



Uploading Your Presentation and Supplemental Materials For Case Studies and Podium Sessions

This guide provides instructions on uploading both your presentation (.ppt/.ppx) and supplemental materials (pdf)

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Accessing ISPOR 2024 Speaker Center

Step 1: Visit [Speaker Center](#) and log in using the email address to which you have received communications related to participation in ISPOR 2024. If you forgot or don't know your password, select "Forgot your password?"

Step 2: Select [Speaker Center](#) from the left menu.

The screenshot shows the 'User Gateway' interface. On the left, a navigation menu includes 'Instructions', 'Roles and Submissions', and 'Speaker Center'. The 'Speaker Center' item is highlighted, and a blue arrow points to it. The main content area displays a 'Welcome to your User Gateway' message, stating that the gateway is used for accessing submissions and scheduling information. Below this, there is a 'Diversity and Inclusion' section with a paragraph about ISPOR's commitment to diversity and a link to the 'Society's Diversity Policy'.

Step 3: Select [Click Here to Access Speaker Center](#).

The screenshot shows the 'Speaker Center' interface. The left sidebar menu has 'Speaker Center' highlighted. In the main content area, there is a button labeled 'CLICK HERE TO ACCESS SPEAKER CENTER' with a blue arrow pointing to it. Below the button, there are input fields for 'First', 'Last', and 'Email', and a 'FIND PERSON' button.

Step 4: From the left menu, select [PPT and PDF Upload](#).

Speaker Center

The screenshot shows the 'Speaker Center' interface. The left sidebar menu has 'PPT and PDF Upload' highlighted, and a blue arrow points to it. The main content area displays a list of options: 'Speaker Agreement & Consent Form', 'PPT and PDF Upload', 'Biography', and 'Upload Headshot'.



Uploading Your Presentation PPT

Upload Period: Monday, April 8 – 24 Hours Before Your Session

If you are trying to upload a presentation file and the online deadline has passed, please visit the onsite Speaker Ready Room at least 3 hours before your session start time. Location and hours are available on the [ISPOR 2024 website](#) and mobile app.

Upload Instructions for PPT

Follow steps 1-4 above.

Step 5: Click on [your presentation title](#) to upload your PowerPoint presentations.

Date/Time	Title
Monday, May 6, 2024 1:45 PM - 2:45 PM	P14: Health Equity Impacts of Alteplase for Ischemic Stroke in the United States: A Distributional Cost-Effectiveness Analysis

Step 6: Select [GO TO PRESENTATION UPLOAD SITE](#) to access the presentation upload site (m-anage). Follow step-by-step instructions on uploading your .ppt/.pptx file [here](#).

Upload PowerPoint Presentation

Upload Period: Monday, April 8, 2024 - 24 Hours Before Your Session

Edit

If you are trying to upload a presentation file and the online deadline has passed, please visit the onsite Speaker Ready Room *at least 3 hours before your session start time*. Location and hours are available on the [ISPOR 2024 website](#) and mobile app.

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

Session Types: Issue Panels, Workshops, Other Breakout Sessions, Forums, Spotlights, Podiums, Fast Facts, and Short Courses

Select "Go to Presentation Upload Site" to submit your .ppt file. You will be able to review and/or replace your uploaded presentation onsite in the Speaker Ready Room. Files will be automatically transferred to your session room in Atlanta, GA.

Note: .ppt/.pptx files will not appear in our online program and mobile app. To upload a PDF version, return to the PPT and PDF Upload page. Select your session title, to upload your supplemental pdf.

Questions? Contact m-anage or ISPOR teams at conferences@ispor.org or ispor@m-events.com.

[GO TO PRESENTATION UPLOAD SITE](#)

Please note, you will not be able to bring your presentation to your session room. USB/flash drives can only be used to upload your presentation 3 hours before your session in the Speaker Ready Room.

Need Help?

Contact m-anage or ISPOR teams at conferences@ispor.org or ispor@m-events.com



Uploading Your Presentation PDF

Upload Period: Monday, April 8 – Wednesday, May 8

Providing these materials during the upload period ensures that they are available in the mobile app (registrants only), Presentations Database (public) and online program (public) beginning May 6.

File Names for PDF

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

Presentations

ISPOR24_Last Name_Acceptance Code_PRESENTATION

ex: ISPOR24_Bissett_P14_PRESENTATION

Handouts

ISPOR24_Last Name_Acceptance Code_HANDOUT

ex: ISPOR24_Bissett_P14_HANDOUT

NOTE: If you need to upload a new version of a previously uploaded file you will need to change the file name (with a V2 for example) for the file to update on the platforms.

ex: ISPOR24_Bissett_P14_HANDOUTV2

Upload Instructions for PDF

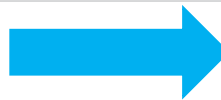
Follow steps 1-4 above.

Step 5: Click on [the title of your session](#) to upload your PDF file for that session.

Date/Time

Title

Monday, May 6, 2024
1:45 PM - 2:45 PM



P14: Health Equity Impacts of Alteplase for Ischemic Stroke in the United States: A Distributional Cost-Effectiveness Analysis



Step 6: Select **UPLOAD SUPPLEMENTAL MATERIAL** to upload a PDF copy of your PowerPoint presentation and/or digital handout. This file will be available for attendees through the online program and mobile app.

Upload Supplemental Material PDF for Online Program/Mobile App

Upload Period: Monday, April 8, 2024 - Wednesday, May 8, 2024

Note: Providing these materials during the upload period ensures that they are available in the mobile app (registrants only), Presentations Database (public) and online program (public) beginning May 6.

Accepted File Format(s): .pdf

Session Types: Issue Panels, Workshops, Other Breakout Sessions, Forums, Spotlights, and Podiums

Presenters are encouraged to upload a PDF copy of their presentation and/or digital handouts for display in the online program and mobile app. ISPOR will not convert .ppt/.pptx files uploaded onsite for post-conference display.

Note: PDF's uploaded here will not appear in your session room. To upload a .ppt/.pptx version, return to the PPT and PDF Upload page.

Questions? Contact ISPOR at conferences@ispor.org.

UPLOAD SUPPLEMENTAL MATERIAL



QUESTIONS?

Should you have any questions, please contact kbissett@ispor.org.