



## Uploading Your Poster

**Deadline to Submit: Friday, 21 October**

These resources are intended for poster presenters, moderators, speakers, discussion leaders, and discussants in Issue Panel, Workshop, Other Breakout Sessions, Spotlight, Podium, and Forum sessions. **If you are a moderator, speaker, discussion leader, and/or discussant in Issue Panel, Workshop, Other Breakout Sessions, Spotlight, Podium, Case Study, and/or Forum session(s), please visit the [Speaker Resources page](#).**

There are two separate locations to upload your ISPOR Europe 2022 presentation:

- 1.) **Orchestrate:** our online content system for the virtual platform and onsite Presentation Management.
- 2.) **ISPOR Speaker Center:** To advance our mission of promoting HEOR excellence to improve decision making for health globally, ISPOR requests that speakers also upload a PDF of their slide presentation to ISPOR Speaker Center. These PDF presentations will be displayed within the [ISPOR Presentations Database](#) and on the [ISPOR website](#). Only presenters who have provided consent through Speaker Center will have their PDF presentation displayed.

### 1 – INSTRUCTIONS FOR UPLOADING YOUR PRESENTATION TO ORCHESTRATE

**Deadline:** Friday, 21 October

#### ORCHESTRATE LOGIN INFORMATION

Each speaker will receive Orchestrate login instructions separately. If you need help accessing the Orchestrate system, please contact Kat Bissett ([conferences@ispor.org](mailto:conferences@ispor.org)).

#### UPLOADING YOUR FILES

Speakers can access ISPOR's virtual meeting platform and upload their presentation materials. Please see more detailed instructions below.

- **Step 1:** After your first system login, you will be prompted to create your own password (minimum length of 6 characters).
- **Step 2:** Locate the desired session you wish to upload to. **Important:** When naming your file, please keep the length under 30 characters and do not include special symbols \$ & + , / : ; = ? @ " < > # % { } | \ ^ ~ [ ] ` as this will prevent your presentation from uploading through the submission website.
- **Step 3:** Click the "Upload" green button.
- **Step 4:** Browse out to your upload file/files target location, select the file(s) to upload, and click on "Open".

## 2 – INSTRUCTIONS FOR UPLOADING YOUR PRESENTATION TO ISPOR Speaker Center

- **Step 5:** If your upload is successful, you will receive a pop-up message indicating that the upload was successful, and your files will appear listed under the appropriate session/presentation.
- **Step 6:** Once the presentation is uploaded, please mark the ppt as the Startup file by clicking on the “1” button to the right of the file name.



### Upload Confirmation

After submitting a file, you will receive a confirmation email within an hour. If you do not receive a confirmation, please contact the support desk at [Orchestrate@freemanco.com](mailto:Orchestrate@freemanco.com) to ensure that your file was successfully uploaded. When contacting the support desk, please reference ISPOR Europe 2022 and the presenter’s full name.

### Making Changes to Your Presentation

If you need to make changes to a poster that you submitted before the 21 October deadline, you may resubmit the PDF through the website using a new file name; you should also delete the earlier submission.

### Supported File Types for Upload

- PDF (poster and handout supplement file)
- MP3 (audio supplement file)

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

ISPOREU22\_Last Name  
ex: ISPOREU22\_Kovalenko

**Step 1:** Visit [Speaker Center](#) and log in using the email address used during the abstract submission process.

**Step 2:** Select **Presentation Schedule/PDF Upload** and click on the title of your session/presentation.

## Speaker Center

Date/Time	Title
November 2021: 12:30 - 1	Defining Established Clinical Management in the Era of Managed Access in HTA
Wednesday, 1 December 2021: 12:30 - 13:30	Policy and Statistical Issues in HTA Review of Histology-Independent Technologies (HIT) in Oncology

To upload your PDF presentation, select the presentation title above.

**Step 3:** Select **Upload PDF**. PDF is the only supported file type for ISPOR Speaker Center.

### Upload Presentation PDF

UPLOAD PDF

**Step 4:** Click **Choose File** and select the file from your computer. Click **Save** to upload your PDF presentation. Note: Only PDF files will be accepted.

**Upload**  
Click here to show/hide instructions.  
Upload Presentation PDF Guidelines:

The following file types may be uploaded: PDF document (\*.pdf).

File	Category	Date Uploaded (Eastern Time)
Choose File	No file chosen	Upload Presentation PDF

Save

When you are finished uploading, you may **CLOSE THIS WINDOW**

## 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?

Should you have any questions, please contact Kat Bissett at [conferences@ispor.org](mailto:conferences@ispor.org).