Virtual ISPOR 2021 Attendee Guide

Live Dates:
May 17-20, 2021
The Attendee Guide is your quick resource for accessing and navigating the virtual platform for Virtual ISPOR 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 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 2021 conference will be **comprised of LIVE and Prerelease (On-Demand) session access**. All sessions (playback from LIVE and On-Demand) will be available within the platform until June 30.

- **Prerelease sessions are available** before the conference dates! Sign into the virtual meeting platform to begin viewing on-demand sessions. View the prerelease session schedule.

- The sessions, within the virtual platform, are done with **Zoom**.

- The **Virtual ISPOR 2021 Meeting** is scheduled for May 17-20, 2021.
How to Access Virtual ISPOR 2021:

1. Sign into the virtual platform
   • [ACCESS LINK](#) for Virtual ISPOR 2021
   • **PRO TIP:** visit the Virtual ISPOR 2021 virtual platform one week prior to the conference start date to confirm you have access

2. Click on Program then select Live Sessions and you will be directed to login

3. Find and select your session

4. Then select the JOIN button. The Zoom Webinar will open you will enter the session as a Panelist.

**Please Note:**
If you are having an issue logging into platform, please use the Live Chat.
Login Screen

The login information is the information that you provided during the registration process.
Finding Sessions
Upon accessing the virtual meeting platform, you will see a menu bar that displays all the navigation needs for the conference. This menu bar is present within in all areas of the virtual meeting platform.
Finding Sessions

Program Agenda (Live Sessions)

- Select a Date
- Adjust your time zone
- Click the session you wish to watch or view details to find out more
Once You have Found Your Session

- The join webinar button will be dimmed prior to the start of the session.

- The join button will illuminate 30 minutes before the session start time. You will be put in a waiting room until the session starts (or within a few minutes after).

- Note: The page will automatically refresh every 15 seconds.
How to Participate in a Session:
Plenaries | Issue Panels | Workshops | Forums | Educational Symposia

- The session will begin in “Listen Only Mode”
- The Chat feature will be enabled for attendee-to-attendee interaction
- Look for the Q&A button in your Zoom control panel to ask panelists a question
- You can comment on and upvote questions from your colleagues within the Q&A
How to Participate in a **Group Discussion:**

- The session will begin with attendees muted.
- The Chat feature will be enabled for attendee-to-attendee interaction.
- The Discussion Leader(s) will engage attendees in the discussion. This is a mic on moment for attendees where you can openly discuss the topic with the Discussion Leader.
Exploring Exhibits
Exploring Exhibits

Visit and view Exhibitor Profiles in the Gallery 24/7 until June 30. Dedicated Exhibit Gallery hours are scheduled during the following times.

- Monday, May 17: 12:45PM - 3:00PM
- Tuesday, May 18: 11:30AM - 1:45PM
- Wednesday, May 19: 11:30AM - 1:45PM
Exploring Exhibits Continued

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

View the Chat Schedule to see when exhibitors are available for live chat.
Welcome to the ISPOR Booth

Within each “booth”: view videos, open resources, and join chats with exhibitors.
Viewing Posters
How to View Virtual Posters:

Interact with the authors of the latest research discoveries in HEOR through our virtual poster presentations and gallery. Browse, comment, and discuss the posters.

1. From the “Program” dropdown, select “Posters”.

2. After reviewing the information, click “View Poster Gallery” to open the gallery in a new tab.
Virtual Posters Continued:

Upon arriving at the Poster Gallery, click on the red “CLICK HERE TO VIEW IPOSTERS” to begin.
Virtual Posters Continued:

Use the available filters to sort through all the Virtual Posters.

Filter presentations that include live presenting author chat hours.
Network with Poster Presenting Authors:

• Chat live with presenting authors during their scheduled chat hours.
• Upon clicking “Chat” a pop-up with scheduled hours and information will appear.
• Contact authors to schedule a time outside of their scheduled chat hours.
• View the Research Abstract text.
• View the poster’s references.
Networking
Networking

• Check the Live Session program for our **daily Virtual Social Hours** and **Group Discussions** with industry professionals.

• **Launch Chat** to start a one-on-one or private group discussion, select the green Launch Chat button located on the top right of the screen. You will be prompted to complete your Attendee Profile the first time you enter. You must complete your profile to connect with other attendees.

