

Presentation Guidelines

This guide is provided to assist presenters in delivering information relevant to their role as speakers that is in accordance with ISPOR standards.

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ISPOR – the leading health economics and outcomes research (HEOR) professional society is pleased to welcome you as a speaker at an ISPOR educational conference.

ISPOR is committed to providing ongoing professional development opportunities for its members and other stakeholders. ISPOR and ultimately our speakers are responsible for providing substantive and compelling information that meets the needs of our members. We are further responsible for providing that information in ways that adhere to the established standards of effective public speaking.

Americans with Disabilities Act

ISPOR is committed to meeting the requirements of the Americans with Disabilities Act. Please inform your staff liaison if you have any special needs.

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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. 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](#).

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Important Dates

13 March:	Abstract Submission Deadline
1 May:	Abstract Acceptance Notification
28 June:	Deadline to make Edits: Authors/Presenter Information only
30 July:	Early Registration Deadline*
31 July-14 September:	Registration
12 August:	Deadline for Poster/Podium Presenters to register**

22 August:	Deadline to Reserve Hotel Rooms (reservations will subject to availability after this date)
23 August:	Upload Research Presentation PDF to Conference Presentations Database
30 August:	Deadline to Upload Presentation Slides to Speaker Center
13 -14 September:	Upload Presentation Slides in Speaker Ready Room for Review
18 October:	Value in Health Abstract Supplement Available On-line

**** Poster/Podium Presenters not registered by 12 August will be removed from the online and onsite program.**

*Registration is required for all Issue Panel moderators/panelists, Workshop discussion **leaders** and the presenting author for all poster and podium presentations. Discounted registration is available if you register on or before the **30 July** early registration deadline. Registration and hotel fees are the responsibility of the panelists, discussion leaders and presenting authors.

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Issue Panel Speaker Guidelines

Issue Panel Presentation Instructions

1. Issue panels are designed to demonstrate a debate or discussion on **multi-stakeholder** perspectives on new or controversial issues in health economics and outcomes research (HEOR) or on the use of outcomes research in health care decision-making. An audience interactive element is required during the issue panel.
2. Each issue panel should consist of one moderator and 2-3 panelists. To assure a lively debate, the panelists should be

from different institutions and/or work environments representing different perspectives on the debate. Panelists should represent distinct views about the topic.

3. Please arrive to your session room at least 15 minutes before the session begins to prepare for your presentation.
4. ISPOR does not support the advertisement of products or services during issue panel presentations. Absolutely no brochures, pamphlets, banners, posters or other marketing items are allowed.

Proposal Editing Policy

To ensure the integrity of the review process, revisions to the proposal text/title are not accepted after the proposal submission deadline. Requests for changes (typos or minor text corrections) will be reviewed on a case-by-case basis and should be sent in writing to presentations@ispor.org

Only edits to the moderator/panelist information will be permitted during the proposal editing period. All edits, including proposal withdrawals, must be completed through Speaker Center, just log into Speaker Center and select the proposal you wish to withdraw. This will lead to the editing module for that proposal, where you may elect to withdraw the proposal from this webpage. The deadline to complete such edits is **Friday, 28 June**. Any edits received after this date are not guaranteed to be reflected in the print Program and Schedule of Events.

Please note that a failure to notify ISPOR of a withdrawal could impact future abstract acceptance.

Presentation Availability

ISPOR would like to feature your slide presentation (as a PDF) at the ISPOR Conference Presentations Database page at the ISPOR website. If you do not want to display your presentation for viewing by ISPOR members and others in the global health care research community please opt out in Speaker Center or upon upload of your presentation in the Speaker Ready Room. Please note presentations are posted to the ISPOR website after the session has concluded.

All sessions at the conference will be audio recorded. In the event that ISPOR would like to publish an article based on the transcript of your presentation in an ISPOR publication, you will be contacted directly by the Publications Department to provide your consent. Please note that ISPOR will not use the recording of your session in without your prior consent.

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Local Business Services

Copy and Printing Services are conveniently located near the **Ágora Bogotá International Convention Centre**. Please contact them directly for detailed information and a price quote. These services are not affiliated with this conference.

