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ISPOR

Improving healthcare decisions



ISPOR 2025: Poster Presenter Training Webinar



Welcome



ISPOR 2025 101



Posters at ISPOR 2025



Poster Presenter Responsibilities



Formatting Your Materials



Speaker Center:
Uploading Your Materials



ISPOR 2025 Deadline Reminders & Next Steps



Q&A

Poster Resources Page

- Poster Guide
- Poster Details with Formatting Guidelines
- Upload Instructions
- FAQs
- Navigating to Speaker Center
- ...and more!

Poster Resources

These resources are intended for accepted poster presenting authors. If you are a Speaker or Moderator of an Issue Panel, Workshop, Other Breakout Sessions, Spotlight, Podium, HEOR Impact Case, and Forum session, please visit the [Speaker Resources](#) page.

Important Dates/Deadlines:

- **Thursday, April 3** | Deadline: [Early Registration Cut-off](#)
- **Monday, March 17** | Last Day to Change 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, April 10 at 10:00am - 11:00am EDT** | Webinar: ISPOR 2025 Poster Presenter Training
 - [Webinar Zoom Link](#) | [Zoom Dial-In Numbers](#)
 - Webinar ID: 845 3351 8642 | Password: ISPOR25
- **Friday, April 11** | Deadline: [Housing Reservation Cut-off](#)
- **Monday, April 14** | Poster upload will open and will remain open through the conference
- **Friday, April 18** | Deadline: [Presenting Author Registration](#)
 - *Note: If you do not register by this date, your poster will be withdrawn and will not be eligible for presentation and publication.*
- **Tuesday, May 13 – Friday, May 16** | ISPOR 2025

Registration

All presenting authors must be registered **by April 18** in order to present. We strongly recommend you register by April 3 to save 20% with ISPOR's early registration rates!

[REGISTER HERE](#)

Poster Guide

The ISPOR 2025 Poster Guide covers developing, uploading, and presenting your poster.



ISPOR 2025 101

Collaborating to Improve Healthcare Decision Making for All: Expanding HEOR Horizons

Through dynamic discussions, innovative research presentations, and collaborative initiatives, **ISPOR 2025** aims to elevate the role of HEOR as a catalyst for progress, driving impactful decisions that benefit all populations, and setting a visionary path for the future of healthcare decision making.

Who will you find at **ISPOR 2025**?

Healthcare stakeholders, researchers and academicians, assessors and regulators, payers and policy makers, the life sciences industry, healthcare providers, and patient engagement organizations.

ISPOR 2025

Tuesday, May 13 - Friday, May 16 | Montreal, Quebec, CA

Poster Presenters are expected to present in-person in Montreal



Montreal Convention Centre
(Palais des congrès de Montréal)

**ISPOR does not send calendar invites for sessions.
Please mark your calendar accordingly for your session!**



Posters at ISPOR 2025

Poster Formats



Printed Posters

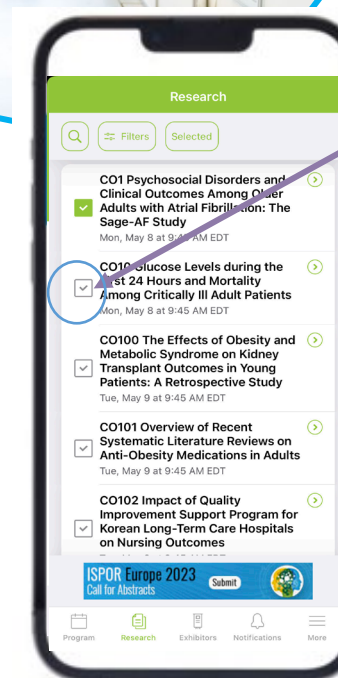
All posters must be presented in-person at the Montreal Convention Centre, Montreal, QC, Canada



Digital Posters

All authors are strongly recommended to upload a .pdf of their poster to our conference app for easy viewing outside of your session time.

There will be no virtual poster presentations for this conference.



