



Speaker and Moderator FAQ

These resources are intended for moderators and speakers in Issue Panel, Workshop, and Other Breakout Sessions. **If you are a poster presenter, please view the [Poster Resources Page](#).**

As a speaker/moderator, do I need to register for the summit?

Yes, all speakers and moderators must be registered by **21 August** to present. *We encourage you to register by **21 August** to save with our early registration rates.* Please click [here](#) to register for ISPOR Real-World Evidence Summit 2025: Through the Lens of Asia Pacific.

Speakers also receive an additional 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. When you proceed to check out you will see the corresponding registration fee with discount applied.

How do I find my session details?

All speakers and moderators were sent an email containing session information: “ISPOR Real-World Evidence Summit 2025 – Session Notification and Action Items.” You can also view your session details in your [ISPOR Real-World Evidence Summit 2025 Tasks Portal](#) by clicking on your role hyperlink listed under “ISPOR Real-World Evidence Summit 2025 – Session Notification and Action Items.”

What happens if I’m no longer able to participate as a speaker/moderator?

Please contact Jess Warner (jwarner@ispor.org) if you need to change your participation in ISPOR Real-World Evidence Summit 2025.

Where do I complete the Speaker Agreement? Is this a requirement?

All speakers and moderators must complete the Speaker Agreement and Consent form **by 31 July** to present. To confirm your participation and accept this agreement, follow these steps:

- Login to [the ISPOR Real-World Evidence Summit 2025 Tasks Portal](#) with your ISPOR web credentials
- Once in your ISPOR Real-World Evidence Summit 2025 Tasks portal, click on your role hyperlink listed under “ISPOR Real-World Evidence Summit 2025 – Session Notification and Action Items”
 - Note, if you are a Speaker or Moderator for more than one session, you may have multiple notifications under tasks.
- Click on “Accept” to review the Speaker Agreement and Consent Form. When ready, select “Agree” from the dropdown and click “Continue.”
- Once you confirm your participation by agreeing to the Speaker Agreement and Consent form, you will see your confirmation page. This confirmation lists your session details and additional ISPOR Real-World Evidence Summit 2025 action items for your quick reference.



Where can I upload my biography and photo? Is this a requirement?

We strongly recommend all speakers and moderators to submit their biography and photo by **31 July**. Please follow these steps:

To ensure your profile is complete and accurately represents you in the ISPOR Real-World Evidence Summit 2025 online program and mobile app, please take a moment to review and update your information in the ISPOR Real-World Evidence Summit 2025 Tasks Portal. Steps to Update Your Profile:

- On your Portal page click on your name (In the upper-right corner of the screen)
- From the dropdown menu, select Profile:
 - Enter a short biography
 - Upload your photo/headshot
 - Best practice: Use a 600x600 pixel square photo, ensuring that no side is smaller than 600 pixels, and position the face in the center.

How do I access my ISPOR Real-World Evidence Summit 2025 Tasks Portal?

Visit the [ISPOR Real-World Evidence Summit 2025 Tasks Portal](#) and log in using your ISPOR web credentials.

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 accommodation early and enjoy the convenience of staying right at the conference venue.

Exclusive ISPOR room rates are noted below:

- **Standard Room (Twin or Double):** JPY 42,000 per night (single occupancy). Room rates include breakfast, Wi-Fi, service, and fees.

Lock in your stay before it's too late! Secure your room [here](#) by Thursday, 28 August 2025.

How do I upload my PDF or PPT presentation? When do I need to upload my slides?

Upload instructions and deadlines will be provided closer to the Summit.

Will ISPOR provide a place for me to check-in and review and/or edit my slide deck onsite?

Yes, a Speaker Ready Room will be available onsite. More information on this will be provided closer to the Summit.

Do I have to bring my slide deck to the Summit if I have uploaded it?

Yes, we recommend bringing a copy of your presentation to the summit on a USB drive.

What is the dress code for the summit?

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

ISPOR Real-World Evidence Summit 2025

Through the Lens of Asia Pacific



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 (open-toed shoes are becoming acceptable in the summer months)
- Modest jewelry and accessories such as printed scarves

How can I print or ship handouts for my session?

We strongly encourage digital handouts. If you are planning to print and ship handout materials, please contact Jess Warner (jwarner@ispor.org).

Will notepads or pens be provided by the summit venue?

No, notepads and pens will not be provided for session rooms.

Do I need to arrive/sign into my session early?

Yes! Please arrive at your meeting room 15-20 minutes prior to the start of your session.

This will allow us time to troubleshoot any issues and answer any last-minute questions you might have.

I have a question not answered here or within other Speaker Resources. Who should I contact?

Have a question? Contact Jess Warner at jwarner@ispor.org.

I need technical support with my ISPOR Real-World Evidence Summit 2025 Tasks Portal. Who should I contact?

Need technical support? Contact cOASIS Technical Support:

217-398-1792 (Monday through Friday 8:00 am-5:00 pm Central Standard Time) or

ispor@support.ctimeetingtech.com

Prior to the Summit, ISPOR will send a “Know Before You Go” email to all speakers/moderators.