

ISPOR 2025

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



Uploading PowerPoint Presentation and Supplemental Materials

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.



Presentation Upload Deadline: Tuesday, May 6

Note: Minor edits are permitted after the upload deadline.

Upload Instructions for PPT

Follow steps 1 and 2 above.

Step 3: Scroll down to view the session title.

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

Tuesday, May 13

#6259 Speaker

Session: Forum TestRole: Speaker
2

Forms

^ Collapse uploads

File uploads

PPT and PDF Upload PPT and PDF Upload

Need Help?

Contact ispor@support.ctimeetingtech.com or jwarner@ispor.org.

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Step 4: [Educational Symposia ONLY] 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](#).

NOTE: Polling is *not* available for 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 transferred successfully!

OK

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

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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.

#6259 Speaker

Session: Forum TestRole: Speaker

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Forms Collapse uploads

File uploads

PPT and PDF Upload PPT and PDF Upload

Complete TestPPTforCTI.pptx 32KB

Download Preview Delete

Important!! 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 jwarner@ispor.org.

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Uploading Your Presentation PDF and/or Handout PDF

Upload Period: Through 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.

This is strongly encouraged but not required.

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 TestRole: Speaker

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Forms

^ Collapse uploads

File uploads

PPT and PDF Upload  PPT and PDF Upload

Need Help?

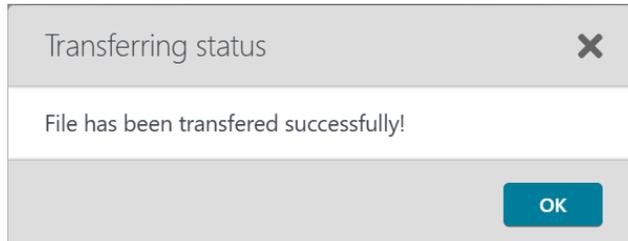
Contact ispor@support.ctimeetingtech.com or jwarner@ispor.org.

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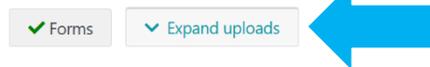


Step 4: In the file uploads section, click on the **PPT and PDF Upload** icon. Select your PDF file from your device. A **Transferring Status** box will pop up. Your upload is complete when the following message appears. Click **OK** to clear.



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

#6259 Speaker
Session: Forum TestRole: Speaker
2



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 jwarner@ispor.org.