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# ISPOR

*Improving healthcare decisions*

## ISPOR Europe 2022

Poster Presenter  
Training Webinar

*View this webinar's recording on the [ISPOR Europe Poster Resources](#) page.*



Welcome



Overview of Posters at ISPOR Europe 2022



Formatting Your Materials



Orchestrate Demo:  
How to Login & How to Upload



ISPOR Europe 2022 Deadline Reminders & Next Steps



Q&A



# Overview of Posters ISPOR Europe 2022

# Poster Formats



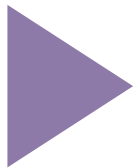
## In-Person & Virtual Posters

In-person posters will be displayed on-site at the Austria Center Vienna, Vienna, Austria. They will also be uploaded to the online event platform for virtual viewing.



## Virtual Only Posters

Virtual posters will only be uploaded to the virtual platform for both in-person and virtual attendees to see.



## On-Demand Bonus

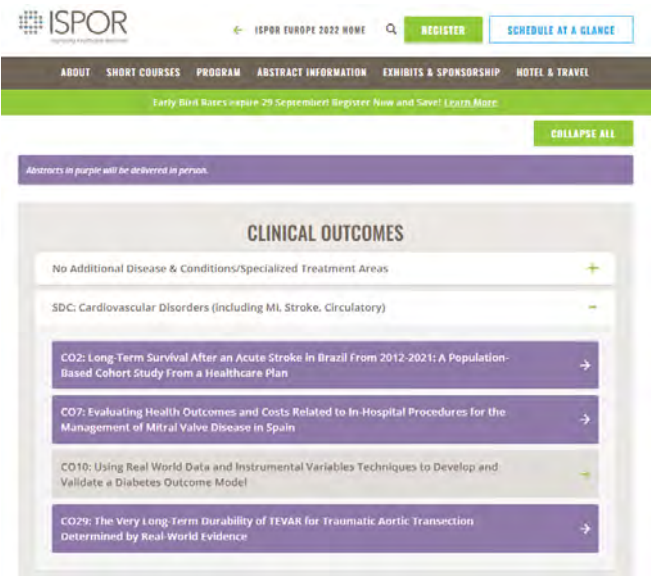
Both in-person and virtual presenters are required to upload a .pdf of their poster to our online event platform. These posters will be available for viewing from 1 November – 10 December on-demand. Extended poster viewing for ISPOR Europe 2022 attendees and poster authors #bonus

**Which delivery format is my poster?**  
**Look at your abstract notification email sent on 25 August!**  
*Need to update your delivery format? Please email [conferences@ispor.org](mailto:conferences@ispor.org) by 21 October. Note: the last day to change your delivery format and receive a registration refund is 5 October.*

You can also see delivery formats on the ISPOR Europe 2022 posters page and the virtual event platform...

ISPOR Posters  
Online Program:

Open for Public  
 Viewing!



The purple  
 shading  
 indicates a  
 poster that is  
 in-person



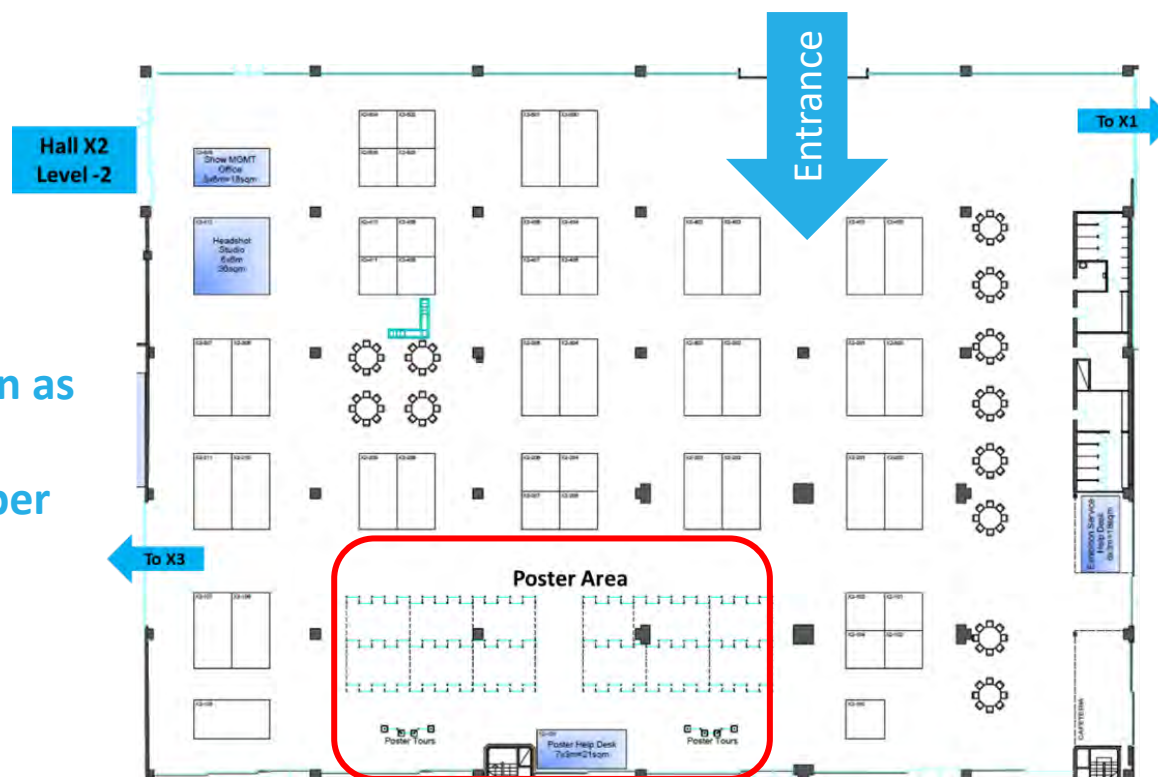
ISPOR Europe  
 Virtual Event  
 Platform Posters:

