Poster Guide

Thank you for sharing your research with ISPOR! We are looking forward to working with you and putting forward an impactful and successful conference. ISPOR 2023 will feature HEOR scientists and stakeholders who work on these key challenges and highlight innovative solutions, advances in HEOR, as well as examples of how partnerships and dialogue with other disciplines are contributing to address these issues.

This document is filled with instructions for developing, uploading, and presenting your poster in-person. **If you are a session speaker or moderator, please visit the** Speaker Resources page **for separate conference deadlines and important information.**

IMPORTANT: For ISPOR 2023, poster presentations must be made in-person at the Boston Convention and Exhibition Center, Boston, MA, USA.

| WHAT'S IN THIS GUIDE	
➢ Important Deadlines	➢ Supplemental Materials
➢ Poster Presentation Types & Times	➢ What to Expect Onsite
➢ Important Presentation Requirement	➢ Uploading Your Poster PDF and Supplemental Materials
➢ Meeting Time Zone	➢ ISPOR Contact
➢ Poster Formatting Guidelines	

SAVE THESE IMPORTANT DATES!

Monday, March 13	**Deadline:** Last Day to Change Your Author Listing for Publication
	○ *Note: You can make changes after this deadline, but they will not be reflected in the Value in Health publication*
Thursday, March 30	**Deadline:** Early-bird Registration Cut-off
Friday, March 31	**Deadlines:** Housing Cut-off
Monday, April 24 *If you do not register by this date, your poster will be withdrawn and will not be eligible for presentation and publication.*	**Deadlines**: • Upload Poster PDF and Supplemental Materials to Speaker Center for Display in the Conference App and ISPOR Presentations Database. • Presenting Author Registration
Monday, May 1	*Expected* ISPOR 2023 Conference App Launch
Sunday, May 7 – Wednesday, May 10	ISPOR 2023, Boston, MA, USA

POSTER PRESENTATION TYPES AND TIMES

ISPOR 2023 is an in-person event where registrants will attend in-person at the Boston Convention & Exhibition Center, Boston, Massachusetts, USA. Please refer to your abstract notification email for your assigned poster session.

Poster Sessions		Discussion Periods/ Poster Tours	Poster Set-Up Times	Poster Tear Down Times
Session 1: Monday, May 8, 9:45AM-1:15PM	➔	12:15PM - 1:15PM / 11:30AM - 12:15PM	9:15AM - 9:45AM	1:15PM - 1:30PM
Session 2: Monday, May 8, 3:15PM-6:45PM	➔	5:45PM - 6:45PM / 3:15PM - 4:00PM	2:45PM - 3:15PM	6:45PM – 7:00PM
Session 3: Tuesday, May 9, 9:45AM-1:15PM	➔	12:15PM - 1:15PM / 11:30AM - 12:15PM	9:15AM - 9:45AM	1:15PM - 1:30PM
Session 4: Tuesday, May 9, 3:15PM-6:45PM	➔	5:45PM - 6:45PM / 3:15PM - 4:00PM	2:45PM - 3:15PM	6:45PM – 7:00PM
Session 5: Wednesday, May 10, 8:30AM-11:30AM	➔	9:00AM - 10:00AM	8:00AM - 8:30AM	11:30AM – 11:45AM

All times listed in Eastern Daylight Time (EDT)
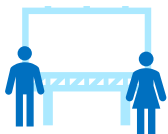
Poster Discussions

Posters will be featured on the exhibit floor throughout the week. ISPOR 2023 has 5 poster sessions containing approximately 400 research posters per session. Within each poster session, there is a 1-hour poster discussion period. Presenters are required to be present at their posters during their assigned discussion period.

Poster Tours (By Invitation Only)

We are excited to continue the ISPOR poster tour program. Each tour will feature high impact abstracts within a specific topical area. Please check your abstract notification email to see if your poster was selected for a poster tour.

The poster tours will be a 45-minute experience comprised of:

- A designated poster tour area within the Exhibit Hall
- 1 Tour Guide (poster tour host)
- Up to 6 selected posters

During the Poster Tours:

- Each poster presenter (one author per poster) will be asked to provide a brief overview of their poster (3-minutes)
- After each poster overview, there will be an interactive discussion between the poster presenter, attendees, and the tour guide (~5-minutes) before moving to the next poster.

In addition to the designated poster tour time, these posters will be available for viewing during the poster session.
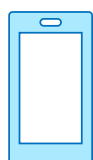
In App Poster Gallery

Posters will be featured in the conference app for viewing. All poster presenters will upload a PDF of their poster prior to the conference. Attendees will be able to scroll through and search posters before and during the conference. Enhance your poster experience by uploading a handout.

