



Uploading Your Presentation

Deadline to Submit: Friday, 21 October

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](#) for separate conference deadlines and important information.**

There are two separate locations to upload your ISPOR Europe 2022 presentation:

- 1.) **Orchestrate:** our online content system for the virtual platform and onsite Presentation Management.
- 2.) **ISPOR Speaker Center:** To advance our mission of promoting HEOR excellence to improve decision making for health globally, ISPOR requests that speakers also upload a PDF of their slide presentation to ISPOR Speaker Center. These PDF presentations will be displayed within the [ISPOR Presentations Database](#) and on the [ISPOR website](#). Only presenters who have provided consent through Speaker Center will have their PDF presentation displayed.

1 – INSTRUCTIONS FOR UPLOADING YOUR PRESENTATION TO ORCHESTRATE

Deadline: Friday, 21 October

ORCHESTRATE LOGIN INFORMATION

Each speaker will receive Orchestrate login instructions in September. If you need help accessing the Orchestrate system, please contact Bianca Kovalenko (bkovalenko@ispor.org).

UPLOADING YOUR FILES

Speakers can access ISPOR's virtual meeting platform and upload their presentation materials. Please see more detailed instructions below.

- **Step 1:** After your first system login, you will be prompted to create your own password (minimum length of 6 characters).
- **Step 2:** Locate the desired session you wish to upload to. **Important:** When naming your file, please keep the length under 30 characters and do not include special symbols \$ & + , / : ; = ? @ " < > # % { } | \ ^ ~ [] ` as this will prevent your presentation from uploading through the submission website.
- **Step 3:** Click the "Upload" green button.
- **Step 4:** Browse out to your upload file/files target location, select the file(s) to upload, and click on "Open".
- **Step 5:** If your upload is successful, you will receive a pop-up message indicating that the upload was successful, and your files will appear listed under the appropriate session/presentation.

- **Step 6:** Once the presentation is uploaded, please mark the ppt as the Startup file by clicking on the “1” button to the right of the file name.

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 a poster that you submitted before the 21 October deadline, you may resubmit the PDF through the website using a new file name; you should also delete the earlier submission.

Important Note for In-Person Speakers

In-person presenters will have the opportunity to upload their final presentation decks in the Speaker Ready Room onsite. However, these ppts are for display in the session room only. Speaker Ready Room ppts will need to be converted to pdf and submitted to ISPOR post-event if you would like them added to the online event platform post-event.

Supported File Types for Upload

- **PPT, PPTX;** The Orchestrate system at *your event* is optimized for PowerPoint, whether created on a PC or MAC. To take advantage of advanced media support in PowerPoint, we recommend all PPT files be converted to the PPTX format. You can find the convert feature located under “File, Help” when you have your PowerPoint open.
- **PDF;** Supported.
 - 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.
- **KEY; Keynote files are not supported.** Please export your presentation as a PowerPoint or PDF file for upload.
- **Prezi** files are currently *unsupported* for upload.

Video and Audio Files

- Please see [this article](#) for file formats supported within PowerPoint.
- Consider compressing your videos. If you’ve authored your PowerPoint as a PPTX, there are tools within PowerPoint to do this automatically. Instructions are found [here](#).
- If you will be converting or authoring videos, we recommend H.264 encoding at less than a 5Mbps bitrate for best performance. Typical resolutions in the meeting room will be 1024x768 for 4:3 presentations and 1280x720 for 16:9 presentations. A 1080p, maximum bit rate encoding will bloat the size of your presentation with no visual improvement and may hurt performance.

2 – INSTRUCTIONS FOR UPLOADING YOUR PRESENTATION TO ISPOR Speaker Center

Deadline: Friday, 21 October

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

ISPOREU22_Last Name
ex: ISPOREU22_Kovalenko

Step 1: Visit [Speaker Center](#) and log in using the email address used during the abstract submission process.

Step 2: Select **Presentation Schedule/PDF Upload** and click on the title of your session/presentation.

Speaker Center

The screenshot shows the Speaker Center interface. On the left is a navigation menu with the following items: Speaker Agreement, Presentation Release, Presentation Schedule/PDF Upload (highlighted with a blue arrow), Biography, and Upload Headshot. To the right is a table with two columns: Date/Time and Title. The table contains two rows of presentation data. A blue arrow points from the 'Presentation Schedule/PDF Upload' menu item to the table. Another blue arrow points from the first row of the table to the 'Date/Time' column header.

Date/Time	Title
November 2021: 12:30 - 13:30	Defining Established Clinical Management in the Era of Managed Access in HTA
Wednesday, 1 December 2021: 12:30 - 13:30	Policy and Statistical Issues in HTA Review of Histology-Independent Technologies (HIT) in Oncology

To upload your PDF presentation, select the presentation title above.

Step 3: Select **Upload PDF**. PDF is the only supported file type for ISPOR Speaker Center.

Upload Presentation PDF

UPLOAD PDF

Step 4: Click **Choose File** and select the file from your computer. Click **Save** to upload your PDF presentation. Note: Only PDF files will be accepted.

The screenshot shows the 'Upload Presentation PDF' interface. At the top, there is a 'Upload' section with a dropdown arrow and the text 'Click here to show/hide instructions.' Below this is the text 'Upload Presentation PDF Guidelines:'. A message states 'The following file types may be uploaded: PDF document (*.pdf)'. Below this is a table titled 'Files to be uploaded' with columns for File, Category, and Date Uploaded (Eastern Time). The table has one row with a 'Choose File' button, the text 'No file chosen', and the category 'Upload Presentation PDF'. Below the table is a 'Save' button. At the bottom, there is a 'CLOSE THIS WINDOW' button. Blue arrows point to the 'Choose File' button, the 'Save' button, and the 'CLOSE THIS WINDOW' button.

Upload
Click here to show/hide instructions.
Upload Presentation PDF Guidelines:

The following file types may be uploaded: PDF document (*.pdf).

File	Category	Date Uploaded (Eastern Time)
1 Choose File No file chosen	Upload Presentation PDF	

Save

When you are finished uploading files you

CLOSE THIS WINDOW

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](#).

QUESTIONS?

Should you have any questions, please contact Bianca Kovalenko at bkovalenko@ispor.org.