Agenda

Overview of ISPOR 2022

What to Expect

Best Practice Tips for Preparing for your ISPOR Session

Next Steps, Upcoming Activities, and Deadlines

Q&A
Overview of ISPOR 2022
Virtual Platform Launches with On-Demand Sessions
May 10

Virtual & In-Person Meeting
May 15–18

On-Demand Content
May 19 – June 17

ISPOR 2022
All sessions for ISPOR 2022 are held in Eastern Daylight Time (EDT)
Presentation Formats

In-Person Sessions
In-person sessions will be conducted live in real-time in National Harbor, MD. Select in-person sessions will be live-streamed to the ISPOR 2022 virtual platform, and nearly all in-person content will be recorded and available on-demand.

Live Virtual Sessions
Virtual only sessions will be conducted in real-time and broadcast on our online event platform. All session content including 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 May 10.

Which format is my presentation?
Look at your presentation details email!
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. On-Demand sessions will record for the full 60 minutes and include recorded Q&A with the moderator.
What to Expect
On-Demand

- Register for ISPOR 2022 (Virtual Only rate). Early Bird discount rates expire on April 7!
- Provide your availability for recording.
- Accept Zoom calendar invite for recording.
- Prepare and upload your presentation.
- Log into Zoom at your recording scheduled date/time to present and answer Q&A from the moderator.
- Login and watch your on-demand session on May 10

Live Virtual

- Confirm your participation and register for ISPOR 2022 (Virtual Only rate). Early Bird discount rates expire on April 7!
- Prepare your presentation. Download Zoom.
- Upload your PPT presentation to Orchestrate and PDF to ISPOR Speaker Center by April 29.
- Rehearse your presentation.
- Set your calendar to Eastern Time!
- On the date of your live session, check into Zoom to present. Log into the Online Event Platform to view and answer Q&A and see polling results (if using).

In-Person

- Confirm your participation and register for ISPOR 2022 (In-Person and Virtual rate). Early Bird discount rates expire on April 7!
- Reserve your hotel room at the Gaylord National Harbor Resort & Spa by April 15.
- Prepare your presentation.
- Upload your PPT presentation to Orchestrate and PDF to ISPOR Speaker Center by April 29.
- Bring a copy of your PPT on an USB drive.
- On the date of your live session, check into the ISPOR Speaker Ready Room to verify and/or upload your final presentation.
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 start.
Delivering Your Virtual Presentation and Navigating the Virtual Platform

Wednesday, April 13 | Noon Eastern

Zoom link: https://ispor.zoom.us/j/85653794312

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
Let’s Get Ready to Present In-Person!
Wednesday, April 27 | Noon Eastern

Zoom Link: https://ispor.zoom.us/j/86847423960?pwd=MjNzei90OUplLa3N4WDE0TlMyWDIlUT09

What will be covered?

• Overview of in-person session room set-up
• How to check-in and confirm your slides in the Speaker Ready Room
• How to conduct a session with virtual and in-person speakers
• How to use polling in your session (if applicable)
Best Practice Tips for Preparing for your ISPOR Session
The Basics

- Review our ISPOR Speaker Resources page
- 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, 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. Live virtual speakers will use the ISPOR virtual platform to view and answer audience questions.
Group Exercises
ISPOR will be reaching out to confirm any in-person group exercises selected during the workshop and other breakout session submission process.

Handouts
If you are planning on providing handouts, we encourage you to save a tree and go green! Handouts can be uploaded into Orchestrate and displayed in the ISPOR 2022 Online Event Platform. All handouts must be uploaded by April 29.

“It’s not easy being green.”
—Kermit the Frog

Live Survey/Test
Similar to polling, surveys and/or test are another great way to engage the audience. ISPOR can help build short surveys in Slido. Please let Kat Bissett know if you prefer to use your own survey platform. We discourage use of paper surveys/tests, when possible.
Strategies for Q&A Engagement

Capture Their Attention

- Start with a question and get attendees asking their own questions early. For Q&A sessions with pre-recorded content, encourage live attendees to answer questions and share their experiences.
  “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?”

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?”

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?”

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

• Prepare 2-3 questions in advance in case attendee Q&A is slow to get started.

• 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.

• For live or semi-live sessions, repeat each question clearly before directing it to the speaker or speaker(s) who can best answer it. For virtual speakers, make sure you pause to allow time for a short delay in response.

• 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
Thursday, April 7
**Deadline:** Early Bird Registration Cut-off; Confirm your Participation, Complete Speaker Agreement, and Submit Your Bio/Photo

Wednesday, April 13 at Noon Eastern
**Webinar:** Delivering Your Virtual Presentation and Navigating the Virtual Platform (Live Virtual Sessions Only)

Friday, April 15
**Deadline:** Housing Reservation Cut-off

Wednesday, April 27 at Noon Eastern
**Webinar:** Let’s Get Ready to Present In-Person! (In-Person Sessions Only)

Friday, April 29
**Deadline:** Upload Slides and Submit Polling Questions

Tuesday, May 10
ISPOR 2022 Platform Opens
On-Demand Podium Sessions Launch

**ISPOR 2022**
May 15 – 18
Presentation Upload
Deadline | Friday, April 29

**ISPOR Speaker Center:**
On Demand, Live Virtual and In-Person Sessions
- Upload PDF through ISPOR Speaker Center
- Instructions available on the Speaker Resource webpage.

