Poster Guide

Thank you for sharing your research with ISPOR! We are looking forward to working with you and putting forward an impactful and successful conference. ISPOR Europe 2022 will feature HEOR scientists and stakeholders who work on these key challenges and highlight innovative solutions, advances in HEOR, as well as examples of how partnerships and dialogue with other disciplines are contributing to address these issues.

This document is filled with instructions for developing, uploading, and presenting your poster both in-person and virtually. **If you are a session speaker or moderator, please visit the** Speaker Resources page **for separate conference deadlines and important information.**

| WHAT'S IN THIS GUIDE	
➢ Important Deadlines	➢ Supplemental Materials
➢ Poster Presentation Types & Times	➢ What to Expect Onsite (for In-person Presenters Only)
➢ Important Presentation Requirement	➢ What to Expect Virtually (for Virtual Poster Presenters)
➢ Meeting Time Zone	➢ Uploading Your Poster PDF and Supplemental Materials
➢ Poster Formatting Guidelines	➢ ISPOR Contact

SAVE THESE IMPORTANT DATES!

Friday, 16 September	**Deadline:** Last Day to Change Your Author Listing for Publication
Thursday, 29 September	**Deadline:** Early-bird Registration Cut-off
Wednesday, 5 October	**Deadlines:** • Housing Cut-off (for in-person presenters) • Last Day to Change Your Delivery Format (In-person vs. Virtual) and Receive a Refund
Friday, 21 October *If you do not upload your pdf and/or register by this date, your poster will be withdrawn and will not be eligible for presentation and publication.*	**Deadlines**: • Upload Poster PDF and Audio Recording (MP3) to Orchestrate for Display in Virtual Event Platform • Upload Poster PDF in Speaker Center for Display in ISPOR Presentation Database • Presenting Author Registration • Last Day to Change Your Presenting Author o *Note: changes sent to ISPOR after 16 September will not be reflected in the Value in Health publication* • Last Day to Withdrawal Your Abstract
Tuesday, 1 November	ISPOR Europe 2022 Virtual Platform Opens
Sunday, 6 November – Wednesday, 9 November	ISPOR Europe 2022

POSTER PRESENTATION TYPES AND TIMES

ISPOR Europe 2022 will be a hybrid event where registrants can attend either in-person at the Austria Center Vienna in Vienna, Austria, or virtually through our robust virtual event platform. Please refer to your abstract notification email for your assigned poster delivery format (in-person or virtual) and time.

In-Person Poster Sessions		In-Person Poster Discussion Periods/Poster Tours	Poster Set-Up Times	Poster Tear Down Times
Session 1: 7 November, 10:00–13:15	➔	11:15 – 12:15 /12:30 – 13:15	9:30–10:00	13:15 - 13:30
Session 2: 7 November, 15:00–18:15	➔	15:00 – 16:00 /17:45 – 18:30	14:30–15:00	18:15 – 18:30
Session 3: 8 November, 10:00–13:15	➔	11:15 – 12:15 /12:30 – 13:15	9:30–10:00	13:15 - 13:30
Session 4: 8 November, 15:00–18:15	➔	15:00 – 16:00 /17:45 – 18:30	14:30–15:00	18:15 – 18:30
Session 5: 9 November, 9:00–12:30	➔	9:00 – 10:00	8:30–9:00	12:30 – 12:45

All times listed in Central European Time (CET)
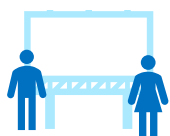
In-Person Poster Discussions

Posters will be featured on the exhibit floor throughout the week. ISPOR Europe 2022 has 5 3-hour poster sessions containing approximately 350 research posters per session. Within each poster session, there is a 1-hour poster discussion period. Presenters are required to be present at their posters during their assigned discussion period.

New! In-Person Poster Tours (By Invitation Only)

We are excited to be enhancing the poster session experience with our new poster tour program. Each tour will feature high impact abstracts within a specific topical area. Please check your abstract notification email to see if your poster was selected for a poster tour.

