Welcome!

We will begin in a few minutes.

This meeting is being recorded and will be shared.

Due to our large size, all participants will be automatically MUTED.

ISPOR 2025
Developing and Delivering Your Presentation

Agenda

Welcome

ISPOR 2025 101

Developing Your Presentation

Preparing to Present

Polling & Audience Engagement

Uploading Your Presentation

Presenting Live

ISPOR 2025 101

Collaborating to Improve Healthcare Decision Making for All: Expanding HEOR Horizons

Through dynamic discussions, innovative research presentations, and collaborative initiatives, **ISPOR 2025** aims to elevate the role of HEOR as a catalyst for progress, driving impactful decisions that benefit all populations, and setting a visionary path for the future of healthcare decision making.

Who will you find at ISPOR 2025?
Healthcare stakeholders, researchers and academicians, assessors and regulators, payers and policy makers, the life sciences industry, healthcare providers, and patient engagement organizations.
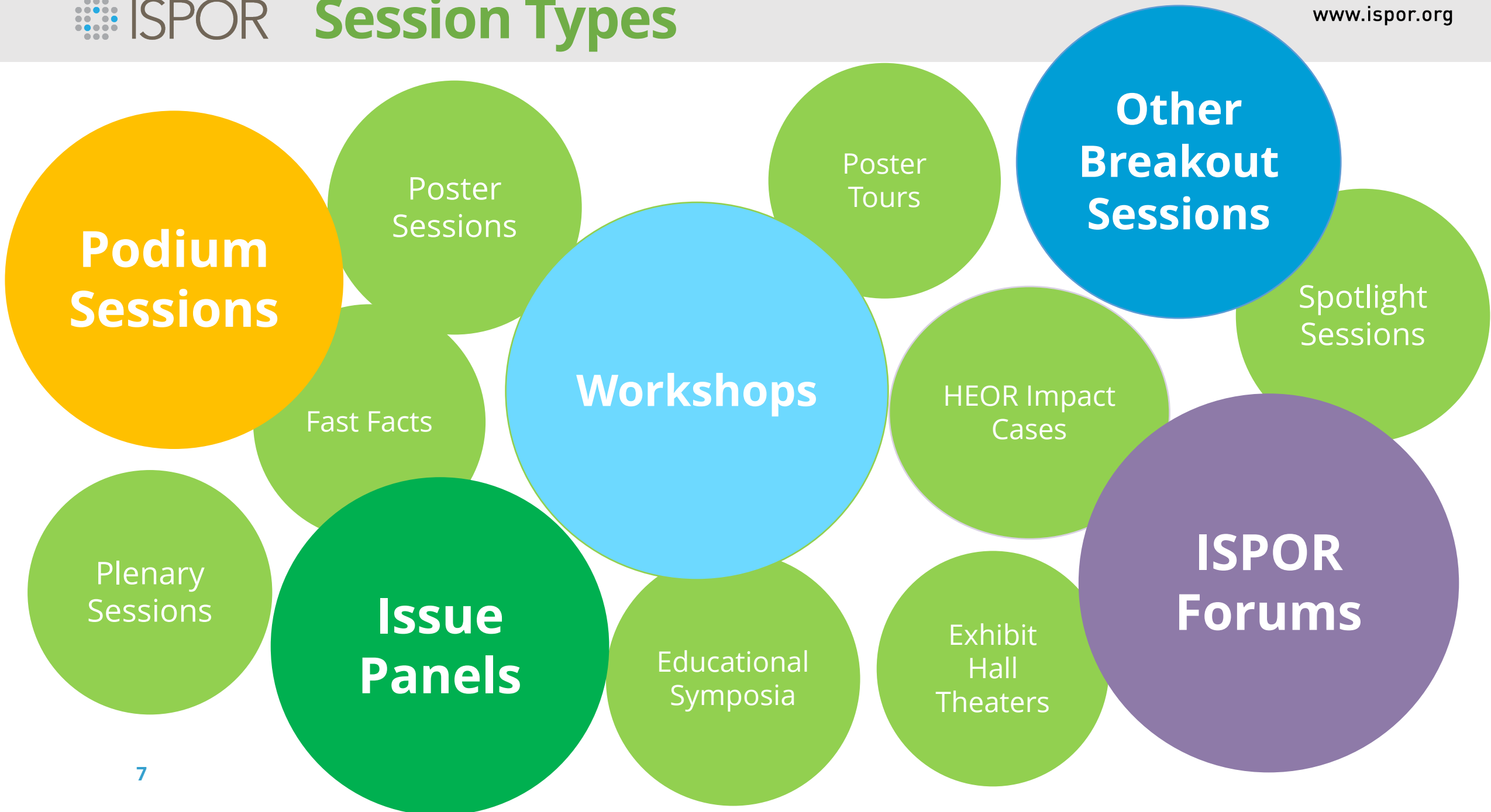
ISPOR 2025