Available to  
 registered attendees  
 on 1 November

- **In-person poster presenters are expected to:**
  - Register by **21 October** (in-person and virtual registration)
  - Upload a digital version of your poster by **21 October** for the virtual event platform
    - Supplemental materials (handouts; audio recordings) are optional. If you would like them to be featured in the virtual event platform, upload these files by **21 October**
  - Print and bring your poster to Vienna, Austria
    - Please do not ship your poster to the Austria Center Vienna
    - Note, there is no onsite poster printing service available at the Austria Center Vienna
  - Setup your poster at least **30 minutes prior to the start of the poster session** (see next slide)
    - Poster presenters are required to wear your name badge and poster presenter ribbon for poster area access
    - ISPOR will provide poster board number assignments and adhesives to help attach your poster to the board
  - Arrive at your poster at least **15 minutes prior to the start of your discussion time** (see next slide)
  - Remove your poster at the end of your poster session (see next slide)
    - Any posters that are not removed are not the responsibility of ISPOR nor the Austria Center Vienna and will be discarded

| In-Person Poster Sessions          |   | In-Person Poster Discussion<br>Periods/Poster Tours | Poster<br>Set-Up Times | Poster Tear<br>Down Times |
|------------------------------------|---|---|------------------------|---------------------------|
| Session 1: 7 November, 10:00–13:15 | → | 11:15 – 12:15 / 12:30 – 13:15                       | 9:30–10:00             | 13:15 – 13:30             |
| Session 2: 7 November, 15:00–18:15 | → | 15:00 – 16:00 / 17:45 – 18:30                       | 14:30–15:00            | 18:15 – 18:30             |
| Session 3: 8 November, 10:00–13:15 | → | 11:15 – 12:15 / 12:30 – 13:15                       | 9:30–10:00             | 13:15 – 13:30             |
| Session 4: 8 November, 15:00–18:15 | → | 15:00 – 16:00 / 17:45 – 18:30                       | 14:30–15:00            | 18:15 – 18:30             |
| Session 5: 9 November, 9:00–12:30  | → | 9:00 – 10:00  | 8:30–9:00              | 12:30 – 12:45             |

Hall X2  
Floorplan as  
of 29  
September





## What Are Poster Tours?

We are excited to be enhancing the poster session experience with our new poster tour program. Each tour will feature high impact abstracts within a specific topical area.

- Poster Tours are **invite only**
  - Check your abstract notification to see if your poster was selected for a poster tour!
- The poster tours will be a **45 to 60-minute experience** within each Poster Session comprised of:
  - A designated poster tour area within the Exhibit Hall
  - 1 Tour Guide (poster tour host)
  - Up to 6 selected posters
- During the Poster Tours:
  - Each poster presenter will be asked to provide a brief overview of their poster (3-minutes)
  - After each poster overview, there will be an interactive discussion between the poster presenter, attendees, and the tour guide (~5-minutes) before moving to the next poster
- In addition to the designated poster tour time, these posters will be available for viewing during the poster session. We recommend Tour posters to upload a **3-minute audio recording** to the virtual platform so attendees can access a “self-guided” tour option.





- **Virtual only poster presenters are expected to:**
  - Register by **21 October** (virtual only registration)
  - Upload a digital version of your poster by **21 October** for the virtual event platform
    - Supplemental materials (handouts; audio recordings) are optional. If you would like them to be featured in the virtual event platform, upload these files by **21 October**.
  - Login and engage with the virtual event platform features between 1 November – 9 November.

