



Presentation Upload Guide

This guide provides instructions on uploading both your presentation (.ppt/.pptx) and supplemental materials (.pdf)

Accessing ISPOR Europe 2025 Tasks Portal

Step 1: Visit [ISPOR Europe 2025 Tasks Portal](#) and log in using the ISPOR web credentials used to submit the session details.

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



Presentation Upload Deadline: Monday, 3 November

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 your tile(s) that contain your session role and session name under the appropriate date.



Monday, November 10

#6259 Speaker

Session: Forum TestRole: Speaker
2

Forms

^ Collapse uploads

File uploads

PPT and PDF Upload PPT and PDF Upload



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 Theaters.

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.

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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.

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Forms Collapse uploads

File uploads

PPT and PDF Upload PPT and PDF Upload

Complete TestPPTforCTL.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.



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.

Monday, November 10

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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.

Transferring status

File has been transferred successfully!

OK

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

#6259 Speaker
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Forms Expand uploads

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.

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Session: Forum TestRole: Speaker
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Forms Collapse uploads

File uploads
PPT and PDF Upload PPT and PDF Upload

✓ Complete	TestPPTforCTL.pptx	32KB	Download	Preview	Delete
✓ Complete	TestforCTL.pdf	15KB	Download	Preview	Delete
✓ Complete	TestHandoutforCTL.pdf	15KB	Download	Preview	Delete



File Names for PDF

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

Presentations

ISPOREurope25_Company Name_Session Number_PRESENTATION

ex: ISPOREurope25_ISPOR_135_PRESENTATION

Handouts

ISPOREurope25_Company Name_Session Number_HANDOUT

ex: ISPOREurope25_ISPOR_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: ISPOREurope25_ISPOR_135_HANDOUTV2

Note: In compliance with the [ISPOR embargo policy](#), all PDF presentations and handouts will be displayed in the mobile app (registrants only), ISPOR Europe 2025 online program (public), and ISPOR Presentations Database (public) on 9 November.

Questions?

Contact Jess Warner at jwarner@ispor.org. or visit the Speaker Ready Room located in Hall 5 during the following hours.

- Sunday, 9 November: 7:00 – 18:00
- Monday-Tuesday, 10-11 November: 7:30 – 18:00
- Wednesday, 12 November: 7:00 – 11:00