Tuesday, May 13 - Friday, May 16 | Montreal, Quebec, CA

Speakers are expected to present in-person in Montreal.

Montreal Convention Centre
(Palais des congrès de Montréal)

**ISPOR <u>does not</u> send calendar invites for sessions.
Please mark your calendar accordingly for your session!**

Podium Sessions

Poster Sessions

Poster Tours

Other Breakout Sessions

Spotlight Sessions

Fast Facts

Workshops

HEOR Impact Cases

Plenary Sessions

Issue Panels

Educational Symposia

Exhibit Hall Theaters

ISPOR Forums

Activities and Deadlines

- **Thursday, April 3**
  - Early Registration Cut-off

- **Friday, April 11**
  - Housing Reservation Cut-off

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  - **Upload period** for session room .ppt (due 24 hours before your session)
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Speaker Resources Page

- Speaker Guide
- Presentation Development Guide
- Q&A Strategies
- Navigating ISPOR 2025 Tasks Portal
- ...and more!

Presentation Development Guide

This document contains information, best practice tips, and resources to help you develop your presentation from start to finish.

DOWNLOAD HERE

Q&A: A Guide for Success

A vital component to engaging sessions is the opportunity for the audience to participate in active discussion and Q&A. This guide provides questioning strategies to increase engagement and offers best practice tips to execute these strategies.

DOWNLOAD HERE

Speaker and Moderator Guide

The ISPOR 2025 Speaker and Moderator Guide covers essential program participation. This document contains reference information, helpful tips, and best practices to help you develop and deliver your presentation(s).

DOWNLOAD HERE

Speaker and Moderator FAQ

Have a question? We have an answer! This document lists our most frequently asked questions.

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Developing Your Presentation

Most sessions are 60-minute experiences. Within the 60-minutes we encourage you to plan for 10-15 minutes of Q&A time with the audience.

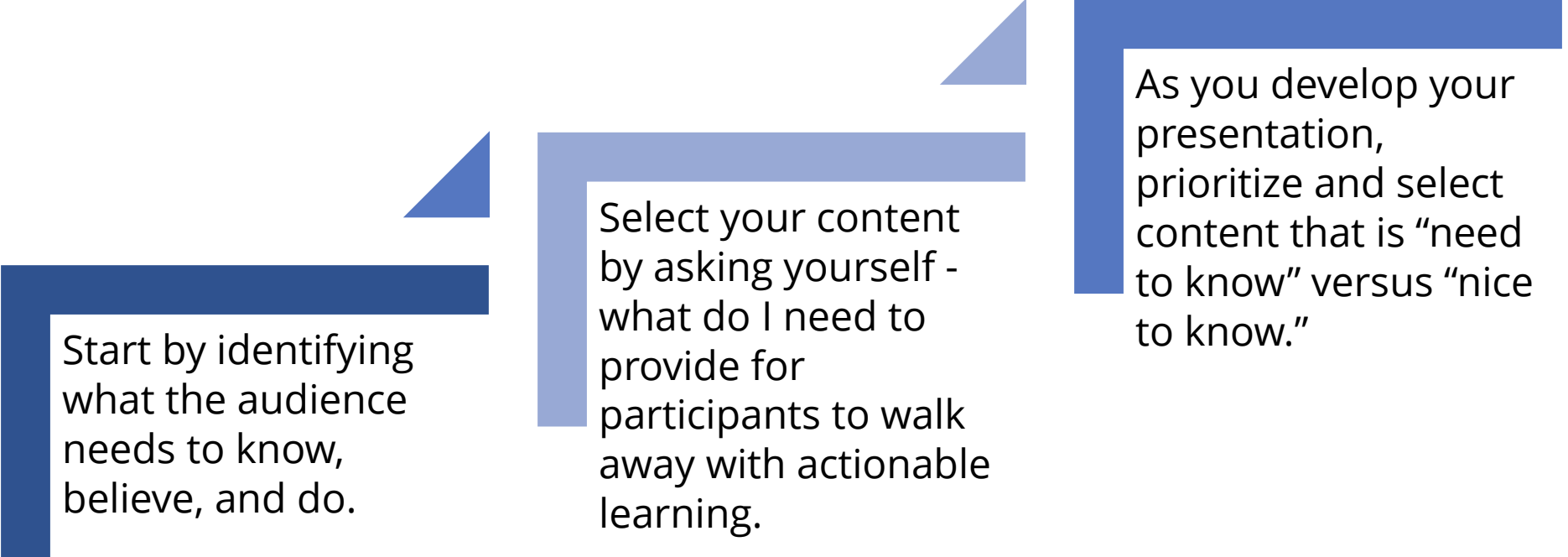*(Except for Fast Facts…which are 30 minutes in length)*

