Poster Presenter FAQs

This document is filled with frequently asked questions and answers to help ISPOR Europe 2022 poster presenters develop and deliver their presentations.

How do I find my presentation format – in-person or virtual?
Refer to your abstract notification email sent from Kat Bissett (conferences@ispor.org) with the subject line "ISPOR Europe 2022: Abstract Notification"

How should my poster be formatted?
Posters should be created in vertical/portrait format (A0 format). See the Poster Guide for more information.

In-person Presenters

I am assigned to present a poster in-person at the Austria Center Vienna. What happens if I'm no longer able to participate in-person?
Please email Kat Bissett (conferences@ispor.org) with your request to switch to virtual participation. Deadline to receive a price adjustment on your registration is **5 October 2022.**

How do I book my hotel room? Is there a discounted room rate for ISPOR Europe 2022 attendees?
Several hotels in different categories have been pre-booked at preferential rates for the Conference. Accommodations are available on a first come, first served basis until the cut-off date of **5 October.**

Please click here to learn more and reserve your hotel room for ISPOR Europe 2022. **All poster presenters are responsible for securing and paying for their own hotel accommodations. ISPOR will not reimburse for any hotel and/or travel expenses.**

Where can I learn more about health and safety measures for ISPOR Europe 2022?
ISPOR is committed to the health and well-being of its conference attendees. Please visit the ISPOR Europe 2022 Health and Safety Measures page for the most up-to-date conference health and safety information.

What are the size dimensions of my printed poster?
Presenters must prepare a poster to fit a usable space in A0 format of 841 mm x 1188 mm (33.125 in x 46.8125 in). The poster board is VERTICAL|PORTRAIT 950 mm L (3.1 ft) x 2480 mm H (8.1 ft). See the In-Person Poster Information for more details.

Where can I print my poster onsite?
Presenters are responsible for printing and bringing their posters to the conference. **Do not ship your poster to the convention center.** Please note, there is also no onsite poster printing service available at the Austria Center Vienna.

What credentials do I need to access the X2 Exhibit Hall and set-up my poster?

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.

My poster set-up time is before the exhibit hall opens; are there any access restrictions I should be aware of?

Yes…

- 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.

My poster tear down time is after the exhibit hall closes. Once I leave the exhibit hall, can I go back in to gather my materials?

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.

How will I know where to hang my poster?

You will receive a poster board number prior to the start of the conference that you can reference on the exhibit hall floor.

When can we hang our posters?

Posters should be hung 30 minutes before your assigned poster session. See pages 2 and 5 in the Poster Guide for exact timing.

Do I need to arrive to my discussion session early?

Yes. We ask that all poster presenters arrive to their posters **15 minutes** prior to the start of the discussion session. Poster presenters are only required to be present during the discussion hour, not the duration of the poster session. See page 2 in the Poster Guide for exact timing.

What is a Poster Tour? How do I know if my poster was selected?

Please check your abstract notification email from Kat Bissett (conferences@ispor.org) to see if your poster was selected for a poster tour. ISPOR Europe 2022 poster sessions serve as galleries filled with visually stimulating science and we are excited to be enhancing that experience with our new poster tour program. Each tour will feature high impact abstracts within a specific topical area.

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)
- 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

What is the dress code for the conference?

The dress code for ISPOR Europe 2022 is business casual.

Virtual Presenters

I am assigned to present a poster virtually. What happens if I'd like to switch to participate in-person?
Please email Kat Bissett (conferences@ispor.org) with your request to switch to in-person participation.

What time zone does ISPOR Europe 2022 take place in?
ISPOR Europe 2022 will take place in Central European Time Zone (CET). Make sure to set your clock to CET for the meeting. Click here if you need help figuring out your session time within your time zone.

Will attendees be able to ask questions on my virtual poster?
Yes. Each poster page will have a Q&A text box to allow for questions, and presenters will be able to respond.

Will I be able to see and interact with in-person posters?
Yes. All in-person presenters are required to upload their poster to our virtual platform.

General

As a presenter, do I need to register for the conference?
Yes, all ISPOR Europe 2022 presenters must be registered to access the event by **21 October.** *If presenting authors do not register by this date, your poster will be withdrawn and will not be eligible for presentation and publication.*

Please see instructions below.

- If you are a **member**, click on "Individual Registration" button. On the next page, in the registration information section, you will see a Registrant Type box. Click the pull down and select "Poster Presenter." In the event fees section, please select applicable registration rate (in-person vs. virtual). When you proceed to check out you will see the corresponding registration fee with discount applied. Please note: the discount cannot be applied to the one-day conference rates.

- If you are a **non-member**, click on "Join and Register" button. On the next page, in the registration information section, you will see a Registrant Type box. Click the pull down and select "Poster Presenter." In the event fees section, please select applicable registration rate (in-person vs. virtual) rate. When you proceed to check out you will see the corresponding registration fee with discount applied. Please note: the discount cannot be applied to the one-day conference rates. Questions on registering as a non-member? Click here.

We encourage you to register by **29 September** to save an additional 20% with our Early Bird rates! Please click here to register for ISPOR Europe 2022.

I'm a non-member trying to register. Can I remove the membership fee from my ISPOR Europe 2022 registration?
No, the one-year membership fee cannot be removed from non-member ISPOR Europe 2022 registrations.

How do I upload my PDF poster?
All posters (BOTH in-person and virtual) must be uploaded to the ISPOR Virtual Platform and Speaker Center. See the Uploading Your Poster doc for more information.

How do I withdrawal my poster?
Please send your withdrawal request to Kat Bissett (conferences@ispor.org) by 21 October.

When do I need to upload my poster?
All posters need to be uploaded by **Friday, 21 October**. Posters must be in .pdf format. ***If presenting authors do not upload their poster pdf by this date, your poster will be withdrawn and will not be eligible for presentation and publication.***

Can co-authors upload files, or is it only the presenting author?
All authors will have the ability to log-in and upload materials. If you need assistance with log-in credentials, please email conferences@ispor.org.

I have a question not answered here or within the Poster Presenter Resources webpage. Who should I contact?
Contact Kat Bissett at conferences@ispor.org.

Prior to the conference, ISPOR will send a "Know Before You Go" email to both in-person and virtual presenters.