



Uploading Your Poster

Deadline to Submit: Monday, April 29

These resources are intended for poster presenters. **If you are a moderator, speaker, discussion leader, and/or discussant in Issue Panel, Workshop, Other Breakout Sessions, Spotlight, Podium, Case Study, and/or Forum session(s), please visit the [Speaker Resources page](#).**

Uploading your materials to **ISPOR Speaker Center** will serve two purposes:

1. **ISPOR Presentations Database:** Poster PDFs uploaded will be displayed within the [ISPOR Presentations Database](#) beginning May 6.
2. **ISPO2 2024 Conference App:** Poster PDFs, and supplemental materials (handouts) will be made available in the ISPOR 2024 conference app beginning May 6. Uploading your PDF and supplemental material allows registrants to get the full experience of your research outside of your scheduled session time.

NOTE: ISPOR can no longer support MP3 (audio) or MP4 (video) file uploads.

INSTRUCTIONS FOR UPLOADING TO ISPOR SPEAKER CENTER

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

Posters

ISPOR24_Last Name_Acceptance Code_POSTER
ex: ISPOR24_Kovalenko_EPH1_POSTER

Handouts

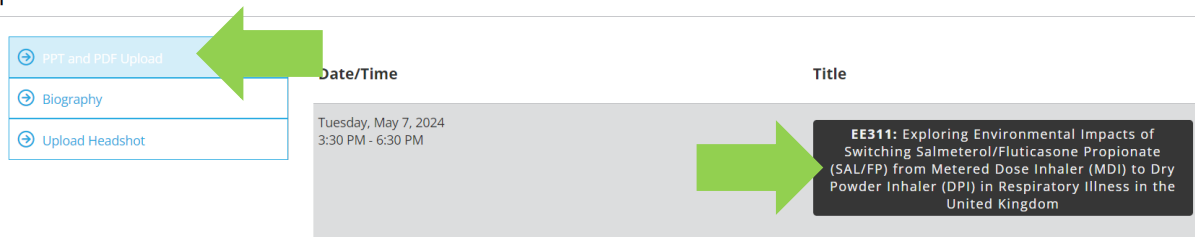
ISPOR24_Last Name_Acceptance Code_HANDOUT
ex: ISPOR24_Kovalenko_EPH1_HANDOUT

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_Kovalenko_EPH1_POSTERV2

Step 1: Visit [Speaker Center](#) and log in using the **presenting authors** email address used during the abstract submission process. *Only listed presenting authors will be able to upload.*

Step 2: Select **PPT/PDF Upload** and click on the title of your session/presentation.
Speaker Center



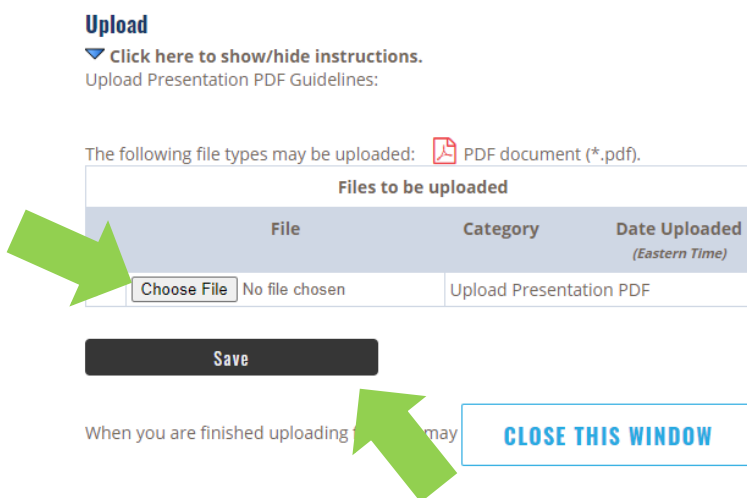
To upload your presentation, poster, or supplemental materials, select the presentation title above.

Step 3: Select **Upload Poster PDF**. PDF is the only supported file type for ISPOR Speaker Center.

Upload Poster PDF



Step 4: Click **Choose File** and select the file from your computer. Click **Save** to upload your PDF presentation. Note: Only PDF files will be accepted.



Step 5: If you have supplemental material (handout) select **Upload Supplemental Material**. And follow step 4. PDF is the only supported file type for ISPOR Speaker Center.

Upload Supplemental Material PDF



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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?

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