## **Virtual Presenters Will Not Have a Designated Poster Discussion Time**

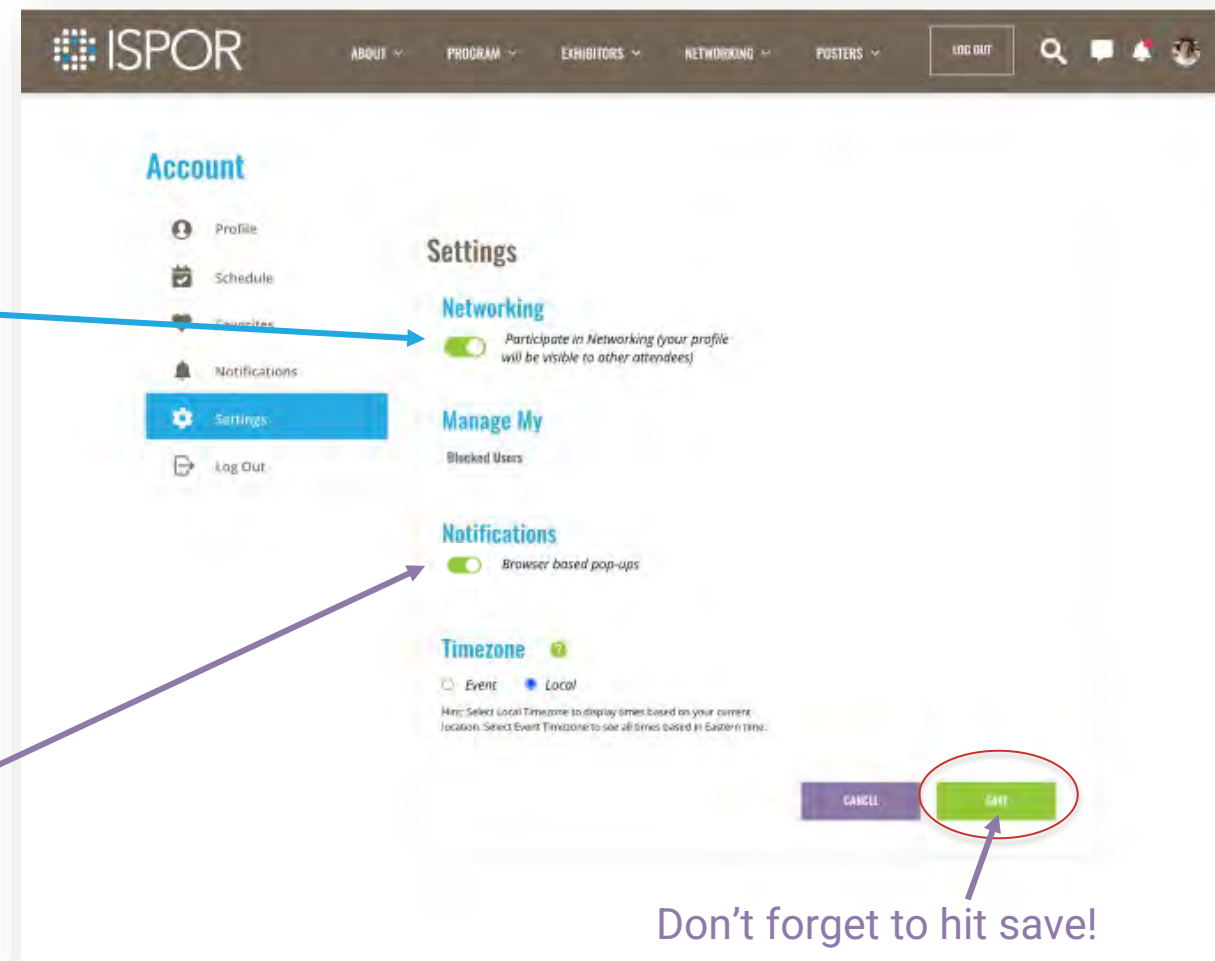
*We assigned virtual posters to a poster session date/time for ease of navigation only. In lieu of poster sessions, virtual poster presenters can engage with live attendees via the virtual event platform's Networking features at any time.*



## Virtual Networking – Set Up

**IMPORTANT:** Within your Profile Settings, you must have the Networking toggle in the on position (green color) in order to connect with other attendees. Any attendee that does not have networking turned on, their profile, will be unable to chat with other attendees.

Pro Tip: Place the Notifications toggle in the on position (green color) to receive messages and notice alerts.





# Virtual Networking – Notifications & Messages

Be sure to [monitor your notifications and messages](#) to view attendees who want to connect with you.

