



## Speaker Guide

*This document contains quick reference information to kick-off your ISPOR Europe 2023 planning. Additional resources including guides on developing and delivering your presentation will be made available on the [Speaker Resources](#) webpage. We encourage you to bookmark this page and check back frequently for updates.*

### Overview

Thank you for sharing your thought-leadership with ISPOR! We are looking forward to working with you and putting forward an impactful and successful conference. ISPOR Europe 2023 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.

### Important Dates and Deadlines

- **Thursday, 14 September**
  - **Deadline** to confirm participation by completing the [Speaker Agreement & Consent Form](#)
  - **Deadline** to submit Your Bio/Photo
- **Friday, 22 September**
  - **Webinar:** Planning Your ISPOR Europe 2023 Session
- **Thursday, 5 October**
  - [Early Bird Registration Cut-off](#)
- **Friday, 20 October**
  - **Deadline** to submit Polling Questions and complete speaker registration
- **Monday, 30 October**
  - Upload .ppt to Speaker Center if you want it uploaded pre-conference
  - Upload .pdf of slides and/or handouts to Speaker Center to be included in the online program and meeting app
- **Sunday, 12 November – Wednesday, 15 November** | ISPOR Europe 2023

### Presentation Format Information

- [ISPOR Europe 2023](#) is an in-person event taking place at the [Bella Center Copenhagen](#) in Copenhagen, Denmark, 12-15 November 2023.
- **Speakers are expected to present in-person in Copenhagen, Denmark.**
- All sessions are 60-minute experiences. Within the 60-minutes we encourage you to plan for 10-15 minutes of Q&A time with the audience.
- Sessions (unless otherwise noted) will be recorded and made available for on-demand viewing through the Conference Digital Pass.

## Dress Code

The dress code for ISPOR Europe 2023 is business casual.

### What is business casual attire for men?

- Sport coat or casual blazer (optional)
- Collared shirt or casual button-down
- Tie (optional)
- Casual slacks like khakis or chinos
- Belt
- Dress shoes, loafers, or nice boots (high-end athletic shoes are becoming acceptable in some areas as well)

### What is business casual attire for women?

- Collared or non-collared blouse
- Slacks (at least three-quarters length)
- Dress or skirt (at or below the knee)
- High heels, dress boots or flats
- Modest jewelry and accessories such as printed scarves

## Registration

Speakers receive a discount off their applicable registration rate. In the registration information section, you will see a Registrant Type box. Click the pull down and select Speaker. In the event fees section, please select the applicable rate. When you proceed to check out you will see the corresponding registration fee for speaker. We encourage you to register by **5 October** to save an additional 20% with our Early Bird rates.

Please click [here](#) to register for ISPOR Europe 2023. **All speakers must be registered by 20 October in order to present.**

Questions on registering as a non-member? [Click here](#).

## Hotel Information

Please [click here](#) to learn more and reserve your hotel room for ISPOR Europe 2023. **All speakers are responsible for securing and paying for their own hotel accommodations. ISPOR will not reimburse for any hotel and/or travel expenses.** Accommodations are available on a first come, first served basis.

## Health and Safety

ISPOR is committed to the health and well-being of its conference attendees. Please carefully review the ISPOR Europe 2023 [Health and Safety Guidelines](#) before you confirm your participation.

## 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 [Speaker Resources page](#)) lists our most frequently asked questions. Or you can reach out to Bianca Kovalenko at [bkovalenko@ispor.org](mailto:bkovalenko@ispor.org).

We look forward to working with you to execute a great session!