



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)

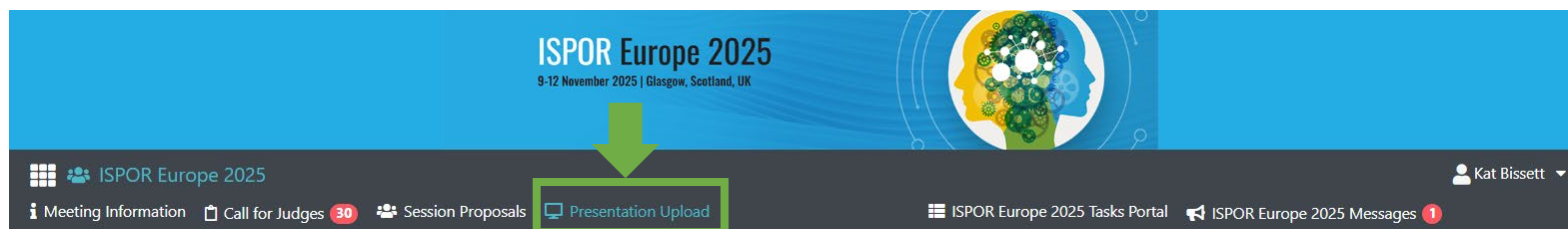
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Accessing ISPOR Europe 2025 Tasks Portal

Step 1: Visit [ISPOR Europe 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: Thursday, 9 October – 24 Hours Before Your Session

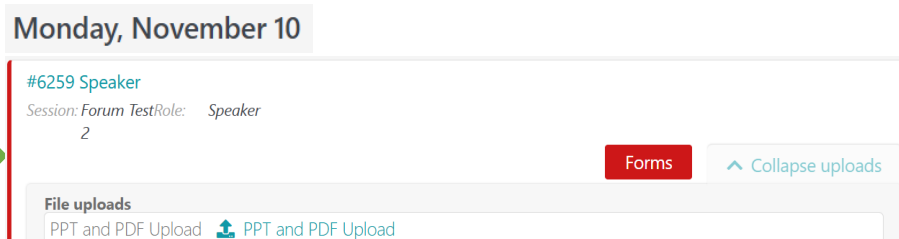
If you are trying to upload a presentation file and the online deadline has passed, please visit the onsite Speaker Ready Room at least 3 hours before your session start time. Location and hours will be provided in your Know Before You Go Emails and ISPOR Europe 2025 mobile app.

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.

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



[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 Europe 2025 Speaker Resources](#) page.

IMPORTANT: Only answer “Yes” if your individual presentation has polling included in it.

NOTE: Polling is **not** available for podium, HEOR Impact Cases, 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 transferred successfully!

OK

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

#6259 Speaker
Session: Forum TestRole: 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.

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 TestRole: Speaker
2

✓ Forms ^ Collapse uploads

File uploads

PPT and PDF Upload PPT and PDF Upload

✓ Complete TestPPTforCTI.pptx 32KB

Download Preview Delete

Pro Tip: Have your presentation loaded on a USB/flash drive for back-up, if needed.

[Need Help?](#)

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



Uploading Your Presentation PDF and/or Handout PDF

Upload Period: Thursday, 9 October – 24 Hours Before Your Session

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.

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_Last Name_Session Number_PRESENTATION

ex: ISPOREurope25_Kovalenko_135_PRESENTATION

Handouts

ISPOREurope25_Last Name_Session Number_HANDOUT

ex: ISPOREurope25_Kovalenko_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_Kovalenko_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.

Monday, November 10

#6259 Speaker

Session: Forum TestRole: Speaker

2

Forms

^ Collapse uploads

File uploads

PPT and PDF Upload  PPT and PDF Upload

Need Help?

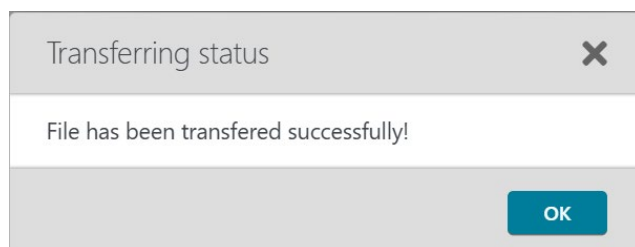
Contact ispor@support.ctimeetingtech.com or conferences@ispor.org

ISPOR Europe 2025

9-12 November



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

✓ Forms

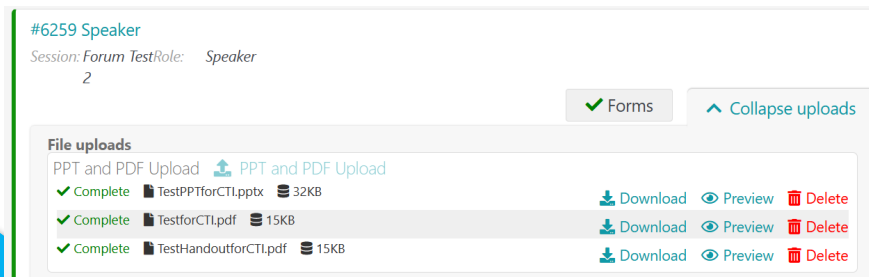
▼ Expand uploads



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.

How many pdf
files can each
speaker
upload?

Each speaker can upload
(1) presentation pdf and (1)
handout pdf for display in
the ISPOR Europe 2025
mobile app, online
program, and ISPOR
Presentation Database.



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**.

Need Help?

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