Pro Tip: Click the checkbox button to add a poster to your favorites list

Resources	
Poster	➔
Supplemental Material	➔
Sessions	
<div> Clinical Outcomes</div> <div>Tue, May 9, 3:15 – 6:45 PM EDT</div> <div>Poster Session 4</div>	➔
Speakers	

Poster Session Times

Poster Sessions		Discussion Periods/ Poster Tours	Poster Set-Up Times	Poster Tear Down Times
Session 1: Wednesday, May 14, 10:30AM-1:30PM	→	12:30PM - 1:30PM / 11:30AM - 12:15PM	10:00AM - 10:30AM	1:30PM - 1:45PM
Session 2: Wednesday, May 14, 4:00PM-7:00PM	→	6:00PM - 7:00PM / 4:00PM - 4:45PM	3:30PM - 4:00PM	7:00PM – 7:15PM
Session 3: Thursday, May 15, 10:30AM-1:30PM	→	12:30PM - 1:30PM / 11:30AM - 12:15PM	10:00AM - 10:30AM	1:30PM - 1:45PM
Session 4: Thursday, May 15, 4:00PM-7:00PM	→	6:00PM - 7:00PM / 4:00PM - 4:45PM	3:30PM - 4:00PM	7:00PM – 7:15PM
Session 5: Friday, May 16, 9:00AM-11:30AM	→	9:00AM - 10:00AM	8:30AM - 9:00AM	11:30AM – 11:45AM

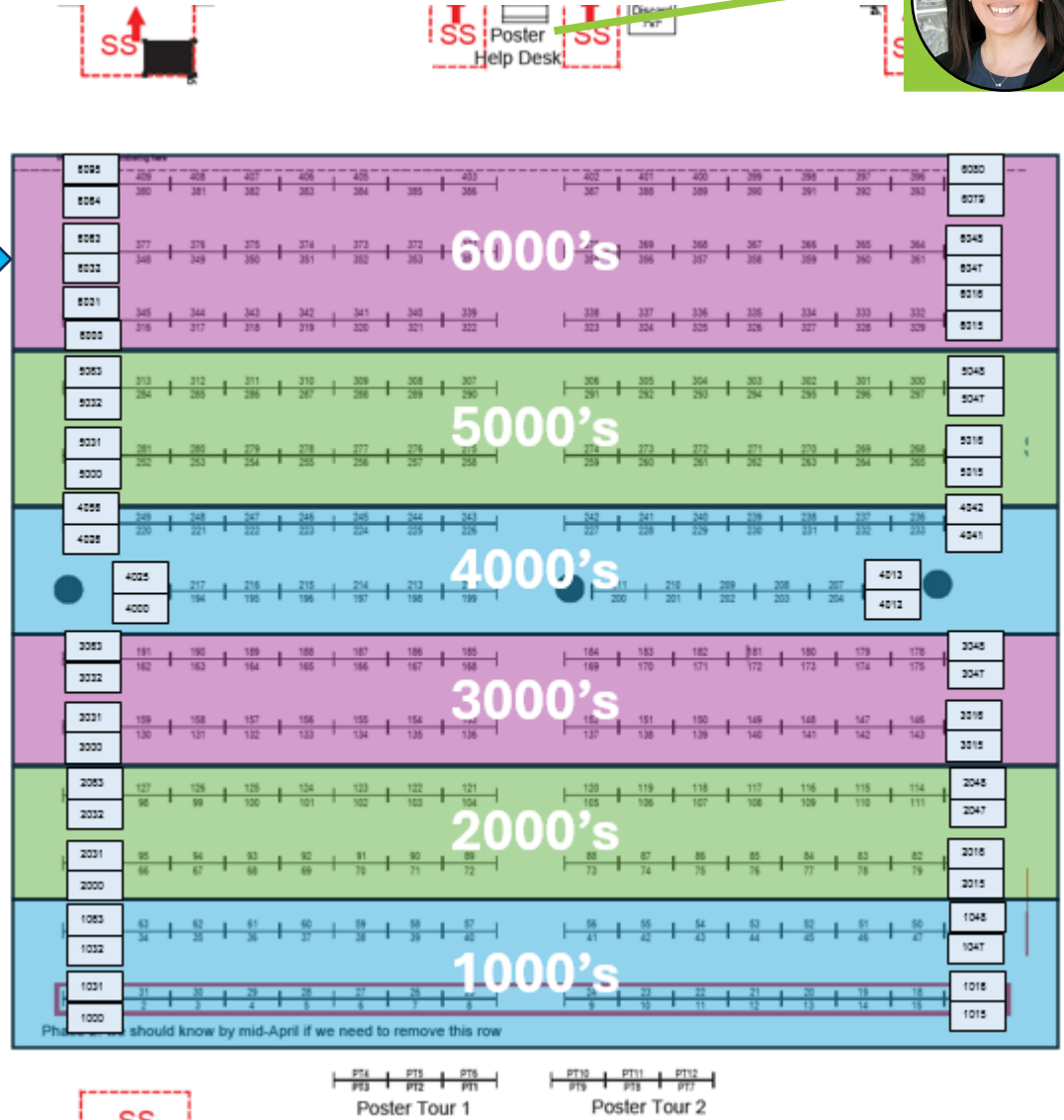
All times listed in Eastern Daylight Time (EDT)

