Agenda

Overview of Virtual ISPOR Europe 2021

What to Expect

Best Practice Tips for Participating in a Virtual Session

Next Steps, Upcoming Activities, and Deadlines
Overview of Virtual ISPOR Europe 2021
Preconference Summit
11 November

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)
Session Types

- Podium Sessions
- Plenary Sessions
- Poster Sessions
- Issue Panels
- Workshops
- Educational Symposia
- Spotlight Sessions
- ISPOR Forums
Presentation Formats

**Live Sessions**
Live sessions are conducted in real-time without any pre-recorded portions. All session content including the live Q&A will be captured and made available for on-demand viewing.

**Semi-Live Sessions**
Semi-Live sessions will be pre-recorded prior to the conference. These pre-recorded sessions will be viewed live by attendees during your scheduled session date and time. After the playback of the recording, live Q&A will occur. To ensure the highest quality session and recording, our Digital Event Producer will reach out to schedule the recording of your session. During the conference, the presentation playback and the live Q&A will be captured and made available for on-demand viewing.

**On-Demand Sessions**
On-Demand sessions will be pre-recorded prior to the conference. These pre-recorded sessions will include Q&A. To ensure the highest quality session and recording, our Digital Event Producer will reach out to schedule the recording of your session. On-Demand sessions will be available for viewing when the virtual platform opens on 22 November.
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. On-Demand sessions will record for the full 60 minutes and include recorded Q&A with the moderator.
Moderator and Discussion Leader Roles and Responsibilities

Before Session/Pre-recording

• Maintain a close working relationship with speakers, panelists, discussants as they develop their presentations.

• Ensure that the content being developed matches your vision for the program offering and there is no overlap of content between speakers.

• Meet with speakers well before the program offering via teleconference and/or email to ensure a cohesive session by reviewing the goals and objectives for the session, the length of time per presentation (if applicable), and how Q&A with the audience will work.
Moderator and Discussion Leader Roles and Responsibilities

During Session/Pre-recording

• Start on time and finish on time.

• Maintain timing of each presenter and allow ample time for questions and answers from the audience.

• Have your starter questions prepared for opening the Q&A portion of your session (if applicable). This will allow you to engage audience participation while waiting for questions to come in from the audience.
What to Expect
<table>
<thead>
<tr>
<th>On-Demand</th>
<th>Semi-Live</th>
<th>Live</th>
</tr>
</thead>
<tbody>
<tr>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Provide your availability for recording.</td>
<td>Provide your availability for recording.</td>
<td>Prepare your presentation.</td>
</tr>
<tr>
<td>Accept Zoom calendar invite for recording.</td>
<td>Accept Zoom calendar invite for recording.</td>
<td>Be prepared! Upload your presentation to the virtual meeting platform.</td>
</tr>
<tr>
<td>Prepare and upload your presentation.</td>
<td>Prepare and upload your presentation.</td>
<td>Rehearse your presentation.</td>
</tr>
<tr>
<td>Log into Zoom at your scheduled date/time to present and answer Q&amp;A from the moderator.</td>
<td>Log into Zoom at your scheduled date/time to pre-record your presentation.</td>
<td>Set your calendar to Central European Time!</td>
</tr>
<tr>
<td>Watch your on-demand session on 22 November!</td>
<td>On the date of your semi-live session, log in to watch the playback of your pre-recorded session, interact with attendees in the chat, and answer live Q&amp;A.</td>
<td>On the date of your live session, log in to share your screen, present live, and answer Q&amp;A.</td>
</tr>
</tbody>
</table>
Delivering Your Virtual Presentation and Navigating the Virtual Platform

Friday, 12 November | 16:00 – 17:00 CET

What will be covered?

