Poster Presenter FAQs

This document is filled with frequently asked questions and answers to help ISPOR 2022 poster presenters develop and deliver their presentations.

How do I find my presentation format – in-person or virtual?
Refer to your abstract notification email sent from Bianca Kovalenko (bkovalenko@ispor.org) with the subject line “ISPOR 2022: Abstract Notification”

How should my poster be formatted?
Posters should be created as landscape format ( widescreen or 16:9 ratio). See section 1 in the poster guidelines for more information.

In-person Presenters

I am assigned to present a poster in-person at the Gaylord National Resort and Convention Center. What happens if I’m no longer able to participate in-person?
Please email Bianca Kovalenko (bkovalenko@ispor.org) with your request to switch to virtual participation. Deadline to receive a price adjustment on your registration is April 15, 2022. You will be able to change your participation past this date, but you will not receive a refund.

How do I book my hotel room? Is there a discounted room rate for ISPOR 2022 attendees?
ISPOR has negotiated discounted room rates at the 2022 conference venue, Gaylord National Resort and Convention Center. Accommodations are available on a first come, first served basis until the cut-off date of April 15. Room Rates start at $274+taxes and include Resort Fees.
Please click here to learn more and reserve your hotel room for ISPOR 2022. All speakers are responsible for securing and paying for their own hotel accommodations. ISPOR will not reimburse for any hotel and/or travel expenses.

Where can I learn more about health and safety measures for ISPOR 2022?
ISPOR is committed to the health and well-being of its conference attendees. Please visit the ISPOR 2022 Health and Safety Measures page for the most up-to-date conference health and safety information.

What are the size dimensions of my printed poster?
The poster board is standard landscape, 4 ft x 8 ft. The poster should be created to fit within usable space of 3.5 ft. x 7.5 ft. See section 1 in the poster guidelines for more information.

How do I print my poster for on-site participation?
Presenters are responsible for printing and bringing their posters to the conference. Do not ship your poster to the convention center. See page 11 poster guidelines for more information.

How will I know where to hang my poster?
You will receive a poster board number prior to the start of the conference that you can reference on the exhibit hall floor.
When can we hang our posters?
Posters should be hung a half hour before your assigned poster session. See page 27 on the poster guidelines for timing.

Do I need to arrive to my discussion session early?
Yes. We ask that all poster presenters arrive to their posters 15 minutes prior to the start of the discussion session. Poster presenters are only required to be present during the discussion hour, not the duration of the poster session. See pages 24-26 on the poster guidelines for timing.

What is the dress code for the conference?
The dress code for ISPOR 2022 is business casual.

Virtual Presenters

I am assigned to present a poster virtually. What happens if I’d like to switch to participate in-person?
Please email Bianca Kovalenko (bkovalenko@ispor.org) with your request to switch to in-person participation.

What time zone does ISPOR 2022 take place in?
ISPOR 2022 will take place in Eastern Time Zone (ET). Make sure to set your clock to ET for the meeting. ISPOR will not send calendar invites for your session. Click here if you need help figuring out your session time within your time zone.

Will attendees be able to ask questions on my virtual poster?
Yes. Each poster page will have a Q&A text box to allow for questions, and presenters will be able to respond.

Will I be able to see and interact with in-person posters?
Yes. All in-person presenters are required to upload their poster to our virtual platform.

General

As a presenter, do I need to register for the conference?
Yes, all presenters must be registered by April 15 in order to present. Speakers receive a discount off their applicable registration rate. In the registration information section, you will see a Registrant Type box. Click the pull down and select Poster Presenter. For in-person speakers, please select the “ISPOR 2022 In-Person and Virtual” rate. When you proceed to check out you will see the corresponding registration fee for speaker. We encourage you to register by April 7 to save an additional 20% with our Early Bird rates.

Please click here to register for ISPOR 2022.

How do I upload my PDF poster?
All posters (BOTH in-person and virtual) must be uploaded to the ISPOR Virtual Platform and Speaker Center. Instructions on the upload process can be found on pages 15-21 on the poster guidelines.

When do I need to upload my poster?
All posters need to be uploaded by Friday, April 22. Posters must be in .pdf format.
I have a question not answered here or within the Poster Presenter Resources webpage. Who should I contact?
Contact Bianca Kovalenko at bkovalenko@ispor.org.

Prior to the conference, ISPOR will send a “Know Before You Go” email to both in-person and virtual presenters.