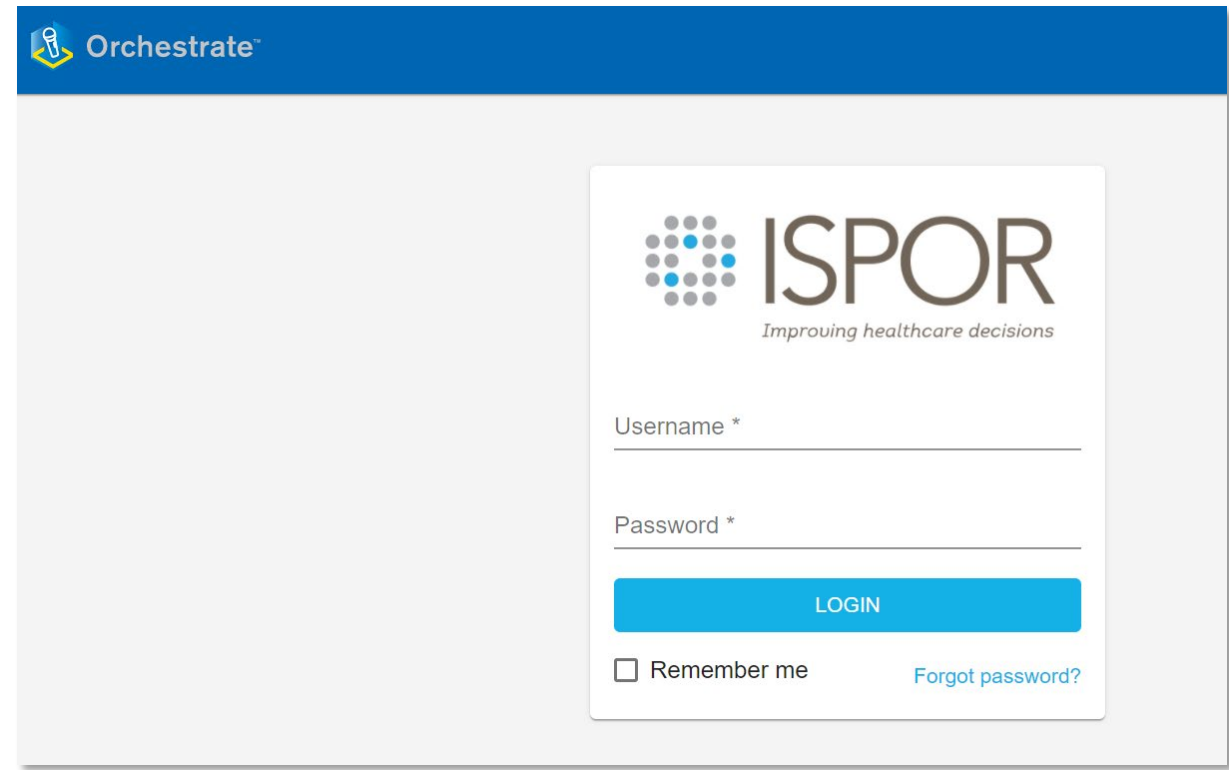
Presentation Upload

Deadline | Friday, 21 October



Upload Your Presentations to Orchestra by **21 October**

- Orchestra is the Content Management System for the virtual conference platform and in-person Speaker Ready Room. Speakers received Orchestra login instructions by the end of September.
 - If you need help accessing the Orchestra, please contact Bianca Kovalenko (bkovalenko@ispor.org)
- **~30 September – 21 October**, all speakers and moderators will have access to Orchestra for uploading their presentation materials.



Orchestra

ISPOR
Improving healthcare decisions

Username *

Password *

LOGIN

☐ Remember me [Forgot password?](#)

How to Upload Your Presentation to Orchestrate

Upload instructions and a video demo can be found on the ISPOR Speaker Resources page.

Accepted File Types

Speakers/Moderators can submit PPT/PPTX or PDF files.

- **Please note:** PDF files will be automatically uploaded to our online event platform. We strongly suggest you upload PPT/PPTX files if you are anticipating edits to your presentation before the event.