What Goes **Up**, Must Come **Down**



Please Be Kind, **Don't Leave Your Poster Behind!**

Poster Location and Layout



Example Only!

The final version will be shared in the Know Before You Go emails.



Poster Presenter Responsibilities

Before You Arrive: Poster Presenter Action Items

Requirements:

- Register for ISPOR 2025 by **Friday, April 18**.
- Print and bring your poster to Montreal, Canada.
 - **Please do not ship your poster to the convention center.**
 - For your convenience, ISPOR has secured special rates with **Scientific Poster Printing**. Information on that later in the presentation.

Optional, Highly Recommended:

- **By or Before your Scheduled Session**, Upload the following to the ISPOR 2025 Task Portal so they appear in the conference app and ISPOR Presentations Database:
 - A digital version of your poster and
 - Supplemental materials (handouts, resources)
 - Files should be **pdf only** – we cannot support image, ppt, video, or audio file uploads

Note: all PDF presentations and handouts will be displayed in the mobile app (registrants only), ISPOR 2025 online program (public), and ISPOR Presentations Database (public) on May 13.

Onsite in Montreal: Poster Presenter Action Items

Requirements:

- Check-in to ISPOR Registration desk to obtain your **name badge** and **poster presenter ribbon**.
 - Poster presenters are required to wear your name badge for poster area access.
- Setup your poster at least **30 minutes prior to the start of your poster session**.
 - You will not be able to setup your poster before your assigned poster session time as we use the same boards across all sessions.
- Arrive at your poster at least **15 minutes prior to the start of your discussion time**.
- **Remove your poster at the end of your poster session**.
 - Any posters that are not removed are not the responsibility of ISPOR nor the Convention Center and will be discarded.

Optional, Highly Recommended:

- Explore other research, sessions, exhibits and all the great content available at ISPOR 2025!

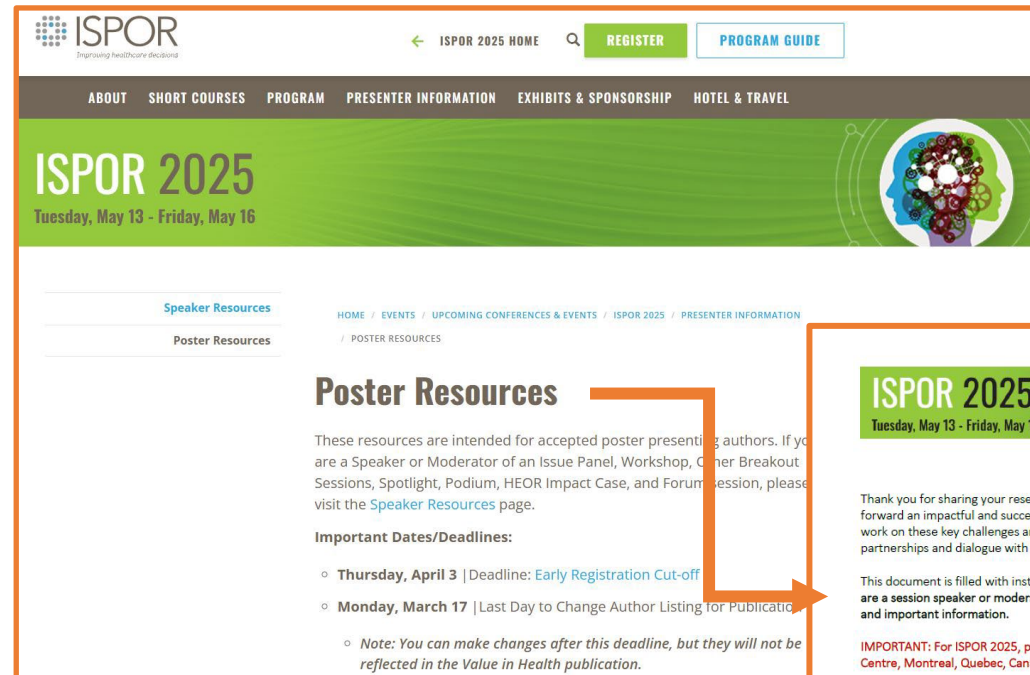


Formatting Your Materials

Formatting Guidelines

Download the Poster Guide for detailed formatting tips (available on ISPOR's [Poster Resources](#) page):

