Virtual ISPOR Europe 2021

Delivering Your Virtual Presentation and Navigating the Virtual Platform
Agenda

Overview of Virtual ISPOR Europe 2021

Navigating the Virtual Meeting Room

Action Items
Overview of Virtual ISPOR Europe 2021
Virtual Platform Launches with Podium Sessions
22 November

Virtual Meeting
30 November – 3 December

On-Demand Content
4 December – 2 January

Virtual ISPOR Europe 2021
All sessions for Virtual ISPOR Europe 2021 are held in Central European Time (CET)

ISPOR does not send calendar invites for sessions. Please mark your calendar accordingly for your session!
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.

For Semi-Live sessions, this means that your recording time will be for 45-50 minutes leaving 10-15 minutes for live interaction with the audience.
Navigating the Virtual Meeting Room
New Platform!
Virtual Meeting Room Overview

Speakers enter “behind the curtain” or the Green Room

BEHIND CURTAIN

Speakers are moved to front of stage for session

FRONT OF STAGE

AUDIENCE
Logging In/Getting “Behind the Curtain”

• Prior to the meeting, ISPOR will send you a link with access to “behind the curtain” or Green Room.  
  **Note:** If you are speaking in multiple sessions, you will use the same link each time!

• On the day of your session, click the link to go “behind the curtain” or Green Room. Be sure to arrive 30 minutes prior to the start of your session – even if you are in a semi-live session!

• All presenters will arrive “behind the curtain” or Green Room and ISPOR technical staff will virtually move you to your session room.

**Highlights!**

• Be sure you have the access link from ISPOR prior to your session.

• Access the link 30 minutes prior to the start of your session.
Presenting in Your Meeting Room

- When in the meeting room, you will be greeted by a meeting technician and ISPOR staff member.
- Get ready to share your slides (if applicable).
- Access the meeting platform to see and participate in live chat and Q&A.

Insider Tip!
The meeting room is really a Zoom room.

Where’s the audience?
Don’t worry, you are not yet LIVE at this point. Attendees cannot see you until our technician broadcasts the session.
Accessing Live Chat and Q&A

*aka mastering the art of being in two places at once!*

In this virtual world, you can’t see the audience and present as you would live on a stage. To recreate that effect, you will have half of your screen reserved for the Zoom meeting and the other half for the live audience chat and Q&A.

So... how do we do that?
Accessing the Virtual Meeting Platform

• Go to www.ispor.org and log into your account using the same email and password you used when registering.

• Once logged in, click on the virtual platform link.

• Within the virtual meeting platform, select Program and navigate to Speakers.
Accessing the Virtual Meeting Platform

• In the search box, type your name and click the magnifying glass.

• Select your name from the search results.

• Click the name of your session.
Accessing Live Chat and Q&A
aka mastering the art of being in two places at once!

Pro Tip! Use two screens or an extra monitor if you have them!
Issue Panels & Workshops

**Window 1**
Zoom Room/Front of Stage

**Pro Tip!** Semi-Live sessions can watch the playback from Zoom (Window 1)

**Window 2**
Audience View/Meeting Platform

- Video
- Chat
- Q&A
- Polls
Forums are highly-interactive, discussion-based sessions that allow audience members to engage with the speakers via audio and video. For this reason, they are held in a traditional Zoom meeting rooms.
You are in the session room. You have your screen ready for chat and Q&A (if you’re in an Issue Panel or Workshop.) You are ready to present. Now what?

**Live Sessions**
ISPOR’s technician will let you know when you are broadcasting live. That is your cue as the Moderator/Discussion Leader to begin.

**Semi-Live Sessions**
You’ll see the playback of your session recording. While that is happening, engage with attendees in the chat and Q&A. When the recording ends, start live Q&A!
Technical Requirements

The Virtual ISPOR Europe 2021 meeting is hosted on Freeman’s OEP platform. The platform functions best in Google Chrome.

Beware of your company’s firewall or VPN. This can block your access to the virtual platform.

Familiarize yourself with Zoom and ensure it is installed on your computer for the best functionality.
Still Nervous?

• There will be **TWO** team members in each meeting room to support you.

• **Don’t Forget!** Log in 30 minutes prior to the start of your session. This will allow time to troubleshoot any technical difficulties before your session begins.

• Ask Questions! **NOW!**
Action Items
Register

ISPOR requires that all session participants are registered for the meeting. If you are not registered for the meeting, you will not have access to your attend and present your session.

**Pro Tip!** Register before 22 November to get early access to the virtual meeting platform.

Complete the Speaker Agreement

ISPOR requires that session participants complete the Speaker Agreement & Consent form through Speaker Center. We are unable to broadcast your session if this form is not complete by all speakers.

Upload Your PDF Slide Deck

To advance our mission of promoting HEOR excellence to improve decision making for health globally, ISPOR requests that speakers upload a PDF of their slide presentation. These PDF presentations will be displayed within the ISPOR Presentation Database and on the ISPOR website.

**Presentation Insurance:** By providing your slide deck in advance, ISPOR can troubleshoot unforeseen technical difficulties during your live session – such as screen sharing your presentation.
Spread the Word!

Jess Warner
@jwarner1886

We are presenting at #ISPOREurope! Join us on 30 November at 12:30 for a discussion on Decision Modeling and Simulation [www.ispor.org/Europe2021](http://www.ispor.org/Europe2021)

12:00 PM • Sep 24, 2021

56 Retweets 28 Quote Tweets 983 Likes

Virtual ISPOR Europe 2021
30 Nov – 3 Dec
Register Now
#ISPOREurope

Virtual ISPOR Europe 2021
Speaker
Coming soon...

- Speaker Checklist
- Webinar Recording and PDF Slide Deck
- Behind the Curtain/Green Room Link

Questions?
Contact Jess Warner at jwarner@ispor.org.
Thank you!