ISPOR 2025

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

Uploading Your Presentation and Supplemental Materials for Issue Panel, Workshop, Other Breakout Session, Spotlight, Podium, Fast Facts and Forum Sessions

This guide provides instructions on uploading both your presentation (.ppt/.ppx) and supplemental materials (pdf)
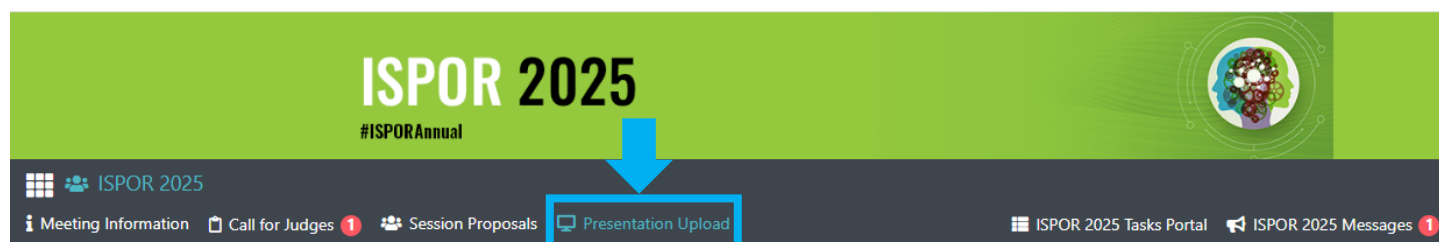
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Accessing ISPOR 2025 Tasks Portal

Step 1: Visit **ISPOR 2025 Tasks Portal** and log in using your ISPOR web credentials.

Step 2: Select **Presentation Upload** from the top menu.
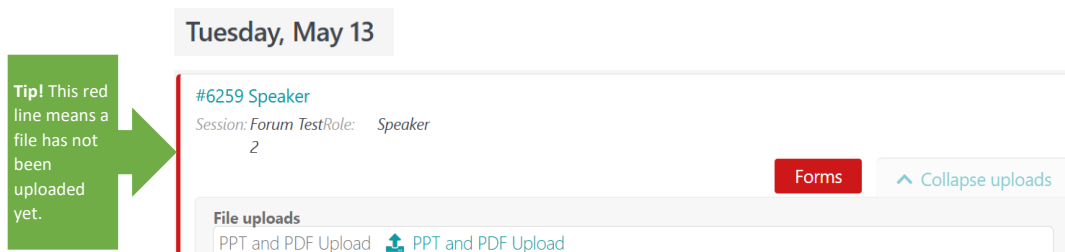

Uploading Your Presentation PPT

Upload Period: Monday, April 14 – 24 Hours Before Your Session

If you are trying to upload a presentation file and the online deadline has passed, please visit the onsite Speaker Ready Room at least 3 hours before your session start time. Location and hours are available on the ISPOR 2025 website and mobile app.

Upload Instructions for PPT
Follow steps 1 and 2 above.

Step 3: Scroll down to view your tile(s) that contain your session role and session name under the appropriate date.

Need Help?
Contact ispor@support.ctimeetingtech.com or conferences@ispor.org

Step 4: Select the **Forms** button. Answer the polling question and click **Finish.** The forms button will display a checkmark once answered. **You will not be able to proceed with your upload until you answer this question.**

Presentation Polling ✕

Does your presentation have polling?
○ Yes
○ No

○

FINISH

For more polling information, download the Polling Guide on the ISPOR 2025 Speaker Resources page.

NOTE: Polling is *not* available for podium, fast facts, or exhibit hall theater sessions.

Step 5: In the file uploads section, click on the **PPT and PDF Upload** icon. Select your PPT file from your device. A **Transferring Status** box will pop up. Your upload is complete when the following message appears. Click **OK** to clear.

Transferring status ✕

File has been transfered successfully!

