



Uploading Your Poster

Upload Period: Thursday, 9 October – Wednesday, 12 November

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 9 November.

These resources are intended for poster presenters. **If you are a moderator or speaker in an Issue Panel, Workshop, Other Breakout Sessions, Spotlights, Podium, Fast Facts, and/or Forum session(s), please visit the [Speaker Resources page](#).**

Uploading your materials to the **ISPOR Europe 2025 Task Portal** will serve two purposes:

1. **ISPOR Presentations Database:** Poster PDFs uploaded will be displayed within the [ISPOR Presentations Database](#) beginning 9 November.
2. **ISPOR Europe 2025 Conference App:** Poster PDFs, and supplemental materials (handouts) will be made available in the ISPOR Europe 2025 conference app beginning 9 November. Uploading your PDF and supplemental material allows registrants to get the full experience of your research outside of your scheduled session time.

Only PDF file uploads are supported. Poster presenters will not be able to upload PPT, MP3 (audio), or MP4 (video) file uploads.

INSTRUCTIONS FOR UPLOADING TO ISPOR Europe 2025 TASK PORTAL

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

Posters

ISPOREurope25_Last Name_Acceptance
Code_POSTER
ex: ISPOREurope25_Bissett_EPH1_POSTER

Handouts

ISPOREurope25_Last Name_Acceptance
Code_HANDOUT
ex: ISPOREurope25_Bissett_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: ISPOREurope25_Bissett_EPH1_POSTERV2

Step 1: Visit [ISPOR Europe 2025 Tasks Portal](#) and log in using the **presenting author's** ISPOR web credentials.
Only listed presenting authors will be able to upload.

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



Need Help?

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

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.

#6258 Research Abstract

Session: Forum TestRole: Research Abstract

2

Collapse uploads

File uploads

PDF Only Upload PDF Only Upload

Step 4: In the file uploads section, click on the **PDF Only 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.

#6258 Research Abstract

Session: Forum TestRole: Research Abstract

2

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.

How many pdf files can each poster presenter upload?

Each presenter can upload (1) poster pdf and (1) handout pdf for display in the ISPOR Europe 2025 mobile app and ISPOR Presentation Database.

#6258 Research Abstract

Session: Forum TestRole: Research Abstract

2

Collapse uploads

Complete. Nothing more to do.

File uploads

PDF Only Upload PDF Only Upload

Complete TestforCT1.pdf 15KB

Complete TestHandoutforCT1.pdf 15KB

Download Preview Delete

Download Preview Delete

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.