Virtual ISPOR Europe 2021
Attendee Guide

Live Dates:
30 November – 3 December 2021
The **Attendee Guide** is your quick resource for accessing and navigating the virtual platform for Virtual ISPOR Europe 2021.

Highlights include: finding sessions, exploring exhibits, viewing poster presentations, and Zoom tips and tricks for participating in face-to-face activities.
Attendee Guide Overview

- Virtual Conference Overview
- Finding Sessions, Viewing Posters, and Exploring Exhibitors
- Networking
- Technical Requirements
- Platform Support & Assistance

This guide is filled with a multitude of reference information and tips for your attendance at Virtual ISPOR Europe 2021!
Virtual Conference Overview
Virtual Conference Overview

- This is a **blended learning experience** designed to connect thought leaders and attendees in a virtual environment accessible from anywhere in the world through an online platform.

- The Virtual ISPOR Europe 2021 conference will be **comprised of LIVE and On-Demand session access**. All sessions (playback from LIVE and On-Demand) will be available within the platform until 2 January 2022.

- **Podium sessions, posters, and exhibits are available** before the conference dates! [Sign into the virtual meeting platform](#) to begin viewing on-demand sessions.

- The **Virtual ISPOR Europe 2021 Meeting** is scheduled for 30 November – 3 December 2021.
How to Access Virtual ISPOR Europe 2021:

1. Click on the Conference Access Link
   - **ACCESS LINK** for Virtual ISPOR Europe 2021
     - PRO TIP: Save this link to your web browser
     - PRO TIP: visit the Virtual ISPOR Europe 2021 virtual platform prior to the conference start date to confirm you have access

2. Select “Take Me There” and then Log-in to access the virtual platform

Please Note:
If you are having an issue logging into the platform, please contact registration@ispor.org
Your login information is the information that you provided during the registration process.
Welcome to the Virtual Platform for ISPOR Europe 2021
Virtual Meeting Platform Homepage

Upon accessing the virtual meeting platform, you will see a menu bar and large tiles that display all the navigation needs for the conference. Note: the menu bar is present within all areas of the virtual conference platform.

Pro tip: No matter where you are in the platform, if you click on the ISPOR logo, you will be brought back to the homepage.
Pro Tip: Use this Search field to find topics/interests across the ENTIRE conference. Pull in speakers, sessions, posters, and exhibits!
Before You Begin

• Don’t forget to update your Attendee Profile – review your name/details, add a photo, and check your settings.

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

- Several pieces of key information will be stored for you within your Profile:
  - Your personal schedule (should you choose to create one)
  - Your favorites list - sessions, posters, speakers, and exhibits can be added to your favorites list.
  - Your notifications - e.g. attendees requesting chats and/or meetings with you

- Your Networking setting
  - Your networking button must be toggled on (appearing blue) in order for you to participate in chats and meetings.

- Your Preferred Time Zone
  - Choose to show the program in your local time or the designated Event time zone (CET)
Finding Sessions
Click the session you wish to watch or view details to find out more.

**Pro Tip:** Adjust the time zone within your profile, under settings, to your local time. This will adjust the times within the program to your time zone.

Use the filters to quickly find sessions by day, type, and interest area.

**Pro Tip:** Save sessions that you're interested to a personal schedule within the platform AND to your personal calendar.

**Pro Tip:** Click the heart button to add a session to your favorites list.

Click the session you wish to watch or view details to find out more.
Once You have Found Your Session

- You are all set! A “play button” will appear once the session start time has been reached.

- Feel free to add a note to the Chat tab upon arrival or any time during the session.

- Next to the Chat tab, you will find the Q&A tab which is also available for questions throughout the entire session.

Pro Tip: Click the heart button to add a session to your favorites list.
How to Participate in a Session:
Plenaries | Spotlight | Issue Panels | Workshops | Educational Symposia

• The session will begin in “Listen Only Mode”

• The Chat feature (tab) will be available for attendee-to-attendee interaction – attendees can key in comments and/or select from an extensive list of emojis

• Look for the Q&A feature (tab), next to Chat for sending questions to the speakers; Moderators and Speakers will only see questions that have been keyed into the Q&A tab.

• You can upvote questions from your colleagues within the Q&A tab

• In a handful of sessions, our speakers will be launching polls for the audience to answer
How to Participate in a Forum:

- The session will begin with attendees muted
- The Chat feature will be available for attendee-to-attendee interaction
- The Discussion Leader(s) will engage attendees in the discussion. This is a mic on/camera on moment for attendees where you can openly discuss the topic with the Discussion Leader
Exploring Exhibits
Visit and view Exhibitors in the Gallery 24/7 until 2 January. Dedicated exhibit gallery hours are scheduled during the following times for live interaction:

- Tuesday, 30 November: 13:30 - 16:00 CET
- Wednesday, 1 December: 13:30 - 16:00 CET
- Thursday, 2 December: 13:30 - 16:00 CET

Pro Tip: Click the heart button to add an exhibitor to your favorites list.
Exploring Exhibits

Use the open search field and filters to find specific exhibitors.

Pro Tip: Click the heart button to add an exhibitor to your favorites list.
Viewing Posters
Interact with the authors of the latest research discoveries in HEOR through our virtual poster gallery.

Visit and view posters in the Gallery 24/7 until 2 January. Dedicated poster hours, for chatting with authors, are scheduled during the following times.

Session 1: Tuesday, 30 November: 13:30 - 16:00 CET
Session 2: Wednesday, 1 December: 13:30 - 16:00 CET
Session 3: Thursday, 2 December: 13:30 - 16:00 CET
Virtual Posters Continued | Virtual Poster Board

Use the “View Poster Full Screen” to expand the poster for optimal viewing.

Many posters will have supplemental files associated with their poster board.

Pro Tip: If you like what you’re seeing and/or have a question for the poster authors – leave a comment

During the dedicated poster session times, authors will be available in the Comments to reply live to attendees.

Pro Tip: Click the heart button to add a poster to your favorites list.
Networking
Check the Session program for our **daily Virtual Social Hours** and **Forums** with industry professionals.

Select **Networking** to start a one-on-one or private group discussion. Then select to **Meet Attendees** or **Meet Exhibitors**. Use the search bar to quickly find folks. IMPORTANT: You must have networking turned on, within your profile, in order to connect with other attendees.

**Interact with Poster Presenters** in the Poster Gallery and **Exhibitors** within the virtual Exhibit Gallery or via the Networking page – select “Network with Exhibitors”
Networking Continued

Find other registrants in the “Meet Attendees” and “Exhibitors” lists.

Pro Tip: Use the search bar to quickly find folks by name, company, and/or title.

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

Select CHAT for 1:1 meetings

Select VIDEO for group meetings
Networking Continued

Be sure to monitor your notifications and messages to view other attendees who want to connect with you.
REMINDER: Within your Profile Settings, you must have the Networking toggle in the on position (blue 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.
Technical Requirements
What Technology is Needed to Participate in Virtual ISPOR Europe 2021?

- zoom
- Google chrome
Platform Support & Assistance
Need Help?

Go to the About menu located at the top of the screen to review our comprehensive FAQ or to contact Technical Support during the live conference hours.
Thank you for registering to attend Virtual ISPOR Europe 2021!

If you have any questions, please contact the ISPOR team at: registration@ispor.org