The poster tours will be a 45 to 60-minute experience comprised of:

- A designated poster tour area within the Exhibit Hall
- 1 Tour Guide (poster tour host)
- Up to 6 selected posters

During the Poster Tours:

- Each poster presenter (one author per poster) will be asked to provide a brief overview of their poster (3-minutes)
- After each poster overview, there will be an interactive discussion between the poster presenter, attendees, and the tour guide (~5-minutes) before moving to the next poster

In addition to the designated poster tour time, these posters will be available for viewing during the poster session. For this reason, we would like Tour posters to upload a 3-minute audio recording (MP3), to the virtual platform, for attendees to access for a "self-guided" tour option, accessible by QR code (provided by ISPOR).

Virtual Poster Gallery and Networking

Posters will be featured in the virtual conference platform that is hosting the virtual portion of ISPOR Europe 2022. All poster presenters will upload a PDF of their poster prior to the conference. Attendees will be able to scroll through and search posters before, during and after the conference. Each poster presenter will have the opportunity to engage with virtual attendees using the virtual event platform's Networking features or by asking questions directly on the poster page using the comment box.

> **IMPORTANT:** only <u>presented</u> research will be published in *Value in Health* and the expectation is that your poster will be on display during your assigned poster session(s).
>
> Please note: failure to present and/or upload your poster is considered a withdrawal. ISPOR requires notification of withdrawal in advance of the conference. Please send all withdrawal requests to Kat Bissett (conferences@ispor.org) by 21 October.

MEETING TIME ZONE

ISPOR Europe 2022 will take place in **Central European Time Zone (CET).** Make sure to set your clock to CET for the meeting. ISPOR will not send calendar invites for your session. Click here if you need help figuring out your session time within your time zone.

POSTER FORMATTING GUIDELINES FOR IN-PERSON AND VIRTUAL POSTERS

- The poster orientation must be **Portrait** format (A0 size recommended). You may use PowerPoint or any program to design your poster that can be converted to **PDF**.
- The poster must be **one slide/page**.
- Add your ISPOR-provided acceptance code to the top right-hand corner of your poster (example, EPH1)
- For poster board dimensions, print layout, and virtual poster page preview, please visit the Poster Resources page for examples and more information.

Poster Formatting Best Practice Tips

- *Important Reminders*
  - All poster presentations must be noncommercial and scientific in nature. Poster presentations may not be used as a marketing opportunity to promote any product or service.
  - Generic names should be used for technologies (drugs, devices), not trade names.
- *Less is More*
  - Avoid excessive detail in the text or complex graphs and tables with excessive numbers. An effective display is a series of brief statements and supporting illustrations that tell a story.
  - Provide clear labels or headings for each section of your presentation to avoid confusion. The flow of your research should be clearly indicated with distinct columns, letters, numbers, or arrows.
  - Remember, posters are not manuscripts. Limit text to the essentials.
- *Font*
  - Pay attention to your font size, text should be easy to read.
  - Recommended font types: Calibri, Arial, Times New Roman
  - For images/pictures or graphs, the suggested resolution is 300 dpi. It is better to use high quality images/graphs when creating the poster and then convert it to PDF (as PDF files can be compressed).
    - To check that they appear correctly on the final/printed version, zoom in at 100% and check the images, pictures, and graphs.
- *Background*
  - When choosing a background, remember that neutral or gray colors will be easier on the eyes than a bright color. In addition, color photos look best when mounted on gray.
  - Avoid "busy" slide backgrounds.
  - Always have high contrast between colors (e.g., background and text).
  - On light backgrounds (white, yellow, light blue) use dark fonts (black, navy blue, dark green).
  - On dark backgrounds (blue, purple) use light fonts (white, yellow, cyan).
  - Balance text and images.