MEETING TIME ZONE

ISPOR 2023 will take place in **Eastern Daylight Time Zone (EDT)**. ISPOR will not send calendar invites for your session.

POSTER FORMATTING GUIDELINES

- The poster orientation must be **Horizontal/Landscape** format **3.5ft. (H) x 6ft. (W)**. You may use PowerPoint or any program to design your poster that can be converted to **PDF**.
- The poster must be **one slide/page**.
- Add your ISPOR-provided acceptance code to the top right-hand corner of your poster (example, EPH1)
- For poster board dimensions, print layout, and virtual poster page preview, please visit the Poster Resources page for examples and more information.

Poster Formatting Best Practice Tips

- *Important Reminders*
  - All poster presentations must be noncommercial and scientific in nature. Poster presentations may not be used as a marketing opportunity to promote any product or service.
  - Generic names should be used for technologies (drugs, devices), not trade names.
- *Less is More*
  - Avoid excessive detail in the text or complex graphs and tables with excessive numbers. An effective display is a series of brief statements and supporting illustrations that tell a story.
  - Provide clear labels or headings for each section of your presentation to avoid confusion. The flow of your research should be clearly indicated with distinct columns, letters, numbers, or arrows.
  - Remember, posters are not manuscripts. Limit text to the essentials.
- *Font*
  - Pay attention to your font size, text should be easy to read.
  - Recommended font types: Calibri, Arial, Times New Roman
  - For images/pictures or graphs, the suggested resolution is 300 dpi. It is better to use high quality images/graphs when creating the poster and then convert it to PDF (as PDF files can be compressed).
    - To check that they appear correctly on the final/printed version, zoom in at 100% and check the images, pictures, and graphs.
- *Background*
  - When choosing a background, remember that neutral or gray colors will be easier on the eyes than a bright color. In addition, color photos look best when mounted on gray.
  - Avoid "busy" slide backgrounds.
  - Always have high contrast between colors (e.g., background and text).
  - On light backgrounds (white, yellow, light blue) use dark fonts (black, navy blue, dark green).
  - On dark backgrounds (blue, purple) use light fonts (white, yellow, cyan).
  - Balance text and images.

- *Try to Avoid*
  - Having a total file size that exceeds 10 MB.
  - The use of red or green in fonts or backgrounds as they are colors that are difficult to read.
  - Stretching the images manually, they will lose quality once zoomed in.
  - Full width sections. They are difficult to read when divided as a section, even zoomed in.

SUPPLEMENTAL MATERIALS

Presenters are also encouraged to upload supplemental materials to ISPOR's conference app to further display their research to attendees. Uploading supplemental material allows registrants to get the full experience of your research.

Handout (PDF): Elaborate on your findings with additional information
- Share your contact information, links, data, or other resources that contributed to your research, but don't forget copyright rules
- Create and upload as a .pdf file

WHAT TO EXPECT ONSITE
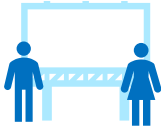
Printing and Shipping Your Poster

The presenter must organize any special shipping arrangements needed on their own. ISPOR will be unable to ship or store any material. **DO NOT SHIP YOUR POSTER TO THE CONVENTION CENTER.** Please note: ISPOR is not responsible for any lost or misplaced posters shipped to the venue.

For your convenience, there is an on-site printing company that you can utilize.

FedEx Office Print & Ship Center

ISPOR has arranged a portal to print your posters. You will be able to upload your file prior to leaving for ISPOR 2023 and pick it up upon arrival. **NOTE:** Poster payment and pick-up is the responsibility of the presenter.

FedEx Upload Portal
The upload site will be open from April 1 – April 28.

NOTE: Having your poster printed during the meeting dates is not guaranteed. We strongly suggest you upload your poster before the April 28 cut-off.

NOTE: If printing on your own, keep in mind that posters made of heavy laminated materials usually take more than one person to set up and require many push pins to hang. Please consider using lighter weight materials.

