

ISPOR Real-World Evidence Summit 2025

Through the Lens of Asia Pacific

Presentation Upload Guide

This guide provides a step-by-step overview to upload your PowerPoint presentation and PDF copy of PowerPoint presentation to serve as a digital handout.

There are different instructions to upload your PowerPoint presentation and PDF. Please review the following instructions to ensure you are uploading both correctly.

Upload PowerPoint Presentation | Deadline: 27 – 28 September**

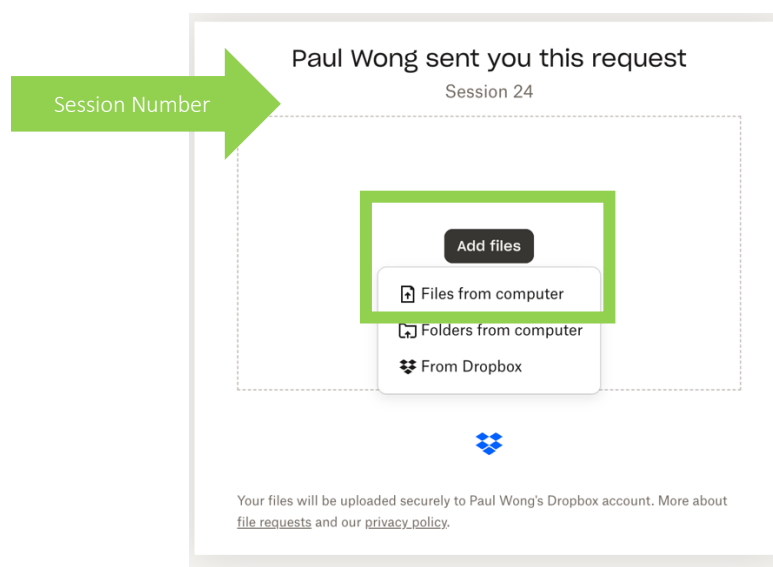
**one day prior to your session

Accepted File Format(s): .ppt and .pptx

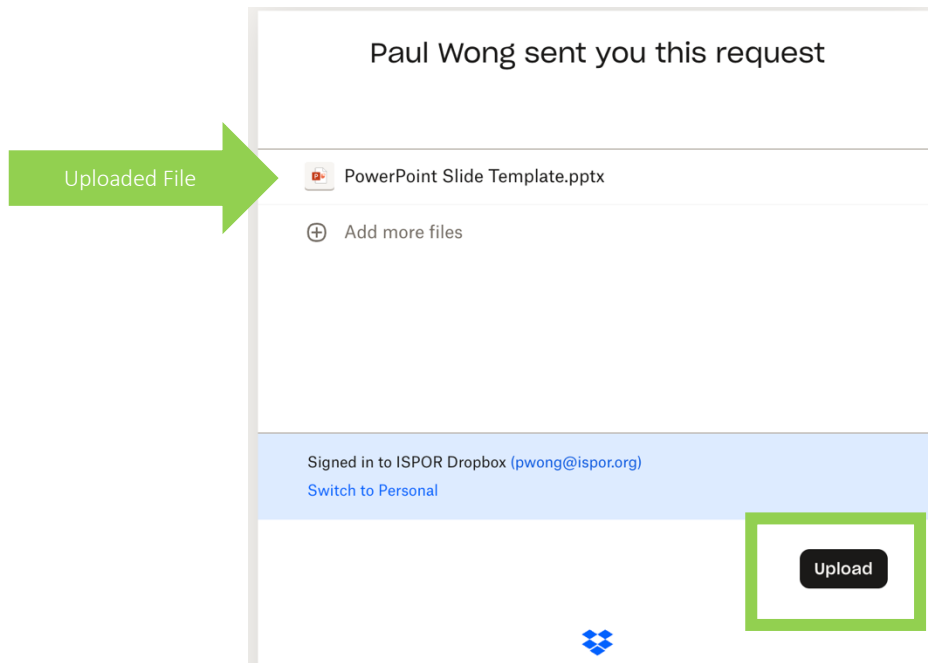
Your presentation will be available for review on-site at the Speaker Help Desk and uploaded to the session room in Tokyo for your live presentation. Should you have modifications to your PowerPoint presentation, it must be uploaded one day prior to your session via the instructions below or at the Speaker Help Desk.