- *Try to Avoid*
  - Having a total file size that exceeds 10 MB
  - The use of red or green in fonts or backgrounds as they are colors that are difficult to read.
  - Stretching the images manually, they will lose quality once zoomed in.
  - Full width sections. They are difficult to read when divided as a section, even zoomed in.

SUPPLEMENTAL MATERIALS

Presenters are also encouraged to upload the following supplemental materials to ISPOR's virtual event platform to further display their research and promote a dialogue with attendees. Uploading supplemental material allows registrants to get the full experience of your research.

Audio File (MP3): Record an audio walkthrough of your research
- Recordings should be no more than 3-5 minutes
- Create and upload audio recordings as a .mp3 file
- Use a microphone and test audio before recording

Handout (PDF): Elaborate on your findings with additional information
- Share your contact information, links, data, or other resources that contributed to your research, but don't forget copyright rules
- Create and upload as a .pdf file

## WHAT TO EXPECT ONSITE (FOR IN-PERSON PRESENTERS ONLY)
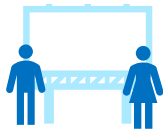
Printing and Shipping Your Poster
The presenter must organize any special shipping arrangements needed on their own. ISPOR will be unable to ship or store any material. **DO NOT SHIP YOUR POSTER TO THE CONVENTION CENTER.** In addition, there is no onsite poster printing service available at the Austria Center Vienna.

Please note: ISPOR is not responsible for any lost or misplaced posters shipped to the venue.

Poster Session and Poster Tour Location
Posters will be located in the **Exhibit Hall X2 (Level -2)** of the Austria Center Vienna. This location is a high traffic area where attendees will be taking part in networking opportunities while transitioning between program offerings, exhibit booths and refreshments. The Poster Help Desk will also be located near the posters area to answer presenting author questions.
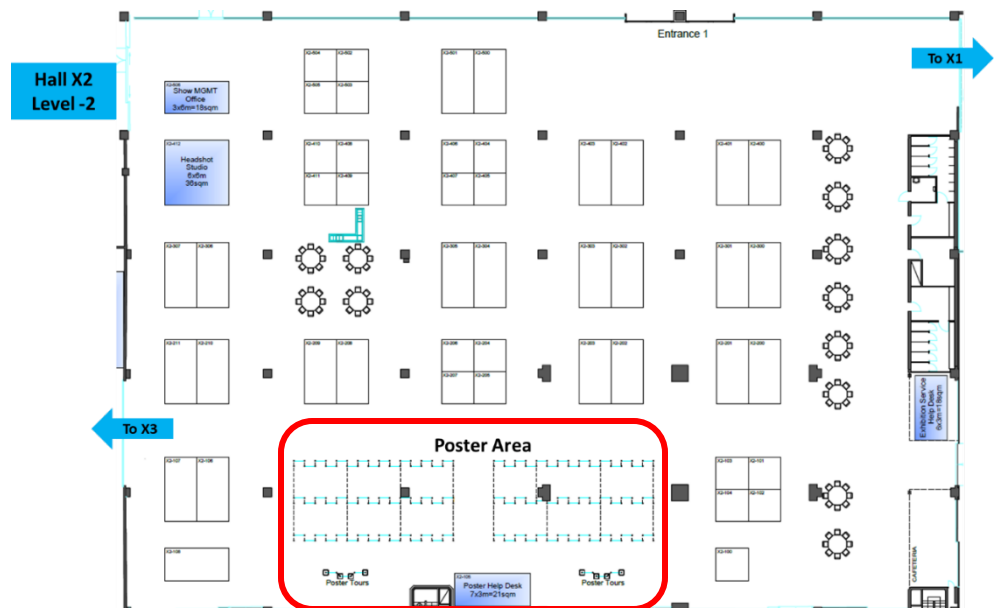
Accessing the Exhibit Hall X2

- **Presenters MUST arrive to the poster area, Exhibit Hall X2 (Level -2), at least 15 minutes prior to their presentation time.**

- Poster presenters are required to wear their name badge and poster presenter ribbon in order to access the Exhibit Hall. You will not be able to gain access without a name badge and poster ribbon.