Poster Session and Poster Tour Location

Posters will be located in the **Exhibit Hall** of the Boston Convention & Exhibition Center. This location is a high traffic area where attendees will be taking part in networking opportunities while transitioning between program offerings, exhibit booths and refreshments. The Poster Help Desk will also be located near the posters area to answer questions.
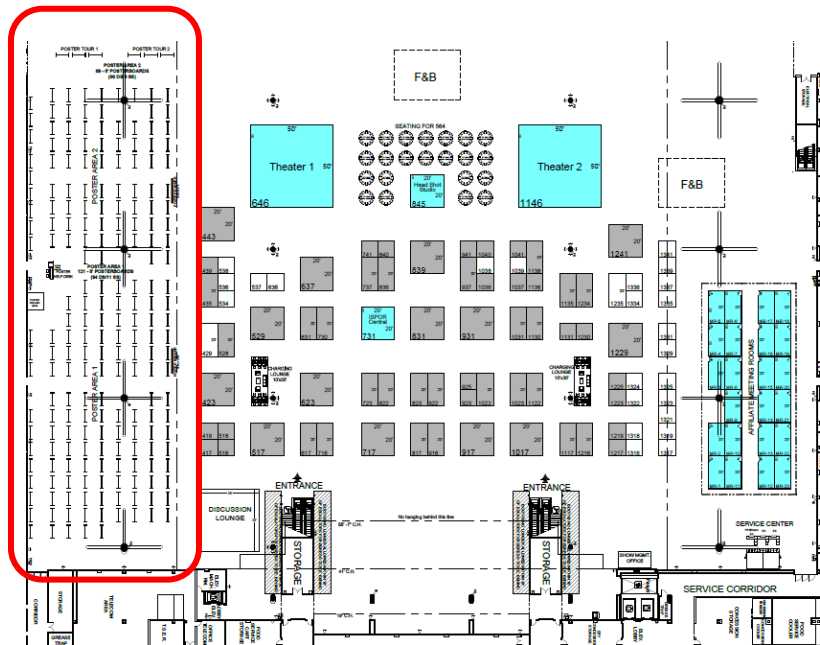
Accessing the Exhibit Hall

- **Presenters MUST arrive at the poster area, in the Exhibit Hall at least 15 minutes prior to their presentation time.**

- Poster presenters are required to wear their name badge and poster presenter ribbon to access the Exhibit Hall. You will not be able to gain access without a name badge and poster ribbon.

- Before the exhibit hall opens, the presenting author will be permitted access to **the poster area only.** Poster presenters are not permitted to visit other exhibit hall areas until the exhibit hall is officially open.

- Before the exhibit hall opens, only the presenting author will be granted access. Co-authors, colleagues, guests, etc. will not be permitted inside until the exhibit hall is officially open.

- Once the exhibit hall closes and the poster presenter leaves, they will not be permitted to access the exhibit hall again. ISPOR strongly encourages poster presenters participating in Poster Sessions 2, 4 and 5, to gather all their materials before the exhibit hall officially closes.

NOTE: ISPOR is not responsible for posters, poster tubes, or belongings left in the Exhibit Hall at any time. Posters left up after the poster removal period ends will be discarded.

Poster Set Up and Removal

All poster presenters are expected to set up and tear down their own posters for their designated poster times. Posters should only be set up 30-minutes before their assigned poster session. **ISPOR will not be able to accommodate requests to set-up early for later or next day sessions.**

- **Poster Set-up**
  Posters should be mounted on their assigned poster board at least **15 minutes before** the start of the assigned poster session. Posters remain on the boards for the full session period. Again, to enter the Exhibit Hall for set-up, **you will need your registration badge and a poster ribbon.**

  Posters must be set-up on the day of your presentation between the following times:
  Session 1 and 3 | 9:15 AM – 9:45 AM
  Session 2 and 4 | 2:45 PM – 3:00 PM
  Session 5 | 8:00 AM – 8:30 AM
  The poster area (including floor) must remain clean and clear of tubes. ISPOR is not responsible for posters, or poster tubes left on the exhibit floor.

- **Poster Removal**
  Posters must be dismantled after the poster session between the following times:
  Session 1 and 3 | 1:15 PM – 1:30 PM
  Session 2 and 4 | 6:45 PM – 7:00 PM
  Session 5 | 11:30 AM – 11:45 AM
  Any posters that are not removed are not the responsibility of ISPOR or the Convention Center and will be discarded.

UPLOADING YOUR POSTER PDF AND SUPPLEMENTAL MATERIALS

To advance our mission of promoting HEOR excellence to improve decision making for health globally, ISPOR recommends that all poster presenters upload a PDF of their poster. The Uploading Your Presentation Guide (available on the Poster Resources page) contains instructions on uploading your poster and supplemental materials through Speaker Center. The deadline to upload your PDF presentation is **April 24.**

Supported File Type for Upload:

- **PDF**: Poster and Handout supplement file
- **As of April 6, ISPOR can no longer support MP3 (audio) file uploads**.

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?

Have a question? We have an answer! Our FAQ guide (available on the Poster Resources page) lists our most frequently asked questions. Or you can reach out to Bianca Kovalenko at conferences@ispor.org.

We look forward to working with you!