- Please note, aside from the **horizontal and size format**, these guidelines are meant to be helpful tips, not requirements.
- Ultimately, we want to ensure your poster is easy to read/understandable for our attendees.



ISPOR 2025
Tuesday, May 13 - Friday, May 16

Speaker Resources
Poster Resources

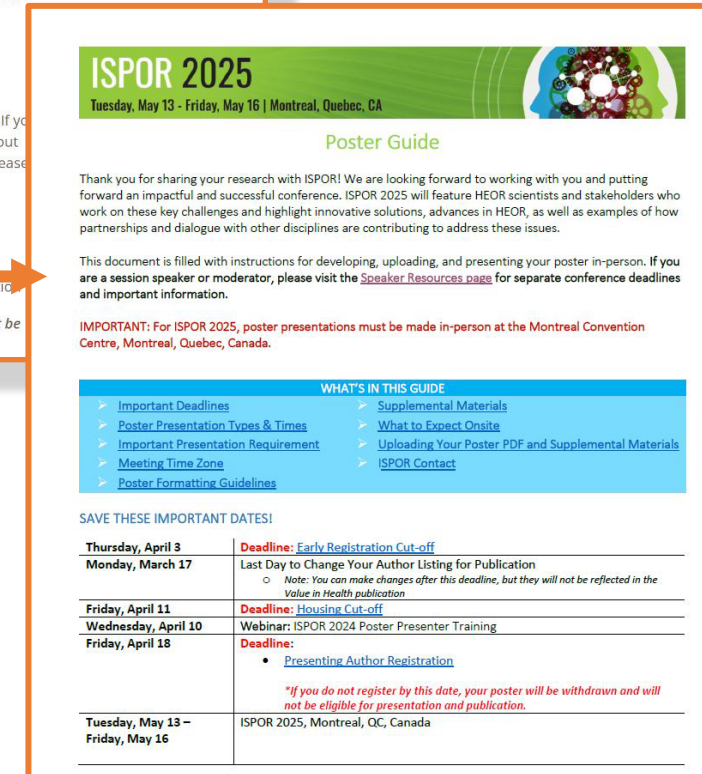
HOME / EVENTS / UPCOMING CONFERENCES & EVENTS / ISPOR 2025 / PRESENTER INFORMATION / POSTER RESOURCES

Poster Resources

These resources are intended for accepted poster presenting authors. If you are a Speaker or Moderator of an Issue Panel, Workshop, Corner Breakout Sessions, Spotlight, Podium, HEOR Impact Case, and Forum session, please visit the [Speaker Resources](#) page.

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- **Monday, March 17** | Last Day to Change Author Listing for Publication
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ISPOR 2025
Tuesday, May 13 - Friday, May 16 | Montreal, Quebec, CA

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 2025 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 2025, poster presentations must be made in-person at the Montreal Convention Centre, Montreal, Quebec, Canada.

WHAT'S IN THIS GUIDE

- Important Deadlines
- Poster Presentation Types & Times
- Important Presentation Requirement
- Meeting Time Zone
- Poster Formatting Guidelines
- Supplemental Materials
- What to Expect Onsite
- Uploading Your Poster PDF and Supplemental Materials
- ISPOR Contact

SAVE THESE IMPORTANT DATES!