- Before the exhibit hall opens, the presenting author will be permitted access to **the poster area only.** Poster presenters are not permitted to visit other exhibit hall areas until the exhibit hall is officially open.

- Before the exhibit hall opens, only the presenting author will be granted access. Co-authors, colleagues, guests, etc. will not be permitted inside until the exhibit hall is officially open.

- Once the exhibit hall closes and the poster presenter leaves, they will not be permitted to access the exhibit hall again. ISPOR strongly encourages poster presenters participating in Poster Sessions 2, 4 and 5, to gather all their materials before the exhibit hall officially closes.

In-Person Poster Set Up and Removal

All poster presenters are expected to set up and tear down their own posters for their designated poster times. Posters should only be set-up 30-minutes before their assigned poster session. **ISPOR will not be able to accommodate requests to set-up early for later or next day sessions.**

- **Poster Set-up**
  Posters should be mounted on their assigned poster board at least **15 minutes before** the start of the assigned poster session. Posters remain on the boards for the full session period. Again, in order to enter the Exhibit Hall for set-up, **you will need your registration badge and a poster ribbon.**

  Posters must be set-up on the day of your presentation between the following times:
Session 1 and 3	9:30 – 10:00
Session 2 and 4	14:30 – 15:00
Session 5	8:30 – 9:00

  The poster area (including floor) must remain clean and clear of tubes.

- **Poster Removal**
  Posters must be dismantled after the poster session between the following times:
Session 1 and 3	13:15 - 13:30
Session 2 and 4	18:15 – 18:30*
Session 5	12:30 – 12:45

  *Poster tour participants will tear down between 18:30-18:45.
  Any posters that are not removed are not the responsibility of ISPOR or the Convention Center and will be discarded.

WHAT TO EXPECT VIRTUALLY (FOR VIRTUAL POSTER PRESENTERS)

Virtual presenters will not have a designated poster presentation but will be assigned to poster session groups for ease of navigation. Once poster presentation and supplemental materials are uploaded, these materials will be available on the ISPOR Europe 2022 virtual event platform from 1 November – 10 December. In lieu of poster sessions, virtual presenters can engage with live attendees via their poster page's comment box, chat, 1:1 meetings, or video group meetings within the virtual event platform's Networking features. Visit the Poster Resources page for a preview of virtual poster boards and networking tools.

UPLOADING YOUR POSTER PDF AND SUPPLEMENTAL MATERIALS (FOR ALL POSTER PRESENTERS)

To advance our mission of promoting HEOR excellence to improve decision making for health globally, ISPOR requires that all poster presenters upload a PDF of their poster. The Uploading Your Presentation Guide (available on the Poster Resources page) contains instructions on uploading your poster and supplemental materials through Speaker Center AND Orchestrate. The deadline to upload your PDF presentation is **21 October.**

Supported File Types for Upload:
- **PDF**: Poster and Handout supplement file
- **MP3**: Audio supplement file

DIVERSITY AND INCLUSION

ISPOR is strongly committed to diversity. The Society's Strategic Plan and core values embrace excellence through encouragement and acceptance of diverse ideas, cultures, and disciplines. ISPOR also aims to reflect the diversity of its membership in all endeavors and encourages consideration of diversity in all presentations. Diversity dimensions include (but not limited to) gender, career stage, ethnicity, race, education, sexual orientation, region/geographic location, physical disability, and religion. Additional information can be found at the Society's Diversity Policy.

QUESTIONS?

Have a question? We have an answer! Our FAQ guide (available on the Poster Resources page) lists our most frequently asked questions. Or you can reach out to Kat Bissett at conferences@ispor.org.

We look forward to working with you!