The screenshot shows the ISPOR virtual networking interface. At the top is a dark navigation bar with the ISPOR logo, menu items (ABOUT, PROGRAM, EXHIBITORS, NETWORKING, POSTERS), a LOG OUT button, a search icon, and a circle containing a messages icon, a notifications bell icon with a red dot, and a user profile picture. A blue arrow points from the text 'monitor your notifications and messages' to the notifications bell icon. Below the navigation bar is the 'Account' section with a sidebar menu containing Profile, Schedule, Favorites, Notifications (highlighted in blue), Settings, and Log Out. The main area displays a 'Notifications' list with five items, each featuring a profile picture, name, message, and a red dot indicating a new message. The notifications are: 1. Andrew Chu: 'Your Meeting has started' (Just now) with a green 'JOIN' button. 2. Brian Maxwell: 'Requested a meeting at 10:00 am, April 25th Wednesday' (41 hour ago) with a purple 'DETAILS' button. 3. Cary Manning: 'Requested a meeting at 12:00 pm, April 25th Wednesday' (March 28th) with a purple 'MARK AS READ' button. 4. Dustin Stewart: 'Has joined their meeting' (Just now) with a green 'JOIN' button. 5. Erica Washington: 'Has joined their meeting' (Just now) with a green 'JOIN' button. A purple arrow points from the text 'Pro Tip: a red dot = new message' to the red dot on the notification for Erica Washington.

Account

- Profile
- Schedule
- Favorites
- Notifications
- Settings
- Log Out

### Notifications

|  |  |              |
|--|--|--------------|
|  | <b>Andrew Chu</b><br>Your Meeting has started<br>Just now                                    | JOIN         |
|  | <b>Brian Maxwell</b><br>Requested a meeting at 10:00 am, April 25th Wednesday<br>41 hour ago | DETAILS      |
|  | <b>Cary Manning</b><br>Requested a meeting at 12:00 pm, April 25th Wednesday<br>March 28th   | MARK AS READ |
|  | <b>Dustin Stewart</b><br>Has joined their meeting<br>Just now                                | JOIN         |
|  | <b>Erica Washington</b><br>Has joined their meeting<br>Just now                              | JOIN         |

Pro Tip: a red dot = new message



## Virtual Networking – Reach Out to People

Start a live chat or schedule a meeting for another day/time

Find other registrants in the “Meet Attendees” lists

Pro Tip: Use the search filters to quickly find folks by name, company, virtual vs in-person, and more

Pro Tip: This green ring, next to a person’s name, indicates that a person is on-line

**Network**

**Meet Attendees**

**Attendees**

**Filters** [Clear Filters](#)

Search

**Attendee Type**

☐ All

☐ Attendees

**Status**

☐ All

☐ Online

☐ Offline

**Participation Location**

☐ In-Person

☐ Virtual Only

Please note you will not see yourself as one of the listed attendees.

| Name             | Company Name        | Job Title       | Exhibition Page | Start Chat | Schedule Meeting |
|------------------|---------------------|-----------------|-----------------|------------|------------------|
| Andree Cho       | Broadway Technology | Product Manager |                 | Start Chat | Schedule Meeting |
| Aubrey Frank     | Services            | Product Manager |                 | Start Chat | Schedule Meeting |
| Bessie Maxwell   | EcoSystems Business | Product Manager |                 | Start Chat | Schedule Meeting |
| Charlie Manning  | Events Game         | Product Manager |                 | Start Chat | Schedule Meeting |
| Diana Castillo   | Events United       | Product Manager |                 | Start Chat | Schedule Meeting |
| Erik Washington  | Lakefront Events    | Product Manager |                 | Start Chat | Schedule Meeting |
| Gwen Hubbard     | Marble Events       | Product Manager |                 | Start Chat | Schedule Meeting |
| Jasmine Watts    | DePoint Tech        | Product Manager |                 | Start Chat | Schedule Meeting |
| Kelly John       | Stadia Technology   | Product Manager |                 | Start Chat | Schedule Meeting |
| Lillian Crawford | Isolant Technology  | Product Manager |                 | Start Chat | Schedule Meeting |
| Norris Edwards   | Technology Link     | Product Manager |                 | Start Chat | Schedule Meeting |

**MY SCHEDULE**



## Networking – Chats & Group Meetings

Create Meeting

Type: ☐ CHAT ☒ VIDEO

Title: Video Meeting Title Here

Invite: Carol Kransen-Admin, Elissa Admin, Rohit Mishra-Admin

Date: 8/8/2022

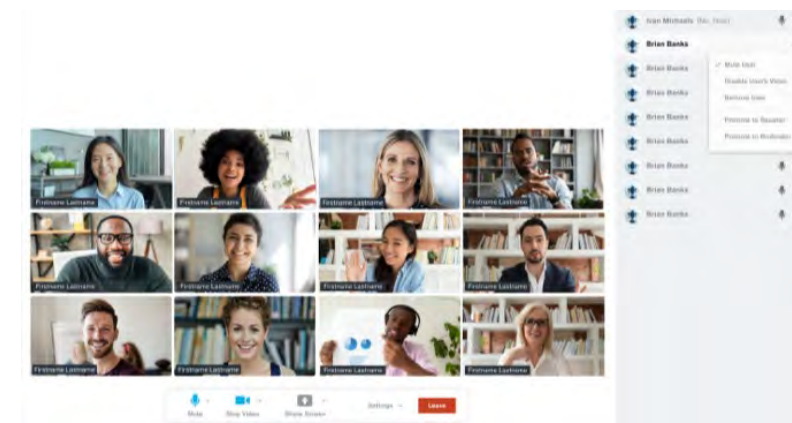
Time: 08:12 AM, Duration: 60

Description: This is my video meeting.