Thursday, April 3	Deadline: Early Registration Cut-off
Monday, March 17	Last Day to Change Your Author Listing for Publication <ul style="list-style-type: none"> ◦ <i>Note: You can make changes after this deadline, but they will not be reflected in the Value in Health publication.</i>
Friday, April 11	Deadline: Housing Cut-off
Wednesday, April 10	Webinar: ISPOR 2024 Poster Presenter Training
Friday, April 18	Deadline: <ul style="list-style-type: none"> • Presenting Author Registration <p><i>*If you do not register by this date, your poster will be withdrawn and will not be eligible for presentation and publication.</i></p>
Tuesday, May 13 – Friday, May 16	ISPOR 2025, Montreal, QC, Canada

Poster Layout and Specifications

- **Poster size recommendations:**

- 3ft x 4ft (36in x 48in)
- 3ft x 4.7ft (36in x 56in)
- 3.5ft x 4.7ft (42in x 56in)

- The **poster board** is **HORIZONTAL|LANDSCAPE** 4ft. (H) x 8ft. (L)

- Materials must be **easily read at a distance of 3ft.**
- As a rule of thumb, use a font size of 16 point to 32 point and double space.

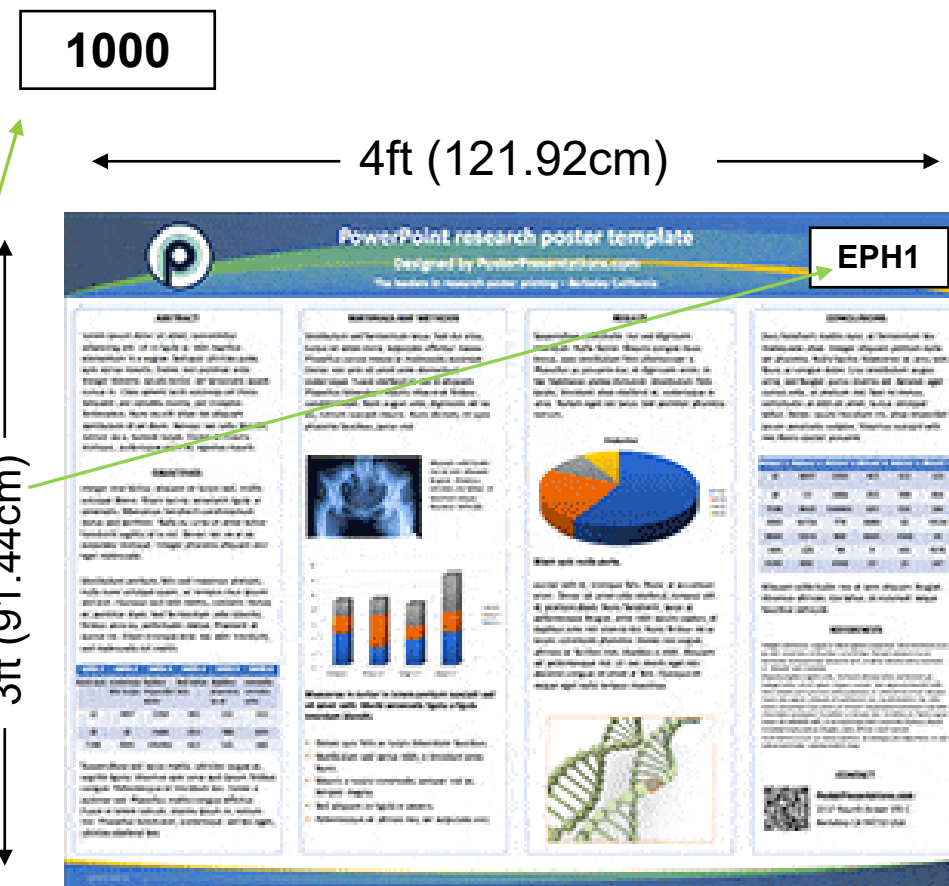
- QR Codes are welcome as long as they are not commercial in nature.

