

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 <u>ISPOR</u> Presentations Database beginning 9 November.
- 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.

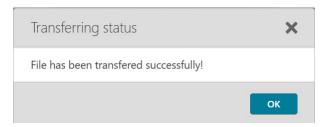
Step 2: Select Presentation Upload from the top menu.



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



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.



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 <u>ISPOR embargo policy</u>, 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.