Speaker FAQ

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.

As a speaker, do I need to register for the conference?
Yes, all speakers must be registered in order to present. 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. For instructions on applying the Speaker discount to your registration rate, please see below.

Speakers also receive an additional discount off their applicable registration rate. In the registration information section, you will see a Registrant Type box. Click the pull down and select Speaker. For in-person speakers, please select the “ISPOR 2022 In-Person and Virtual.” When you proceed to check out you will see the corresponding registration fee with discount applied. Please note: the Speaker discount cannot be applied to the one-day conference rates.

How do I find my presentation format – in-person or virtual?
Refer to your presentation detail email sent from Kat Bissett (kbissett@ispor.org) with the subject line “Important Presentation Details and Deadlines.” You can also view your session format label (In-person, Virtual, and On-Demand) on our ISPOR 2022 program page.

In-person Speakers

I am assigned to present a session in-person at the Gaylord National Resort and Convention Center. What happens if I’m no longer able to participate in-person?
ISPOR staff will be emailing our in-person speakers frequently to confirm in-person participation. If you haven’t already done so, complete ISPOR’s pre-conference survey to confirm your ability to present in-person at the Gaylord National Resort and Convention Center. Deadline to confirm your in-person participation is April 7, 2022.

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.
Will ISPOR provide a place for me to check-in and review and/or edit my slide deck?
Yes, the Speaker Ready Room location is **Maryland Ballroom 1**. This room will be available during the following hours:

- **Sunday, May 15**: 7:00 EASTERN – 5:00 PM EASTERN
- **Monday, May 16**: 7:00 EASTERN – 5:00 PM EASTERN
- **Tuesday, May 17**: 7:00 EASTERN – 5:00 PM EASTERN
- **Wednesday, May 18**: 7:00 AM – 11:00 AM EASTERN

Speakers must check-in at the Speaker Ready Room at least 2 hours to their scheduled presentation, or the day before. Short Course faculty should arrive at least 1 hour prior to their course start time; the speaker ready room will not be available on Saturday, May 14. The computers in the Speaker Ready Room will be configured exactly like the ones in the meeting room. It is strongly encouraged that you review your presentation in the Speaker Ready Room. This is where on-site technicians can help resolve any compatibility or formatting issues and explain the in-room setup.

Do I have to bring my slide deck to the conference if I have uploaded it to the Orchestrate virtual platform?
Yes, please bring a copy of your presentation and any movie files (if applicable) saved on an USB.

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

What audiovisual equipment will be provided for my presentation?
ISPOR will provide the following for each session type. If you have a special request, please contact Kat Bissett ([kbissett@ispor.org](mailto:kbissett@ispor.org)).

- PC Laptop with applicable cords
- (1) Projector and screen(s) suitable for session room size
- Wireless microphones and sound system for amplification
- Microphone to capture audience questions

**How can I print or ship handouts for my session?**
If you are planning to ship your handout materials, you are expected to handle shipping arrangements on their own. ISPOR will be unable to ship or store any material. **DO NOT SHIP YOUR HANDOUTS TO THE CONVENTION CENTER.** Please note: ISPOR is not responsible for any lost or misplaced materials shipped to the venue.

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

**FedEx Office Print & Ship Center**
Gaylord National Resort and Convention Center
201 Waterfront St.
Oxford Hill, Maryland, USA
Will notepads or pens be provided by the conference venue?
No, notepads and pens will not be provided for session rooms.

Virtual/On Demand Speakers

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.

Where can I find ISPOR’s Zoom backgrounds?
Refer to the Speaker Guide (available on the Speaker Resources page) to download ISPOR’s Zoom backgrounds.

How will I access my virtual session the day of my scheduled presentation?
ISPOR will send emails to all speakers with an access link to sessions, instructions, and date/time reminders. ISPOR will not send Outlook/Google calendar invites for your session. Virtual speakers should plan to attend the May 6 webinar “Delivering Your Virtual Presentation and Navigating the Virtual Platform” for more information on accessing and presenting in the virtual platform.

Do I need to be on camera during my virtual presentation?
Yes, please! Attendees want to see you as you present. Refer to our Speaker Guide (available on the Speaker Resources page) for best practice tips on presenting live.

I am a virtual speaker but will be attending the conference in-person. Will I be able to present my session from the conference venue?
Yes, we will make space available for virtual presenters to present from the conference venue. Please contact Kat Bissett (kbissett@ispor.org) to reserve.

General

Where do I complete the Speaker Agreement and submit my bio/photo?
You can review and accept the Speaker Agreement & Consent Form as well as submit your bio/photo within Speaker Center. See access instructions below.

- Complete the Speaker Agreement & Consent Form
- Add a short bio (600 characters or less) for inclusion in the meeting program
- Upload a photo head shot for inclusion in the meeting program

If you have any technical difficulties with accessing Speaker Center, please contact Kat Bissett at kbissett@ispor.org.
Do I need to arrive/sign into my session early?
Yes! Virtual Speakers - Please arrive or sign in 30 minutes prior to the start of your session.
In-Person Speakers – Please arrive to your meeting room 15-20 minutes prior to the start of your session.
This will allow us time to troubleshoot any issues and answer any last-minute questions you might have.

How do I upload my PDF presentation?
All session files (BOTH in-person and virtual) must be uploaded via Orchestrate and ISPOR Speaker Center.

1.) **Orchestrate:** our new online content system for the virtual platform and onsite Presentation Management.
2.) **ISPOR Speaker Center:** To advance our mission of promoting HEOR excellence to improve decision making for health globally, ISPOR requests that speakers also upload a PDF of their slide presentation to ISPOR Speaker Center. These PDF presentations will be displayed within the [ISPOR Presentations Database](#) and on the [ISPOR website](#). Only presenters who have provided consent through Speaker Center will have their PDF presentation displayed.

The Uploading Your Presentation Guide (available on the [Speaker Resources page](#)) provides instructions on uploading presentations for inclusion within the virtual event platform, Orchestrate, as well as ISPOR Presentations Database.

**Watch the ISPOR 2022 Orchestrate Upload Demonstration!**

How do I access Orchestrate?
Each speaker will receive Orchestrate login instructions on **March 30.** If you need help accessing the Orchestrate system, please contact Kat Bissett ([kbissett@ispor.org](mailto:kbissett@ispor.org)).

How do I access ISPOR Speaker Center?
Visit [Speaker Center](#) and log in using the email address used during the abstract submission process.

When do I need to upload my presentation?
All presentations need to be uploaded by **Friday, April 29.** Uploaded files (PPT and PDF) must be the same as your final presentation.

I have a question not answered here or within the [Speaker Resources page](#). Who should I contact?
Contact Kat Bissett at [kbissett@ispor.org](mailto:kbissett@ispor.org).

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