AUROS

Online support

Telephone: (57-1) 744 9696 - (57-1) 745 2777

E-Mail: soporte@auros.com.co

Hours: Monday to Friday from 7:00 AM to 8:00 PM

Saturdays 8:30 AM at 2:00 PM

[Visit website for more information](#)

SPEED DIGITAL SAS

Calle 72 B 83-11

571 Bogotá, COLOMBIA

Phone: +57 434 40 69

Fax: +57 434 40 69

<https://www.speeddigital.net/>

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Podium Presenter Guidelines

Podium Presentation Instructions

1. Podium presentations are grouped with presentations of similar content in a one-hour session.
2. Each podium presentation is scheduled for 15 minutes. You will have 12 minutes for presentation and 3 minutes for questions and discussion. It is important that you do not exceed a total of 15 minutes.
3. Please arrive at your session room at least 15 minutes before the session begins to prepare for the presentation. A moderator will facilitate the session.

Abstract Editing Policy

To ensure the integrity of the review process, revisions to abstract text/title are not accepted after the abstract submission deadline. Requests for changes (typos or minor text corrections) will be reviewed on a case-by-case basis and should be sent in writing to presentations@ispor.org

Only edits to the author information will be permitted during the abstract editing period. All edits, including abstract withdrawals, must be completed through Speaker Center. The presenting author should log into their Speaker Center and select the abstract they wish to withdraw. This will lead to the editing module for that abstract, and the presenting author may elect to withdraw their abstract from this webpage. Please note, the presenting author will be the only person with access to this editing module in Speaker Center; all co-authors will need to speak with their presenting author in order to complete this request. The deadline to complete such edits is Friday, 28 June. Any edits received after this date are not guaranteed to be reflected in the print Program and Schedule of Events.

Please note that a failure to notify ISPOR of a withdrawal could impact future abstract acceptance.

Presentation Availability

ISPOR would like to publish a PDF file of your poster presentation in the [ISPOR Conference Presentations Database](#). You will receive an email request with a personalized link to complete this action, or you may submit via the ISPOR website [here](#). ~~You may also upload your PDF while onsite at the Poster Help Desk.~~

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Poster Presenter Guidelines

Poster Presentation Instructions

The format posted below is required for all poster presentations.

- Abstract title and authors (top area of board)
- Subtitles (should correspond to abstract submission)
- Illustrations, charts, tables, lettering, and drawings should be readable from a distance of at least 3 feet
- Posters should be vertical in presentation to fit the poster boards provided
- The poster board dimensions are 36 inches x 72 inches or (0.9 meters x 1.8 meters)

We ask that the poster area (including floor) remain clean and clear of tubes.

Please note that only presented research will be published in *Value in Health* and the expectation is that your poster will be on display during the Poster Author Discussion Hour for that specific poster session.

Failure to present your poster during your assigned Poster Author Discussion Hour is considered a withdrawal. ISPOR requires notification of withdrawal in advance of the conference. All withdrawal requests are required be completed through Speaker Center by the presenting author (only).

If you are not printing your poster ~~locally in New Orleans~~ (refer to local business resources tab) you will need to hand-carry your posters to/from the conference. A shipping service for posters to the conference is not available. *Please note that ISPOR is not responsible for any lost or misplaced posters shipped to the venue.*

The poster hall is organized in rows and each poster board is numbered accordingly (e.g. A1, L15). **Each poster presentation**

has been assigned a specific numbered board location, which is available in the ISPOR Conference mobile app and online platform at <https://myisporeurope2019.zerista.com/>

Abstract Editing Policy

To ensure the integrity of the review process, revisions to abstract text/title are not accepted after the abstract submission deadline. Requests for changes (typos or minor text corrections) will be reviewed on a case-by-case basis and should be sent in writing to presentations@ispor.org

Only edits to the author information will be permitted during the abstract editing period. All edits, including abstract withdrawals, must be completed through Speaker Center. The presenting author should log into their Speaker Center and select the abstract they wish to withdraw. This will lead to the editing module for that abstract, and the presenting author may elect to withdraw their abstract from this webpage. Please note, the presenting author will be the only person with access to this editing module in Speaker Center; all co-authors will need to speak with their presenting author in order to complete this request. The deadline to complete such edits is **Friday, 28 June**. Any edits received after this date are not guaranteed to be reflected in the print Program and Schedule of Events.

Please note that a failure to notify ISPOR of a withdrawal could impact future abstract acceptance.