• Overview of virtual platform
• How to find your session
• How to share slides and present virtually
• How to manage Q&A
• How to use polling in your session (Live only)
• Technical requirements for presenting
Best Practice Tips for Participating in a Virtual Session
The Basics

• Review our speaker resources.
• Coordinate your presentation content with your session co-participants.
• Make your presentation accessible to a global audience.
  • Think about your terminology - avoid abbreviations, acronyms, and non-generic names that might be country specific.
  • Use real-world examples to highlight content.
• Ensure your presentation is balanced and unbiased.
• Stay on time during your presentation.
Engaging the Audience
When presenting virtually, you’ll be able to use **polling**, **chat**, **emojicons**, and **Q&A** to engage the audience during your session.

**Polling**
Poll questions are a great way to get an audience engaged. These little breaks keep the content dynamic while giving everyone a chance to participate and refocus. ISPOR’s virtual platform uses Slido for polling.

**Chat**
The in-meeting chat allows you to send chat messages to other users in the meeting.

**Emojicons**
Attendees and speakers can use icons to communicate without disrupting the flow of the meeting. Think of this as a temperature check of the room.

**Q&A**
A vital component to engaging sessions is the opportunity for the audience to participate in active discussion and Q&A.
Strategies for Q&A Engagement

Capture Their Attention

- Start with a question and get attendees asking their own questions early.
  “I am a project team leader, and I must facilitate a team meeting to finalize our plans for an event. Over half of the team will need to join the meeting from various remote locations. Is this a familiar scenario in your workplace?”

Foster a Positive Environment

- Encourage attendees to share their learning goals and reduce common anxieties.
  “Something I struggle with when I’m teaching online is my pace. I don’t always move slowly enough for people to catch everything I’m doing. What is something you struggle with when teaching an online session?”

Make the Content Relevant

- Identify prior knowledge and connect to real-life applications to learning.
  “What is one way you could apply this process to complete a task in your day-to-day work?”

Provide Cognitive Support

- Check for understanding and review and elicit questions from attendees.
  “Please take the next 60 seconds to review your notes about the topic we just discussed and try to identify any gaps in your understanding. What questions do you have about this topic before we move on to the next item?”
Q&A Best Practice Tips

• The session moderator or discussion leader should announce the timing of Q&A at the beginning of the session. For live sessions, Q&A can be held after each presentation or at the end of the session. Announcing the timing of Q&A reassures the audience that they will get to ask their questions and encourages them to start thinking of questions.

• As the Q&A portion begins, let the audience know how much time is allotted for questions.

• Don’t end the Q&A portion abruptly. Let the audience know how much time is left.

• When the speakers have finished answering all questions, repeat the main theme or key message of your session to bring closure to the session and reinforce the main points of the session.
Next Steps, Upcoming Activities, and Deadlines
# Activities and Deadlines

**Wednesday, 10 November**  
Deadline to Submit Polling Questions (Live Sessions Only)

**Thursday, 11 November**  
Preconference Summit

**Friday, 12 November**  
Webinar: Delivering Your Virtual Presentation and Navigating the Virtual Platform (Live and Semi-Live Sessions Only)

**Wednesday, 17 November**  
Deadline to Upload PDF Slides

**Monday, 22 November**  
Virtual ISPOR Europe 2021 Platform Opens  
On-Demand Podium Sessions Launch

**Virtual ISPOR Europe 2021**  
30 November – 3 December
Presentation Upload
Deadline | Wednesday, 17 November

Semi-Live & On-Demand
• Upload PDF through Speaker Center
  • Instructions available on the Speaker Resource webpage.

Live
• Upload through virtual platform
  • Instructions to be provided shortly.

ISPOR will add to presentation database.
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

12:00 PM • Sep 24, 2021

56 Retweets 28 Quote Tweets 983 Likes
Delivering Your Virtual Presentation and Navigating the Virtual Platform

Friday, 12 November | 16:00 – 17:00 CET

What will be covered?

- Overview of virtual platform
- How to find your session
- How to share slides and present virtually
- How to manage Q&A
- How to use polling in your session (Live only)
- Technical requirements for presenting
Diversity and Inclusion at ISPOR

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.