Attention Podium Sessions!
Your session is comprised of 3-4 individual abstract presentations and a Moderator selected by the Program Committee. Each speaker will have **12 minutes** for their presentation and **3 minutes of Q&A** at the end of the session for each.

Designing a Strong Presentation

Start with the audience in mind

Design your presentation based on what the audience *needs* to know.

Start by identifying what the audience needs to know, believe, and do.

Select your content by asking yourself - what do I need to provide for participants to walk away with actionable learning.

As you develop your presentation, prioritize and select content that is "need to know" versus "nice to know."

Designing a Strong Presentation

Learning is a process

- Participants need to **acquire** information through presentation or discovery.

- Next, they need to **interpret** information to determine how it applies to their work.

- Finally, participants can begin to **apply** this new information.

Take Away - Provide opportunities for participants to process new information and reflect on it. Peer sharing and collaboration are effective tools in applying new concepts – aka leave time for Q&A and use engagement tools (like polling!)

Acquire

Interpret

Apply

13
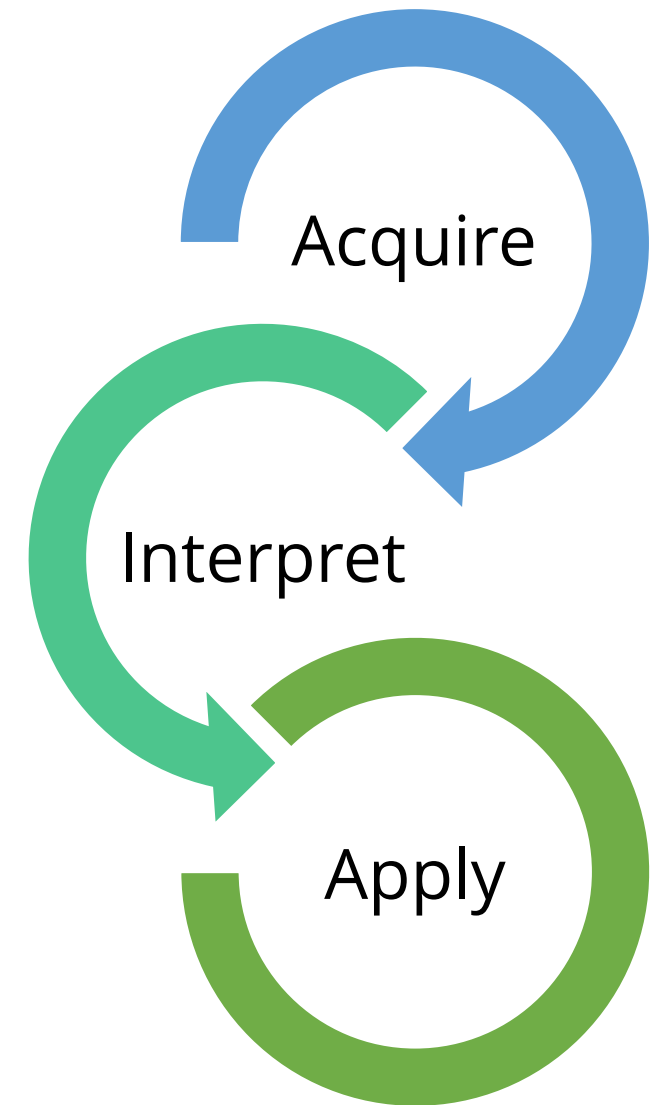
Designing a Strong Presentation

Leave the audience inspired

- Have a concise presentation! Provide 3-5 retainable main points that participants will take away from your presentation.

