



## Poster Presenter FAQs

This document is filled with frequently asked questions and answers to help **ISPOR Real-World Evidence Summit 2025: Through the Lens of Asia Pacific** poster presenters develop and deliver their presentations. Additional details—such as poster dimensions, layout, and venue information—will be provided as they are finalized.

### **I am unable to present in-person, what should I do?**

ISPOR Real-World Evidence Summit 2025 is an in-person only event. If you are the presenting author and are unable to attend, you will need to find a replacement presenter (ideally one of your co-authors) or withdraw your presentation. Please email [summits@ispor.org](mailto:summits@ispor.org) with any changes.

### **How do I book my hotel room? Is there a discounted room rate for ISPOR Real-World Evidence Summit 2025 attendees?**

ISPOR has negotiated the best room rates for delegates at the Tokyo Prince Hotel. Book your hotel accommodations early and enjoy the convenience of staying right at the conference venue.

Please [click here](#) to learn more and reserve your hotel room for ISPOR Real-World Evidence Summit 2025. **All poster presenters are responsible for securing and paying for their own hotel accommodation. ISPOR will not reimburse for any hotel and/or travel expenses.**

### **What credentials do I need to access Providence Hall and set up my poster?**

Poster presenters are required to wear their name badge to access Providence Hall. You will not be able to gain access without a name badge.

### **How will I know where to hang my poster?**

You will receive a 4-digit poster board number prior to the start of the summit that you can reference in the poster area within Providence Hall.

### **When can we hang our posters?**

Poster presentations will be displayed in Providence Hall throughout both days of the Summit. Presenters are responsible for hanging their posters and ensuring they remain on display for the full duration of the Summit (both days). Each presenter will be assigned a one-hour time slot during either Day 1 or Day 2 and is required to be present at their poster during this scheduled session to engage with attendees and discuss their research.

### **What is the dress code for the summit?**

The dress code for ISPOR Real-World Evidence Summit 2025 is business casual.

### **As a presenter, do I need to register for the summit?**

Yes, all ISPOR Real-World Evidence Summit 2025 presenters must be registered to access the event by 1

**September. 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 **21 August** to save an additional 20% with our early registration rates! Please click [here](#) to register for ISPOR Real-World Evidence Summit 2025.

**I need a visa letter to attend. How do I obtain one?**

[Submit Your Request Here](#)

Upon request, ISPOR issues a Registration Confirmation Letter to registered attendees who must apply for visas or other documentation to enter Japan. All documentation for entry into the country of the ISPOR conference is the responsibility of the attendee.

The Confirmation Letter will be issued upon full payment of the ISPOR Real-World Evidence Summit 2025 registration fees. You must submit your confirmation letter request by using this [link](#).

Upon receipt of your information and registration verification, the confirmation letter will be sent via email within 10 business days.

**How do I upload my PDF poster?**

The “Uploading Your Poster” doc is coming soon & will be posted on the [Poster Presenter Resources](#) webpage. The deadline to upload posters will also be posted on the resources page, once finalized.

**Can I upload a MP3 (audio) or MP4 (video) supplemental file?**

No, our system does not support audio or video supplemental files.

**How do I withdraw my poster?**

Please send your withdrawal request to [summits@ispor.org](mailto:summits@ispor.org). Please include abstract control number or acceptance code in your email!

**Is there a withdrawal date?**

Yes, we ask authors send their withdrawal request to [summits@ispor.org](mailto:summits@ispor.org) by **Monday, 1 September**.

**I need to add an author to my paper. Is that possible post-submission?**

Yes, please email the following details to [summits@ispor.org](mailto:summits@ispor.org). The last day to change your author listing for publication is **Monday, 4 August**. If you send changes after this date, they will be reflected online and in the mobile app only and not included in the *Value in Health* publication.

First and Middle Names (or initials):

Family Name/Surname:

Degrees (PhD, MD, etc.):

Member of ISPOR?

E-mail:

Work Area that best describes affiliation (Academia, Clinical, Government, or Other):

Affiliation Institution Name:

Institution City:

Institution State (if applicable):

Institution Country:

**Can a non-author present my poster?**

Yes, registered non-authors can present a poster. Please email the following details to [summits@ispor.org](mailto:summits@ispor.org). Note: non-author presenters will not be entered into the system and will not be able to upload materials. They will also not receive communications from ISPOR.

Name:

Degrees:

E-mail:

Registration Confirmation:

Institution Name:

Institution City:

Institution State (if applicable):

Institution Country:

**I have a question not answered here or within the [Poster Presenter Resources webpage](#). Who should I contact?**

Contact Jillian Berardo at [summits@ispor.org](mailto:summits@ispor.org).

**Prior to the summit, ISPOR will send a “Know Before You Go” email, to all presenting authors.**