On the Day of Your Presentation

Assistance is available at the Poster Help Desk, located in the exhibit hall. There you may get assistance with locating your

assigned poster board, hanging your poster and additional questions you may have about your presentation.

An ISPOR staff member will be confirming your attendance and presentation during the author discussion hour. Your absence and an empty board will be noted as a No-Show. Only papers that are presented will be published in the journal *Value in Health*.

Presentation Availability

ISPOR would like to publish a PDF file of your poster presentation in the [ISPOR Conference Presentations Database](#). You will receive an email request with a personalized link to complete this action, or you may submit via the ISPOR website [here](#). ~~You may also upload your PDF while onsite at the Poster Help Desk.~~

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Session Formats Descriptions

ISPOR conferences provide a variety of formats. Please review these formats to ensure that your presentation matches the format. Please note that ISPOR does not support the advertisement of products or services during any session. Absolutely no brochures, pamphlets, banners, posters or other marketing items are allowed.

Issue Panels: 60-minute sessions introduce debate with multi-stakeholder perspectives on new or controversial issues in HEOR. The intention of these panels is to stimulate discussion on the topic. Panelists should be representing and debating at least two different perspectives on this issue – it should not be merely a discussion. Additionally, the moderator should be setting the stage

for the panel's debate and discussion, and this should take no more than five minutes, so that the majority of the time is spent debating/discussing the issue at hand. An audience interactive element is also expected during your issue panel. Please consider these requirements when preparing your session.

Podium Presentations: 60-minute session which consists of four 15-minute outcomes research presentations on a single topic (i.e. Cancer Outcomes Studies, Budget Impact Studies, etc.)

Poster Presentations: Half-day sessions containing approximately 400 research posters per session, arranged by disease or specialized treatment area with a scheduled author discussion hour.

Workshops: 60-minute sessions discuss new and innovative applications in the conduct and use of HEOR or the latest on real-world data, clinical-, economic-, or patient-reported outcomes, patient-preferences, and healthcare policy. An audience interactive element is required during your workshop. Please consider this requirement when preparing your presentation.

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Slide Preparation Guidelines

ISPOR utilizes a 16:9 widescreen format, to take full advantage of the widescreen format, presenters are asked to convert pre-existing slides to a 16:9 format and develop new slides in the 16:9 format.

If presenters use a 4:3 presentation format, the slide presentation will still display however it will be "pillar boxed" on the 16:9 screen, and content on the lower part of the slide may be cut off.

Be sure to format your slide template before preparing your presentation. If you convert an existing presentation to the 16:9 format, your text, videos, and photos may appear stretched and will need to be resized or re-entered.

Slide Conversion Information

For PowerPoint 2013

1. On the "Design" tab, select "Slide Size"
2. In the dropdown box, select "Widescreen (16:9)"

For PowerPoint 2007 and 2010

1. On the "Design" tab, select "Page Setup"
2. In the dropdown box, select "On-Screen Show (16:9)" and click "OK"

For the Newest Apple Keynote

1. From the Keynote Window, select "Document" on the top right-hand corner
2. Under "Slide Size", select "1280 x 720"

For the Older Apple Keynote

1. From the Menu Bar, select "Show Inspector"
2. On the Inspector, select "Document Inspector" located in the top left-hand corner
3. Under "Slide Size", select "1280 x 720"

Videos and photos may need to be resized so they do not appear stretched. Animations should be checked to ensure the elements line up correctly. Start early to leave time to resize slide content.

Slide Guidelines and Tips

Prepare the slides with clear text that is visible even in the back of the room. Avoid graphs or charts that may be difficult to read from a distance.

The first slide should give the title of your presentation and list all speakers with affiliations. Your contact information should be included on the last slide, so that attendees may reach you should they have additional questions.

Keep text to a minimum (6-8 lines per slide, no more than 30 words per slide). Write in sentence fragments using key words, and keep your font size 24 or bigger.

Use easy-to-read fonts such as Arial and Times New Roman for most of the text. Avoid unusual colors and busy backgrounds.

Leave out sound effects and background music unless it's relevant to the presentation content.

Remember to proofread the slides, and to rehearse your slide presentations including a focus on length of time for delivery.

Supported Presentation Formats

- PPT, PPTX: The presentation format 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.