- Focus on key points and organize them in a way that makes sense.

- Ensure your presentation compliments other presentations within your session without overlapping.

- Provide resources, tools, and experiences that will allow attendees to enact change or action after they leave the session room.

Preparing to Present

The Basics

- Review our speaker resources.

- Coordinate your presentation content with your session co-participants.

- Make your presentation accessible to a global audience.
  - Think about your terminology - avoid abbreviations, acronyms, and non-generic names that might be country specific.
  - Use real-world examples to highlight content.

- Ensure your presentation is balanced and unbiased.

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Moderator and Discussion Leader Roles and Responsibilities

Before Session

- Maintain a close working relationship with speakers, panelists, discussants as they develop their presentations.

- Ensure that the content being developed matches your vision for the program offering and there is no overlap of content between speakers.

- Meet with speakers well before the program offering via teleconference and/or email to ensure a cohesive session by reviewing the goals and objectives for the session, the length of time per presentation, and how Q&A with the audience will work.
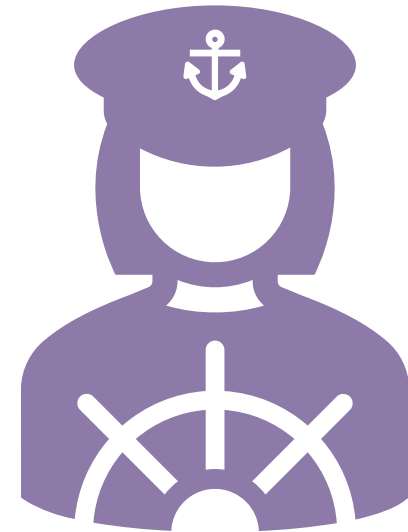
Moderator/Discussion Leader Roles and Responsibilities

During Session

- Start on time and finish on time.

- Maintain timing of each presenter and allow ample time for questions and answers from the audience.

- Have your starter questions prepared for opening the Q&A portion of your session. This will allow you to engage audience participation while waiting for questions to start.

18

Goals Before You Present!

- Meet with your session co-presenters in advance to **align and review** presentation content.
  - *Schedule calls, exchange emails, meet on-site in the Speaker Ready Room.*
- Create a **concise** presentation with **actionable takeaways**.
- Ensure your slides **highlight** main points and **augment** your verbal presentation.
- Prepare for **audience engagement.**

Audience Engagement

Engaging the Audience

When presenting, you'll be able to use **polling, group exercises, digital handouts,** and **Q&A** to engage the audience during your session.

Polling

Poll questions are a great way to get an audience engaged. These little breaks keep the content dynamic while giving everyone a chance to participate and refocus.

Group Exercises

ISPOR will be reaching out to confirm any in-person group exercises selected during the workshop and other breakout session submission process.

Digital Handouts

Handouts along with PDF presentations can be uploaded into ISPOR 2025 Task Portal. The pre-conference upload period for these materials is April 14 – May 16.

Q&A

A vital component to engaging sessions is the opportunity for the audience to participate in active discussion and Q&A.

Strategies for Q&A Engagement

Capture Their Attention

- **Start with a question and get attendees asking their own questions early. For Q&A sessions with pre-recorded content, encourage live attendees to answer questions and share their experiences.**
  "I am a project team leader, and I must facilitate a team meeting to finalize our plans for an event. Over half of the team will need to join the meeting from various remote locations. Is this a familiar scenario in your workplace?"

Make the Content Relevant

- **Identify prior knowledge and connect to real-life applications to learning.**
  "What is one way you could apply this process to complete a task in your day-to-day work?"