**Orchestrator:**
On Demand, Live Virtual and In-Person Sessions
- Upload PPT or PDF through Orchestrator, our virtual platform
- Login instructions sent to all speakers/moderators.
- Instructions available on the Speaker Resource webpage.

**PDFs will display in ISPOR Presentation Database**

**Files will display in ISPOR 2022 Online Event Platform and Speaker Ready Room (In-Person only)**
Upload Your Presentations to **Orchestrate** by **April 29**

- Orchestrate is the Content Management System for the virtual conference platform and in-person Speaker Ready Room. Speakers received Orchestrate login instructions on **March 30**.
  - If you need help accessing the Orchestrate, please contact Kat Bissett (kbissett@ispor.org).

- **From March 30 - April 29**, all speakers and moderators will have access to Orchestrate for uploading their presentation materials.
How to Upload Your Presentation to **Orchestrate**

*Upload instructions and a video demo can be found on the [ISPOR Speaker Resources page](#).*

**Accepted File Types**
Speakers/Moderators can submit PPT/PPTX or PDF files.  
- **Please note:** PDF files will be automatically uploaded to our online event platform. We strongly suggest you upload PPT/PPTX files if you are anticipating edits to your presentation before the event.

**Upload Confirmation**
After submitting a file, you will receive a confirmation email within an hour. If you do not receive a confirmation, please contact the support desk at [Orchestrate@freemanco.com](mailto:Orchestrate@freemanco.com) to ensure that your file was successfully uploaded. When contacting the support desk, please reference **ISPOR 2022** and the presenter’s full name.

**Making Changes to Your Presentation**
If you need to make changes to your presentation that you submitted before the **April 29** deadline, you may submit your through the website using a new file name; you should also delete the earlier submission.
Upload Your Presentation to ISPOR Speaker Center by April 29

Upload instructions can be found on the ISPOR Speaker Resources page.

• In order to have your presentation displayed in the ISPOR Online Presentation Database and on the ISPOR website, speakers/moderators will need to upload their presentation pdf to Speaker Center by April 29.

• Accepted File Type(s): PDF files only

• Only presenters who have provided consent through Speaker Center will have their presentation displayed.
  • Learn more about the ISPOR Presentation Database
#ISPORAnnual—Tweet, Post, Share!

Visit the ISPOR 2022 Marketing Kit page for graphics, badges and sample social media posts!

"We are presenting at #ISPORAnnual! Join us on May 16 at 11:45 AM for a discussion on Open Source In Precision Medicine" www.ispor.org/ISPOR2022

10:35 AM · Mar 29, 2022

18 Retweets 4 Quote Tweets 1.2K Likes
Speaker Resources Page

- Webinar Recording and Slides
- Speaker Guide
- Speaker FAQ
- Q&A Strategies
- Presentation Upload Instructions
- Quick Links to:
  - Orchestrate
  - ISPOR Speaker Center
  - Zoom

Speaker Resources

These resources are intended for moderators, speakers, discussion leaders, and discussants in Issue Panel, Workshop, Other Breakout Sessions, Spotlight, Podium, and Forum sessions.

If you are a poster presenter, please visit the Poster Resources page for separate guidelines and FAQ's.

All Poster Presenters must be registered to access the event. Register by April 7 to save 20% with ISPOR's Early Bird registration rates! Please click here to learn more and register for ISPOR 2022.

Important Dates/Deadlines:

- **Friday, April 1 at 12:00 PM Eastern** | Webinar: Developing Your ISPOR 2022 Presentation (Live Virtual and On-Demand Presenters Only)
- **Thursday, April 7** | Deadline: to Confirm your Participation, Complete Speaker Agreement, and Submit Your Bio/Photo; Early Bird Registration Cut-off
- **Wednesday, April 13 at 12:00 PM Eastern** | Webinar: Delivering Your Virtual Presentation and Navigating the Virtual Platform (Live Virtual Sessions Only)
- **Friday, April 15** | Deadline: Housing Reservation Cut-off
- **Wednesday, April 27 at 12:00 PM** | Webinar: Let's Get Ready to Present In-Person! (In-Person Sessions Only)
- **Friday, April 29** | Deadline: to Upload Slides and Submit Polling Questions
- **Tuesday, May 10** | ISPOR 2022 Virtual Platform Opens and On-Demand Podium Sessions Launch
- **Sunday, May 15 – Wednesday, May 18** | ISPOR 2022
Delivering Your Virtual Presentation and Navigating the Virtual Platform

Wednesday, April 13 | Noon Eastern

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Your ISPOR Contact:
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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.