Speaker Guide

Themed *HEOR: Evolving for Tomorrow's Challenges*, Virtual ISPOR 2021 will analyze opportunities and challenges in HEOR methods, practices, and application including our ability to respond effectively. This document is filled with reference information, helpful tips, and best practices to help you develop and deliver your presentation.

PRESENTATION FORMAT

There are two presentation formats for Virtual ISPOR 2021 – live and prerelease. Please refer to your notification/letter of invitation for your designated presentation format.

Live Session

A live virtual session is conducted in real-time without any pre-recorded portions of any of the panelist presentations. The live virtual session may contain oral presentations, slide presentations, panel discussion and attendee interaction using polling and/or Q&A. These sessions will be recorded and made available for playback after the live session through June 30. Additional information for polling, session preparation, and day of session information will be sent under separate cover to presenters in live sessions.

Prerelease Session

Prerelease Sessions are pre-recorded sessions that are made available for meeting registrants to view at their leisure before, during, and after Virtual ISPOR 2021. These valuable sessions provide attendees with an expansive educational catalog that enhances their meeting experience. In this format, ISPOR is able to deliver valuable HEOR content that attendees can access conveniently at any time starting April 21 through June 30. While there will be no live audience or Q&A during the recording of your presentation, Prerelease Sessions will be featured in ISPOR communications to both registered and prospective attendees.

To ensure the highest quality session and recording, a member of the ISPOR Meeting Content Team will reach out to you to schedule the recording of your session. The release date of your session will be scheduled once your recording is complete.

DEVELOPING YOUR POWERPOINT PRESENTATION

ISPOR requires that all presentations use PowerPoint. PowerPoint slides help augment your verbal presentation. They are meant to be visual representations of information and data that can be

reviewed quickly and clearly. These slides help improve cognition by using text and graphics to highlight the main points and themes of your presentation. The following tips will help you develop a slide deck that compliments your presentation and clearly displays your information.

Slide Deck Development Tips and ISPOR Requirements

Format

- 16:9 widescreen format is **required** for all presentations
- Use your own template, no standard template is required
- First slide: provide a conflict of interest statement for all presenters
- Second slide: provide the session title and list all presenters with their affiliations
- Last slide: include presenter contact information so that attendees may reach out should they have additional questions

Font

- Use easy-to-read fonts such as Arial, Calibri, or Times New Roman
- Use a font size of 20 or bigger
- Avoid excessive detail and limit text to the essentials (6-8 lines per slide, no more than 30 words per slide)
- Don't use full sentence; use keywords and bulleted lists

Background

- Avoid unusual colors and busy backgrounds
- Always have high contrast between colors (e.g. background and text)
- Balance text and images

DELIVERING YOUR PRESENTATION VIA ZOOM

Whether you are scheduled for a live or prerelease session, you will deliver your presentation through Zoom.

Technical Recommendations

ISPOR recommends that you use a computer with the following to ensure the highest quality audio/visual for your presentation.

- Hard line (wired ethernet) internet connection
- <u>Zoom software downloaded</u> to your computer
- Camera
- Speakers
- Built in microphone or USB microphone

Best Practice Tip! Close all other applications on your computer so that notifications and distractions do not appear during your presentation.

Appearance

Attendees want to see you just as they would during a face-to-face meeting. ISPOR strongly encourages you to be on camera during your session.

Lighting and Camera

- Diffused light in front of you will usually work best to avoid shadows
- Try to position your camera so that it just above your eye level
- Appearance is not limited to you. Check your background to ensure nothing distracting is in sight. You are encouraged to use one of ISPOR's Virtual Zoom Backgrounds (see below).

Presentation and Clothing

- Dress as you would for a face-to-face meeting
- Darker color shirts/blouses appear better on camera
- Try to avoid busy plaid or patterned outfits.

Virtual Zoom Backgrounds

You may use a virtual background even if you do not have a green screen. It is best to use a blank backdrop when using one of the virtual backgrounds. ISPOR has provided several options for your use. To download, click on link below. The Image will open in new window. Right click on image and choose "Save As".

Background #1   Background #2   Background #3   Background #4

To change your background, you will need to:

- Save the background of your choice to your computer
- Once in Zoom, click on the up arrow next to the camera
- Select "choose a virtual background"
- Select the saved background file from the prompt window.
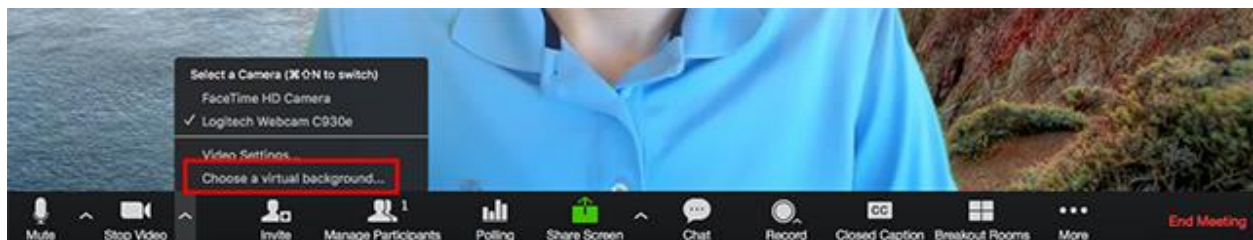
UPLOADING YOUR PDF PRESENTATION

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.

To upload your PDF presentation, visit Speaker Center and log in using the email address used during the abstract submission process. Select "Presentation Schedule" and click on the title of your presentation. There you will be prompted to upload your PDF. The deadline to upload your PDF presentation is Thursday, May 13.

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 conferences@ispor.org. We look forward to working with you to execute a fantastic and flawless session!