Upload Confirmation

After submitting a file, you will receive a confirmation email within an hour. If you do not receive a confirmation, please contact the support desk at Orchestrate@freemanco.com to ensure that your file was successfully uploaded. When contacting the support desk, please reference **ISPOR Europe 2022** and the presenter's full name.

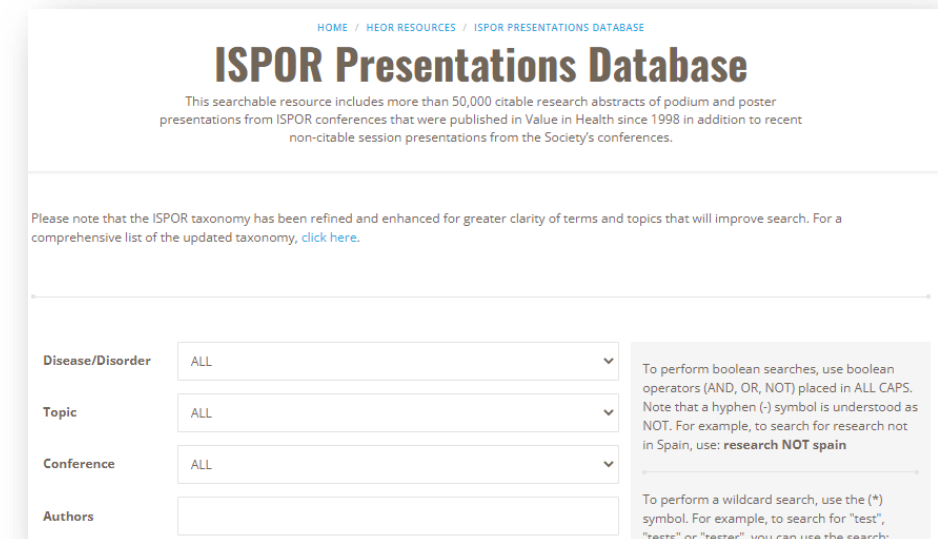
Making Changes to Your Presentation

If you need to make changes to your presentation that you submitted before the **21 October** deadline, you may submit your through the website using a new file name; you should also delete the earlier submission.

Upload Your Presentation to ISPOR Speaker Center by 21 October

Upload instructions can be found on the ISPOR Speaker Resources page.

- In order to have your presentation displayed in the ISPOR Online Presentation Database and on the ISPOR website, **speakers/moderators will need to upload their presentation pdf to [Speaker Center](#) by 21 October.**
- **Accepted File Type(s):** PDF files only
- Only presenters who have provided consent through Speaker Center will have their presentation displayed.
 - Learn more about the [ISPOR Presentation Database](#)



HOME / HEOR RESOURCES / ISPOR PRESENTATIONS DATABASE

ISPOR Presentations Database

This searchable resource includes more than 50,000 citable research abstracts of podium and poster presentations from ISPOR conferences that were published in Value in Health since 1998 in addition to recent non-citable session presentations from the Society's conferences.

Please note that the ISPOR taxonomy has been refined and enhanced for greater clarity of terms and topics that will improve search. For a comprehensive list of the updated taxonomy, [click here](#).

Disease/Disorder	ALL	▼
Topic	ALL	▼
Conference	ALL	▼
Authors		

To perform boolean searches, use boolean operators (AND, OR, NOT) placed in ALL CAPS. Note that a hyphen (-) symbol is understood as NOT. For example, to search for research not in Spain, use: **research NOT Spain**

To perform a wildcard search, use the (*) symbol. For example, to search for "test", "tests" or "tester", you can use the search:

#ISPOREurope—Tweet, Post, Share!



Kat Bissett
@kbissett2022

...

“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

10:35 AM · Mar 29, 2022

18 Retweets 4 Quote Tweets 1.2K Likes



Q&A



Speaker Resources Page

- Webinar Recording and Slides
- [Speaker Guide](#)
- Speaker FAQ
- [Q&A Strategies](#)
- Presentation Upload Instructions
- [Quick Links to:](#)
 - Orchestrate
 - ISPOR Speaker Center
 - Zoom

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Thank
you

Your ISPOR Contact:
Bianca Kovalenko, Manager,
Meeting Content
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](#).