OK

NOTE: If you cannot see a File Uploads section, click on the ▼**Expand Uploads** button**.**

#6259 Speaker
Session: *Forum Test*Role: *Speaker*
2

✔ Forms   ∨ Expand uploads

Step 6: When you return to the portal, your session tile should turn **green** and display ✓**Complete** next to your file name. You will be able to download, preview, and/or delete your file.

Can a moderator upload 1 ppt deck on behalf of all their session speakers?

We encourage each speaker to upload their own deck to the system. This will allow you to easily replace a file online or in the Speaker Ready Room.

#6259 Speaker
Session: *Forum Test*Role: *Speaker*
2

✔ Forms   ∧ Collapse uploads

File uploads
PPT and PDF Upload   ⬆ PPT and PDF Upload
✔ Complete   📄 TestPPTforCTI.pptx   🗄 32KB   ⬇ Download   👁 Preview   🗑 Delete

Please note, you will not be able to bring your presentation to your session room. USB/flash drives can only be used to upload your presentation 3 hours before your session in the Speaker Ready Room.

Need Help?
Contact ispor@support.ctimeetingtech.com or conferences@ispor.org

Uploading Your Presentation PDF and/or Handout PDF

Upload Period: Monday, April 14 – Friday, May 16

Providing these materials during the upload period ensures that they are available in the mobile app (registrants only), Presentations Database (public) and online program (public) beginning May 13.

File Names for PDF

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

Presentations
ISPOR25_Last Name_Session Number_PRESENTATION
ex: ISPOR25_Bissett_135_PRESENTATION

Handouts
ISPOR25_Last Name_ Session Number_HANDOUT
ex: ISPOR25_Bissett_135_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_Bissett_135_HANDOUTV2

Upload Instructions for PDF

Follow login steps 1 and 2 above.

Step 3: Scroll down to view your tile(s) that contain your session role and session name under the appropriate date.

Tip! This red line means a file has not been uploaded yet.

Tuesday, May 13

#6259 Speaker
Session: Forum Test *Role:* Speaker
2

Forms ^ Collapse uploads

File uploads
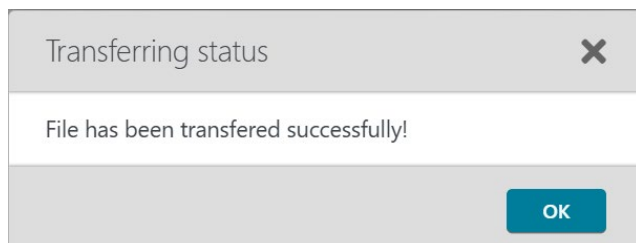PPT and PDF Upload ⬆ PPT and PDF Upload

Step 4: In the file uploads section, click on the **PPT and PDF Upload** icon. Select your PDF file from your device. A **Transferring Status** box will pop up. Your upload is complete when the following message appears. Click **OK** to clear.

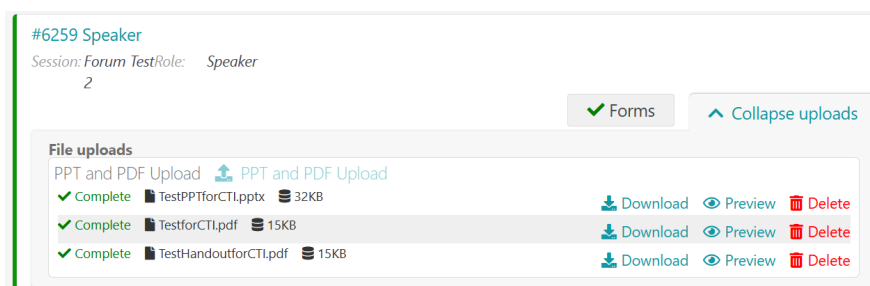**NOTE:** If you cannot see a File Uploads section, click on the **▼Expand Uploads** button.

Step 5: When you return to the portal, your session tile should turn **green** and display ✓**Complete** next to your file name. You will be able to download, preview, and/or delete your file.

In compliance with the ISPOR embargo policy, 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.

Need Help?
Contact ispor@support.ctimeetingtech.com or conferences@ispor.org