Step 1: Click the link emailed to you in the **ISPOR Real-World Evidence Summit 2025 | Presentation Upload and Polling Instructions** email sent to you from jwarner@ispor.org.

Step 2: Select **Add Files** and **Files from computer**. This will open a window where you can browse files on your computer.



Step 3: Choose the .ppt/.pptx file you want to upload from your computer and click **Open**. You'll now see the file listed on the page. Click **Upload** to upload and save your file.



IMPORTANT INFORMATION

- If you need to make changes to the file, repeat this process from Step 1. All uploaded files have a time stamp to identify the most recent version for live presentation during your session.
- If you are using polling within your session, please review the [Interactive Polling Guide](#) and ensure your slide deck with polling slides have been added and uploaded correctly.

Scroll down for information on uploading a PowerPoint Presentation PDF.

Upload PowerPoint Presentation PDF | Deadline: Friday, 19 September

Accepted File Format: .pdf

Speakers are encouraged to upload a PDF copy of their PowerPoint presentation to serve as a digital handout. These materials will be available for attendees through the online program and mobile app. Materials uploaded after Friday, 19 September may not be visible for attendees until after the Summit.

Step 1: Visit the [Speaker Portal](#) and log in using your ISPOR credentials.
If you don't know your password, select "Forgot your password?" to reset it.

Step 2: Select **Tasks Portal** from the toolbar and click on your session role under **Session PDF Upload**.



Step 3: Review the instructions and select **Upload Here** to upload your PowerPoint Presentation PDF.

For instructions on uploading your PowerPoint Presentation, please refer to the [Uploading Your Presentation Guide](#).

1. Select **Upload Here** at the bottom of this notification.
2. Choose **Add File** and upload your PDF.
3. **Name your file** using the following format:
 1. RWESUMMIT25_Last Name_Session Number_PRESENTATION
 2. EX: RWESUMMIT_Warner_08_PRESENTATION

Reminders:

- Only **one** file can be uploaded with a maximum file size of **3 MB**.
- If you are using polling, it is best to remove polling slides from your presentation before uploading. For more information on polling, refer to the [Interactive Polling Guide](#).

If you need further visualization of instructions, please view the [Presentation Upload Guide](#). Should you have additional questions, please don't hesitate to contact Jess Warner at jwarner@ispor.org.

[Upload Here](#)

Step 4: Select **Add a File**.

Presentation PDF Upload

Complete the information below and select Continue to save. Remember to name your file using the following format:

RWESUMMIT25_Last Name_Session Number_PRESENTATION

EX: RWESUMMIT_Warner_08_PRESENTATION

File Caption	File Type	Size (in bytes)	Mapped Name
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-- No Attachments Found --



Continue

Step 5: Follow the instructions to upload your PowerPoint Presentation PDF. Click **Continue** to save.

Presentation PDF Upload:

Complete the information below and select Continue to save. Remember to name your file using the following format:

RWESUMMIT25_Last Name_Session Number_PRESENTATION

EX: RWESUMMIT_Warner_08_PRESENTATION


▶ Please enter a short description about the file:

▶ Please choose the type of file you are attaching:

▶ Please enter the full path name of your file (e.g., C:\MyFiles\MyFile.doc): No file chosen



Step 6: Confirm the file is showing correctly and select **Continue** to save and finalize your upload. If the file is not correct, please select the red trash can and re-upload with the instructions in Step 5.

File Caption	File Type	Size (in bytes)	Mapped Name
 ISPOR_RWESummit25_Berardo_RWD1 Poster	PDF	18141	a1_1.pdf

IMPORTANT INFORMATION

- If you need to replace the uploaded file, please email Jess Warner at jwarner@ispor.org with the updated PDF file by Friday, 19 September.
- If you are using polling within your session, please review the [Interactive Polling Guide](#) and ensure your PDF slides do not contain the polling slides.

QUESTIONS?

Should you have any questions, please visit the [Speaker Resources](#) or contact jwarner@ispor.org.