[CANCEL MEETING](#) [CREATE MEETING](#)

Select CHAT for 1:1 meetings

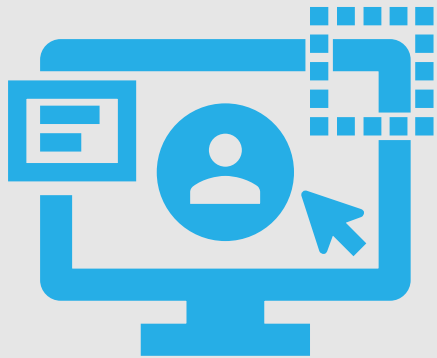
Select VIDEO for group meetings



ATTENDEES

[My Schedule](#)

| Name      | Company Name | Job Title                           | Exhibitor Rep   |
|-----------|--------------|-------------------------------------|---|
| Paul Wong | ISPOR        | Director, Global Events & Education | <a href="#">Start Chat</a> <a href="#">Schedule Meeting</a> |



# Formatting Your Materials

## Poster Guidelines (Required)

- The poster file must be a **PDF**.
- Poster orientation is **Vertical** and **A0** size format.
- You may use PowerPoint or any program that can be converted to PDF. The poster must be **one slide/page**.

## Supplemental Materials (Optional)

Presenters are also encouraged to upload the following supplemental materials (**PDF or MP3**), to ISPOR's virtual platform, to further showcase their research and promote a dialogue with attendees. Uploading supplemental material allows registrants to get the full experience of your research.

All files must be **2GB** or less for upload.



Self-recorded  
Audio File (MP3)



Handout(s) (PDF)



# Poster Layout

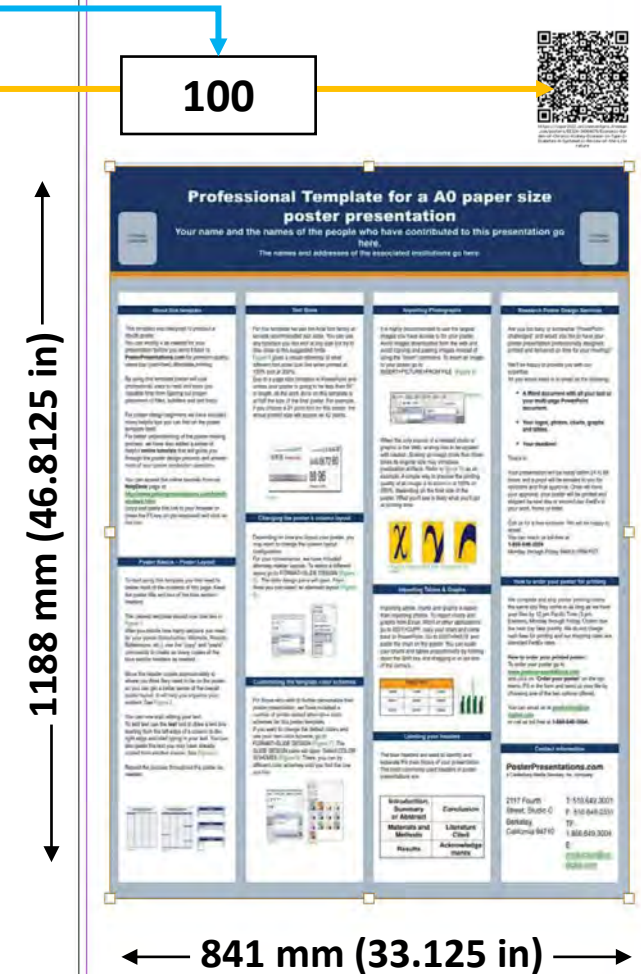
## Suggested arrangement for poster layout

- Presenters must prepare a poster to fit a **usable space in A0 format of 841 mm x 1188 mm** (33.125 in x 46.8125 in)
  - The **poster board** is **VERTICAL | PORTRAIT 950 mm L (3.1 ft) x 2480 mm H (8.1 ft)**.
- Materials must be **easily read at a distance of 3ft.**
  - As a rule of thumb, use a font size of 16 point to 32 point and double space.
- QR Codes are welcome as long as they are not commercial in nature.
- Add your ISPOR-provided acceptance code to the top right-hand corner of your poster (example, EPH1)

**New for 2022!** QR Codes from ISPOR to connect your in-person poster board to your virtual poster audio recording. Additional information will be sent under separate cover.