The convert feature is located under “File, Help” when you have your PowerPoint open.

- PDF: Supported.
- KEY: Keynote files are not supported. Please export your presentation as a PowerPoint or PDF file for upload, and be sure to review the result in the Speaker Ready Room prior to **your** presentation.
- Prezi files are currently unsupported for upload. Please ask for assistance in the Speaker Ready Room.

Slide Presentation Upload

There are two options for uploading your slide presentation:

1. You are able to submit your slide presentation in Microsoft PowerPoint format through Speaker’s Center until **Friday, 30 August**. Presentations received by this date are available for review in the Speaker Ready Room and will be pre-loaded onto the computer in the session room.
2. You are also able to upload your final version in the Speaker Ready Room. All presentations uploaded in the Speaker Ready Room prior to your session will be automatically pre-loaded onto the computer in the session room.

Room Set-up and Audio/Visual Equipment

ISPOR conferences are held in major convention centers or hotels. Most presentations will take place in the convention center, where the standard room set-up includes:

- Projector and screen
- Podium
- Laptop computer

- Podium microphone
- Head table microphones
- Q&A microphones
- Slide switcher/laser pointer

The standard attendee seating will be theatre style. The podium and head table will sit on risers (as permitted). Room set-up is based on requirements for multiple meeting room use. Any requested changes to a room set-up will be reviewed by ISPOR staff for consideration.

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Speaker Center Guidelines

Speaker Center is an area where you may complete the following:

- Access your submission
- View scheduling information
- Upload your presentation

As a Confex user, you will log into your User Gateway through ISPOR/netForum with the email address and password for your account within that system. Please note that you should use the same email address for your ISPOR/netForum profile and your submissions in Confex.

Speaker Center is located within User Gateway (Confex) and may be accessed

at: <https://ispor.confex.com/ispor/latin2019/gateway.cgi>

User Gateway

In addition to accessing Speaker Center, User Gateway is a valuable tool for peer reviewers, research poster/podium judging, and to access notification letters.

You may also download a PDF of acceptance/non-acceptance notification letters (not available via postal mail). Click on the Notification Letter module in User Gateway to access these documents.

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Speaker Ready Room

On the Day of Your Presentation

All issue panel, workshop and podium speakers are encouraged to use the Speaker Ready Room located in Room C (2nd floor) to preview their slide presentation and/or upload an updated version.

Speaker Ready Room Hours:

Friday, 13 September:	8:00-18:00
Saturday, 14 September:	8:00-16:00

Please arrive at your session room at least 15 minutes before the session begins.

ISPOR provides attendees the option to rate and provide feedback regarding individual presentations in the ISPOR Mobile App platform. As speakers, we ask that you remind those attending your session to please use the ISPOR Mobile App to provide feedback through the Session Evaluation section. They may access

this as a button to the left of the Description in the mobile app platform. We recommend that you mention this feature to your audience at the start of your presentation, as well as at the end.

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Workshop Speaker Guidelines

Workshop Presentation Instructions

1. Workshop presentations discuss new and innovative applications in the conduct and use of outcomes research in health care policy, and clinical, economic, patient-reported, or patient-preference outcomes. An audience interactive element is required during the workshop.
2. Workshop presentations are scheduled for **60 minutes**.
3. Each workshop may be presented by two, but no more than four, discussion leaders. **Discussion leaders are required to represent more than one organization.**
4. The discussion leaders included in the accepted proposal are to participate and are required to register for this conference. You may register online at www.ispor.org. Register by **Tuesday, 30 July** for discounted rates.
5. Please arrive to your session room **at least 15 minutes** before the session begins to prepare for your presentation. If needed, an ISPOR staff member will assist presenters in loading slides to the laptop.
6. ISPOR does not support the advertisement of products or services during workshop presentations. **Absolutely no brochures, pamphlets, banners, posters or other marketing items are allowed.**

Proposal Editing Policy

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Only edits to the discussion leader information will be permitted during the proposal editing period. All edits, including proposal withdrawals, must be completed through Speaker Center, you should log into Speaker Center and select the proposal you wish to withdraw. This will lead to the editing module for that proposal, where you may elect to withdraw the proposal from this webpage. The deadline to complete such edits is **Friday, 28 June**. Any edits received after this date are not guaranteed to be reflected in the print Program and Schedule of Events.

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