- ISPOR will no longer provide QR codes at your poster board

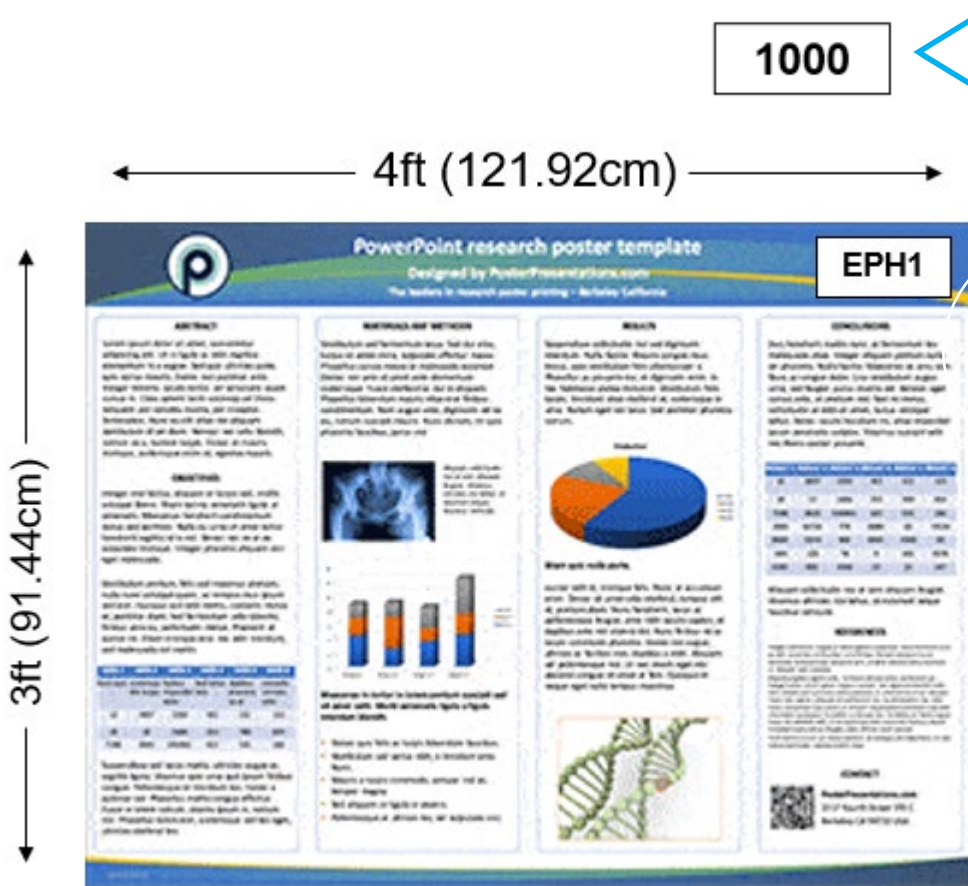
- Add your ISPOR-provided acceptance code to the top right-hand corner of your poster (example, EPH1)

NOTE: ISPOR will provide push pins.

Prior to the Conference, a poster board assignment (number) will be sent via email to poster presenters. ISPOR will print and display this number for authors.



What's the Difference Between Poster Board Numbers and Acceptance Codes?



Poster Board numbers are assigned and printed by ISPOR. This four-digit number indicates where you should hang your poster during your session.

Presenters will receive their assigned poster board numbers approx. 2 weeks before the conference.

Acceptance codes are assigned by ISPOR in your acceptance notification emails. These are alpha-numeric codes. Presenters are **required** to print their acceptance code on the top right corner of their poster.

This helps attendees find your poster in the ISPOR 2025 mobile app.

Printing & 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, ISPOR has secured special rates with Scientific Poster Printing.

Scientific Poster Printing

Scientific Poster Printing has created a specific link with rates for our ISPOR 2025 presenters. With Scientific Poster Printing, you can either:

1. have your poster shipped directly to you (US addresses only), **or**
2. you can choose the “convention center” option where you will be able to pick up your poster onsite Sunday through Tuesday.