*\*these will be provided on-site*

Prior to the Conference, a poster board assignment (number) will be sent via email to poster presenters. ISPOR will print and display this number for authors.





# Virtual Poster Board Preview

**Green boxes =**  
added by the Poster Presenter

**Blue boxes =**  
information added by ISPOR

**Orange boxes =**  
Attendee/Live program notes

Presenter &  
Session Details  
(populates from  
ISPOR's  
database)

Poster Title  
(populates from  
ISPOR database)

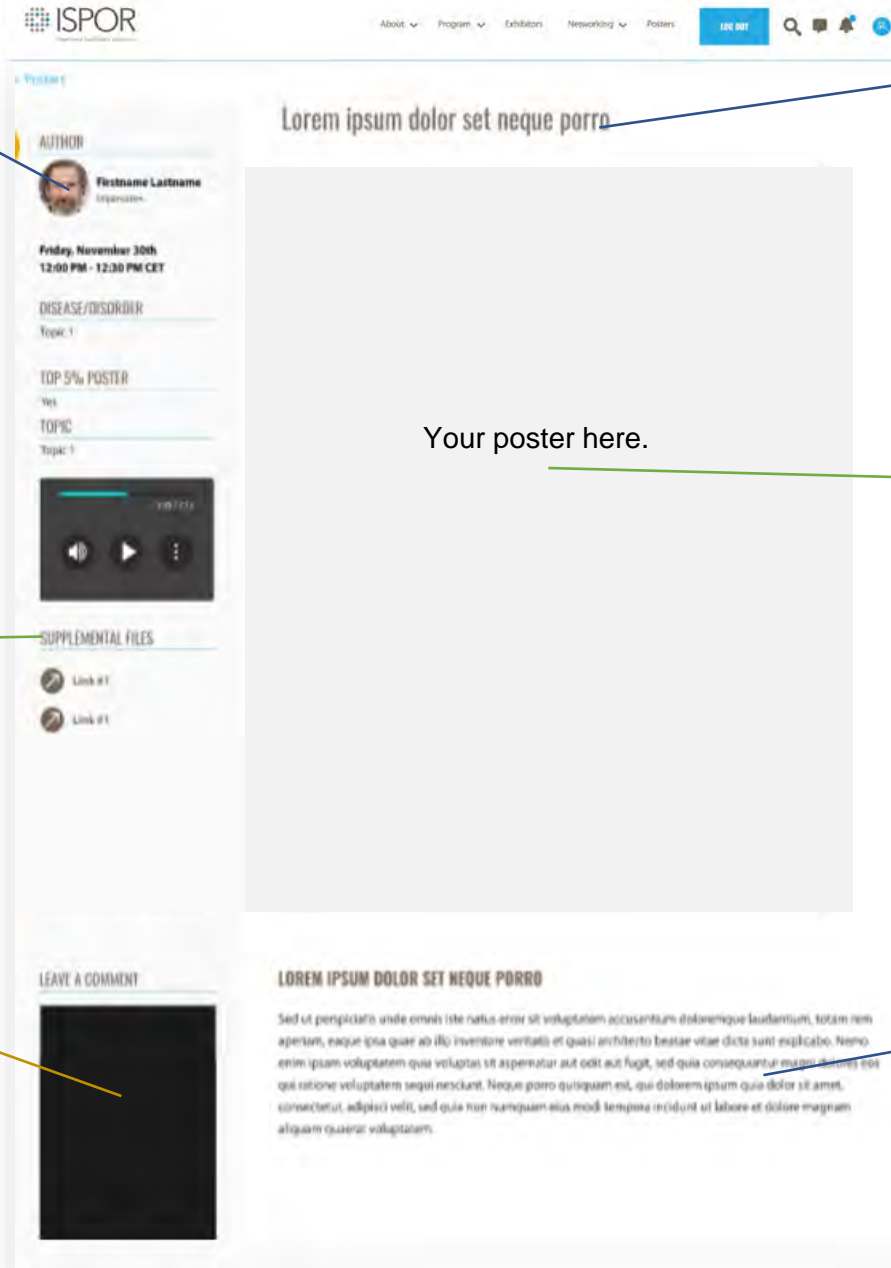
**REQUIRED:**  
Poster (PDF) in  
portrait format (**A0**  
size)

Note: Attendees will be  
able to zoom into  
your poster.

**HIGHLY  
RECOMMENDED:**  
Supplemental  
materials section  
(1 PDF and/or 1  
.MP3)

Attendees can leave comments  
here anytime. This is also the  
place for poster presenters to  
address attendee questions.

Abstract Copy (this  
information will come  
from ISPOR's system)



# ISPOR QR Code for In-Person Poster Boards

## Something New for ISPOR Europe 2022!

ISPOR would like to do something special for attendees that may enjoy visiting the posters at times when the area is less crowded. The plan: give in-person attendees the ability to listen to brief pre-recorded poster overviews, by the poster presenters, on-demand.