• **Interact with Poster Presenters** in the Poster Gallery and **Exhibitors** within the virtual Exhibit Hall
ISPOR 2021 Community – NEW this Year!

- Connect with attendees well before the live conference begins via the ISPOR Community platform. All registered speakers and attendees have access to the Virtual ISPOR 2021 community.

- Stop in to view and add to discussion threads, post questions, find other attendees, gain virtual “travel” tips, and much more. Use this [direct link](https://community.ispor.org/home) for continuous visits to the ISPOR 2021 Community.

The ISPOR 2021 Community can also be accessed by:
1. Click on this link - [https://community.ispor.org/home](https://community.ispor.org/home)
2. You will need to enter your email address, and your ISPOR password to access the Community
3. Finally, click **My Communities** and click on the community title, Conference: Virtual ISPOR 2021 to access the ISPOR 2021 event community.
Launch Chat:

Leave messages for or connect in real time with fellow attendees

- Options include:
  - text chat
  - join a group chat
  - or start a video chat to get that face-to-face experience that we all look forward to at an ISPOR conference

- Video chat is available for both 1-on-1 and small group interaction
Launch Chat Continued

- Click on **Launch Chat** in the menu bar
- You will be prompted to complete your Attendee Profile the first time you enter. Update your profile and begin interacting with others.
- Please note: you must complete your profile to connect with other attendees. Any attendee that does not complete their profile will be unable to chat with other attendees nor will other attendees be able to connect with you.
Launch Chat Continued:

- Find other registrants in the “Attendee Directory.”

- Send a Chat Request to start messaging or join a video call once your request is accepted.

- Be sure to monitor your “Pending Chat Requests” to find other attendees who want to connect with you.

- Check the Attendee Directory often (especially as we get closer to the live meeting in May) as more attendees complete their profiles and are added.
Group Chat Topics

• Create your own “Group Chat Topic” to start a discussion or topic that interests you. These conversations can continue even after the live conference ends!
• Join in the conversation with all attendees in the “General” chat.
Technical Requirements
What Technology is Needed to Participate in Virtual ISPOR 2021?

• A computer with:
  – a hard line (wired ethernet) to the internet (preferred for best quality)
  – Zoom software downloaded (refer to next page)
  – Speakers
  – a built in Microphone, USB microphone, or an inline microphone on headphones.
    • Note: if you do not have a microphone hook up, we suggest using the dial-in number option to ensure better sound quality

Pro Tip

Use a head set with built in microphone
Zoom Prep

ISPOR uses the **ZOOM Webinar and Meetings platforms** for virtual sessions.

NEW to Zoom Meetings?

No Problem  Download this link

http://zoom.us/test

Unsure if you have Zoom already on your computer? That’s OK. Go ahead and click the link above to open a Zoom test. If you have Zoom already, your computer will simply upgrade to the latest version and if you’re new, Zoom will be added to your computer.
Pro Tip: Testing Your Audio & Video Before “Traveling to” the Virtual Meeting

• Test your speakers and mic to ensure your audio is working correctly with Zoom.
  – Prerequisite: To test the audio you must have Zoom installed on your computer.
  – NOTE: There are two ways to join meeting audio, joining via computer or joining via telephone. ISPOR recommends joining by computer

• On Windows or Mac: 🎧
  – Testing your audio before a meeting
    1. Log in to Zoom
    2. On the first screen, select Test speaker and microphone.

The meeting will display a pop-up window to test your speakers. If you don’t hear the ringtone, use the drop-down menu or click No to switch speakers until you hear the ringtone. Click Yes to continue to the microphone test.
Platform Support & Assistance
Need Help?

- Look at the bottom right to find the blue “Live Chat” widget for technical support during the live conference hours.
- We can help you with connecting to a session, assist with audio trouble, and locate resources for you.
Event Status: If Something isn’t Working...

Check the “Live Status” page under the “Support” menu item. Information regarding issues, that affect the entire event, will be posted here i.e., if there is unexpected downtime.
thank you

for registering to attend Virtual ISPOR 2021!

If you have any questions, please contact the ISPOR team at:

registration@ispor.org