Poster sent to Printer Deadline: May 5, 2025

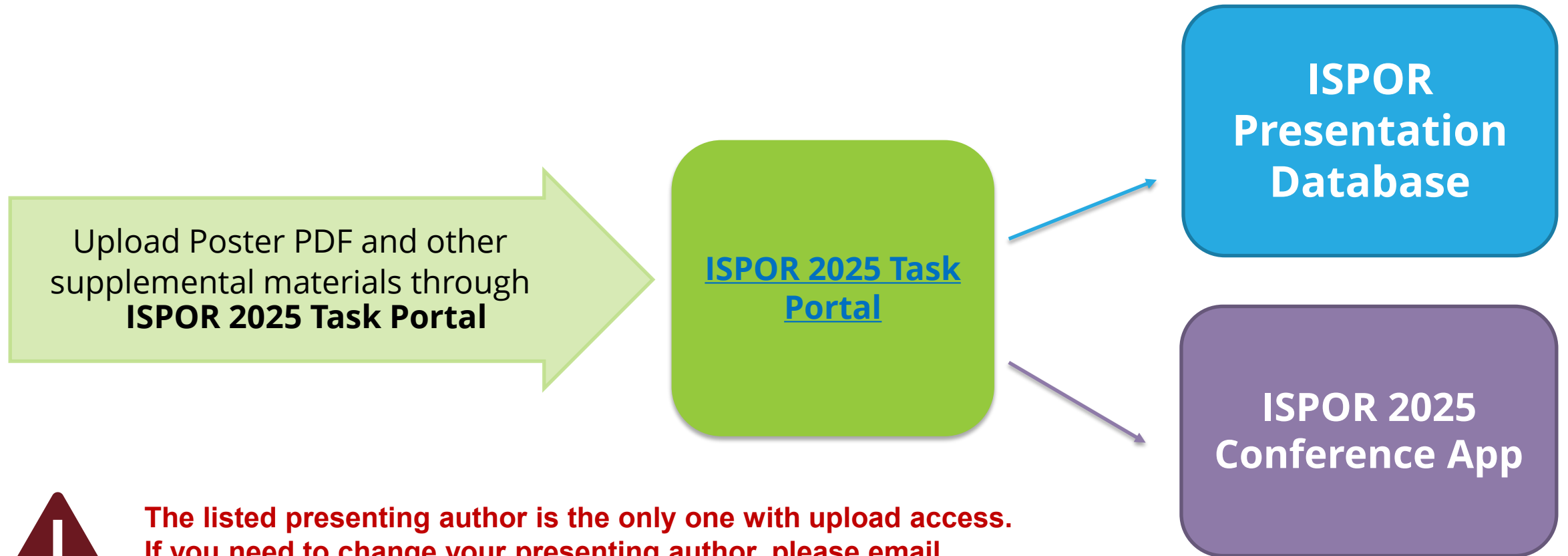
Note: *This is not a local printer, so there is not an option for pickup at the print shop.*

Poster payment and pickup/delivery arrangements are the responsibility of the presenter. This vendor is not an official ISPOR partner, and ISPOR is not responsible for any lost, misplaced, and/or damaged posters. Due to the high volume of onsite poster printing requests, we strongly advise presenters to adhere to the printer deadlines as noted above.



ISPOR 2025 Task Portal: Uploading Your Poster

Presentation Upload



**The listed presenting author is the only one with upload access.
If you need to change your presenting author, please email
conferences@ispor.org.**

Presentation Upload

Download the Uploading your Poster document for further instruction (available on ISPOR's [Poster Resources](#) page)



ISPOR requests that all PDF files are submitted with the following naming convention for easy identification within our database.

Posters

ISPOR25_Last Name_Acceptance Code_POSTER
ex: ISPOR25_Kovalenko_EPH1_POSTER

Handouts

ISPOR25_Last Name_Acceptance Code_HANDOUT
ex: ISPOR25_Kovalenko_EPH1_HANDOUT

NOTE: If you need to upload a new version of a previously uploaded file you will need to change the file name (with a V2 for example) for the file to update on the platforms.
ex: ISPOR25_Kovalenko_EPH1_POSTERV2



Presentation Upload Demo: Uploading Your Poster



ISPOR 2025

Deadline Reminders and Next Steps



Don't Forget These Important Dates!

- **Friday, April 18**
 - **Deadline** Presenting Author Registration
 - *If you do not register by this date, your poster will be withdrawn and will not be eligible for presentation and publication.*
 - ***Digital Conference Pass Only registration will not give you access to your poster and will not fulfill your registration requirement.***
- **Tuesday, April 29**
 - *Expected ISPOR 2025 Mobile App Launch Date*
- **By Friday, May 16**
 - Upload digital poster .pdf for the meeting app and Presentations Database



#ISPORAnnual—Tweet, Post, Share!

Visit the [ISPOR 2025 Marketing Kit](#)



Bianca Kovalenko
@PosterGirlie2025

We will be presenting at [#ISPORAnnual](#)! Visit our poster on May 14 at 12:30 PM. See you in Montreal, Canada!

12:00 PM · May 9, 2025

20 Retweets 5 Quote Tweets 100 Likes





Now It's Your Turn!
Q&A



ISPOR Staff Contact

If you have any questions, please contact
conferences@ispor.org.

Thank you!

We appreciate your efforts to make this conference a success.



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, disabilities, and religion. Additional information can be found at the Society's [Diversity Policy](#).