## How Will It Work?

1. **Poster presenter uploads a 3-minute audio recording** - an overview of the poster (MP3 file) to Orchestra (the presentation management system for the virtual platform).
2. **ISPOR will generate a QR Code** for each poster that has uploaded an audio file by 21 October,
3. **The ISPOR team will attach the QR Code to its corresponding poster board** during poster set up for each of the poster sessions.
4. Attendees can scan the QR Code with their mobile device, plug in their ear buds, and begin listening to our poster authors share their work

Tip: Both in-person and virtual poster presenters AND in-person and virtual attendees can benefit from pre-recorded poster overviews. Via the virtual platform, posters and supplemental materials will be accessible from 1 November – 10 December.



# Formatting Guidelines

Download the Poster Guide for detailed formatting tips (available on ISPOR's [Poster Resources](#) page):

- Please note, aside from the **portrait** and **A0 size format**, these guidelines are meant to be helpful tips, not requirements.
- Ultimately, we want to ensure your poster is easy to read/understandable for our attendees.



The screenshot shows the ISPOR Europe 2022 website. The top navigation bar includes links for ABOUT, SHORT COURSES, PROGRAM, ABSTRACT INFORMATION, EXHIBITS & SPONSORSHIP, and HOTEL & TRAVEL. A banner for ISPOR Europe 2022 (6-9 November) is displayed. The left sidebar contains a menu with links to Program, Learning Formats, Spotlight Sessions, Posters, Program Committee, Speaker & Poster Presenter Resources, Networking Opportunities, and Student Program. The main content area is titled "Poster Resources" and includes a list of important deadlines:

- Friday, 16 September | Deadline: Last Day to Change Your Author Listing for Publication
- Thursday, 29 September | Deadline: Early-bird Registration
- Friday, 30 September at 8:00 AM Eastern | Webinar: Poster Presenter Training

A blue arrow points from the "Poster Resources" section to a detailed "Poster Guide" document. The guide includes a table of contents, a list of important dates, and a detailed list of deadlines.

**WHAT'S IN THIS GUIDE**

- Important Deadlines
- Poster Presentation Types & Times
- Important Presentation Requirement
- Meeting Time Zone
- Poster Formatting Guidelines
- Supplemental Materials
- What to Expect Onsite (for In-person Presenters Only)
- What to Expect Virtually (for Virtual Poster Presenters)
- Uploading Your Poster PDF and Supplemental Materials
- ISPOR Contact

**SAVE THESE IMPORTANT DATES!**

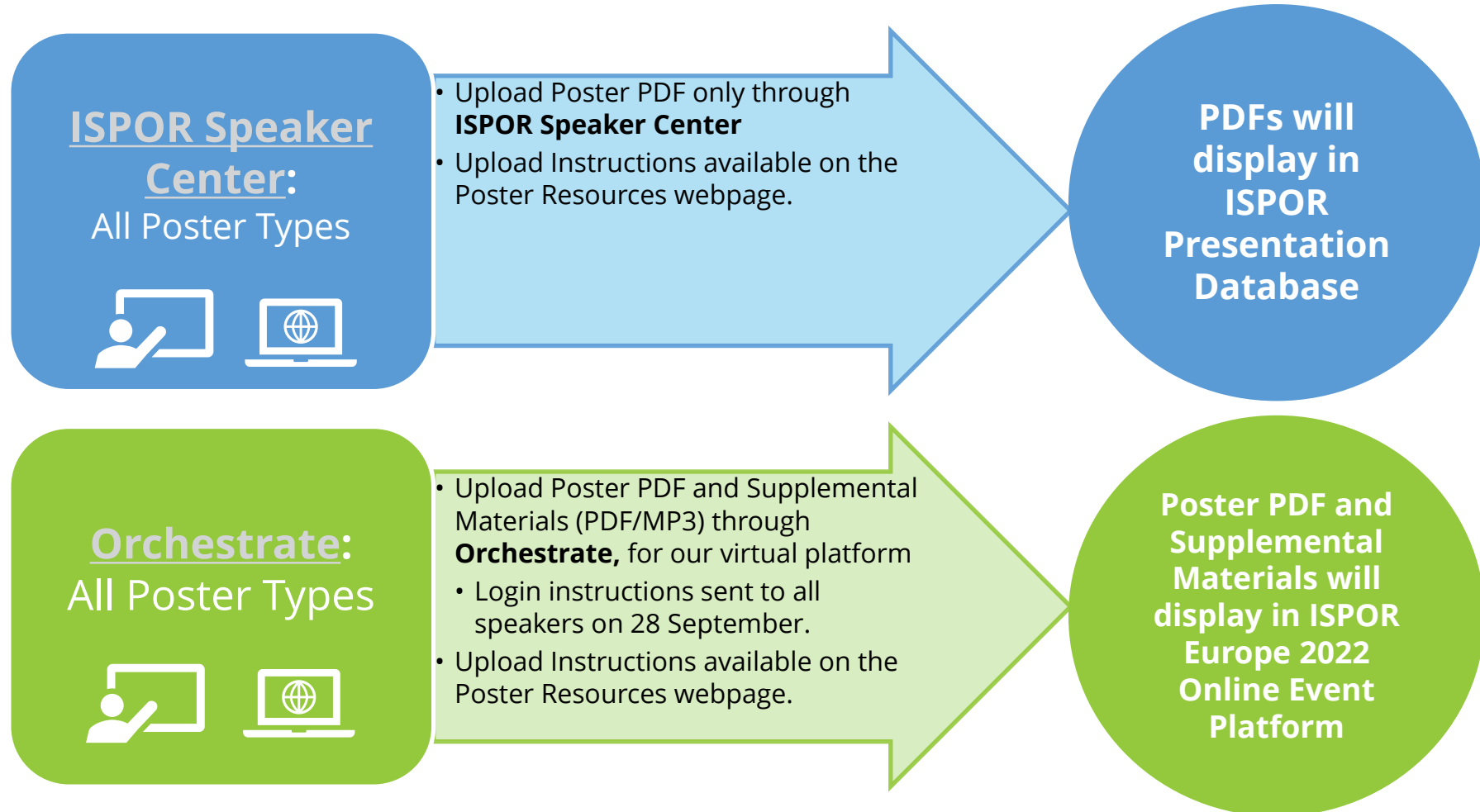
| Date                                       | Event / Deadline  |
|--|---|
| Friday, 16 September                       | Deadline: Last Day to Change Your Author Listing for Publication  |
| Thursday, 29 September                     | Deadline: Early-bird Registration Cut-off   |
| Wednesday, 5 October                       | Deadlines: <ul style="list-style-type: none"> <li>Housing Cut-off (for in-person presenters)</li> <li>Last Day to Change Your Delivery Format (In-person vs. Virtual) and Receive a Refund</li> </ul>   |
| Friday, 21 October                         | Deadlines: <ul style="list-style-type: none"> <li>Upload Poster PDF and Audio Recording (MP3) to Orchestrate for Display in Virtual Event Platform</li> <li>Upload Poster PDF in Speaker Center for Display in ISPOR Presentation Database</li> <li>Presenting Author Registration</li> <li>Last Day to Change Your Presenting Author <ul style="list-style-type: none"> <li>Note: changes sent to ISPOR after 16 September will not be reflected in the Value in Health publication</li> </ul> </li> <li>Last Day to Withdrawal Your Abstract</li> </ul> |
| Tuesday, 1 November                        | ISPOR Europe 2022 Virtual Platform Opens  |
| Sunday, 6 November – Wednesday, 9 November | ISPOR Europe 2022   |



# Orchestrate Demo: How to Login and How to Upload

# Presentation Upload

Deadline | Friday, 21 October





# ISPOR Europe 2022 Deadline Reminders and Next Steps

| <b>Items</b><br><i>The following important dates/items apply to BOTH in-person &amp; virtual only posters</i>   | <b>Date</b>           |
|---|-----------------------|
| Virtual Poster Platform Login (Orchestrate) Sent to Presenting Authors<br><i>If you did not receive, please reach out to <a href="mailto:conferences@ispor.org">conferences@ispor.org</a></i> | <b>28 September</b>   |
| <b>Deadline</b> to Reserve Your Hotel Room (in-person only)   | <b>5 October</b>      |
| <b>Deadline</b> to Change Your Delivery Format and Receive a Registration Refund  | <b>5 October</b>      |
| <b>Deadline</b> to Upload Poster to Orchestrate   | <b>21 October</b>     |
| <b>Deadline</b> to Upload Poster to the Speaker Center  | <b>21 October</b>     |
| <b>Deadline</b> for Presenting Authors to Register  | <b>21 October</b>     |
| <b>Deadline</b> to Change Your Presenting Author  | <b>21 October</b>     |
| <b>Final Deadline</b> to Change Your Delivery Format  | <b>21 October</b>     |
| ISPOR Europe 2022 Virtual Platform Opens  | <b>1 November</b>     |
| ISPOR Europe 2022   | <b>6 – 9 November</b> |



# #ISPOREurope—Tweet, Post, Share!

Visit the [ISPOR Europe Marketing Kit](#)







# Now It's Your Turn!

## Q&A

## ISPOR Staff Contact

If you have any questions, please contact  
Kat Bissett at [conferences@ispor.org](mailto:conferences@ispor.org).

***Thank you!***

We appreciate your efforts to make this conference a success.



## 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](#).