Foster a Positive Environment

- **Encourage attendees to share their learning goals and reduce common anxieties.**
  "Something I struggle with when I'm teaching online is my pace. I don't always move slowly enough for people to catch everything I'm doing. What is something you struggle with when teaching an online session?"

Provide Cognitive Support

- **Check for understanding and review and elicit questions from attendees.**
  "Please take the next 60 seconds to review your notes about the topic we just discussed and try to identify any gaps in your understanding. What questions do you have about this topic before we move on to the next item?"

22

Q&A Best Practice Tips

- Prepare 2-3 questions in advance in case attendee Q&A is slow to get started.

- Let the audience know how much time is allotted for questions at the beginning of the session.

- Don't end the Q&A portion abruptly. Let the audience know how much time is left.

- Don't end on a question!

  - *When the speakers have finished answering all questions, repeat the main theme or key message of your session to bring closure to the session and reinforce the main points of the session.*

Polling Overview

Conferences have grown beyond atten~~~~~~~~~~~ten to someone speak. Face-to-face events are a~~~~~~~~~~rticipation, and discussion to learn beyond~~~~~~~~

Polling transfor~~~~~~~~~~~~~~o-way conversations with the audience~~~~~~~~~~esponse system lets you embed interactive~~~~~~~~~~o your presentation. The audience responds by scanni~~~~~~~~~~on their phones.

Note: Polling is available *only* for **issue panels**, **short courses, workshops**, **other breakout sessions**, and **educational symposia**.

COMING SOON!

Don't Forget the Basics

- Inject humor

- Give real-life examples

- Be conversational

- Ask for a show of hands

The best panel discussions are spirited undertakings, with **high energy**, **focused content**, and **easy give-and-take between the participants**.

Uploading Your Presentation

Presentation Upload

Upload Period: April 14 – May 16

Access ISPOR 2025 Task Portal

- Select **PPT and PDF Upload.**
- Click on your **name.**
- Upload your presentation/handout

PPT presentations will network to the Speaker Ready Room and your session room for presentation

PDF Files will display in the ISPOR 2025 Mobile App and ISPOR website beginning May 13

27

Presentation Upload Demo: Uploading Your PPT

Lights, Camera, Action! Presenting Live

Session Room Setup

- **Room Set:** Maximum theater (chairs only), based on the venue's layout and capacities
  - *Please do not encourage attendees to move chairs*

- **Stage Set:** Head table, chairs, and podium/lectern on a riser

- **AV Assistance:** A technician and ISPOR team member will be stationed at each meeting room. If you need assistance, please see them directly.

Session AV

- The session room will be equipped with a:
  - Projector with a screen
  - ISPOR provided laptop at the podium
  - Confidence monitor
  - Slide advancer
  - Speaker timer
  - Head table microphones
  - Podium microphone

A Speaker Ready Room will be available on-site to view uploaded presentations and make any last-minute changes.

ISPOR2025

**Speaker Ready Room
Room 521C**

Tuesday, May 13	7:00AM – 6:00PM
Wednesday, May 14	7:30AM – 6:00PM
Thursday, May 15	7:30AM – 6:00PM
Friday, May 16	7:00AM – 11:00AM

ISPOR

⚠️ **Important!**
- Presentations cannot be uploaded or modified in the session room.

Reminders!

- Visit the Speaker Ready Room at least **3 hours prior** to the start of your presentation to review your slide deck and polling (if included).
  - *You can replace your file with an updated version until your session deadline (3 hours before your session).*
  - *You can bring a USB/flash drive to the Speaker Ready Room, not your session room.*

- Arrive at your session room **20 minutes in advance**!
  - *Use this time to review last-minute notes and speaker seating arrangements.*
  - *Moderators: Review the podium notes for awareness and announcements*

- ISPOR will have room monitors stationed at each meeting room to greet you, check you in to your session, provide key information and to make sure you are all set for a successful session.

- **Start and end on time!**

And Please...

- **No** Personal devices/laptops for presentations

- **No** Promotional materials. These may not be distributed in either the meeting rooms or any other locations throughout the Center.

- **No** Video cameras and/or audio equipment are allowed in the meeting room(s).

Most of All...Have Fun!

Enjoy other sessions and activities. Take full advantage of being at ISPOR 2025!
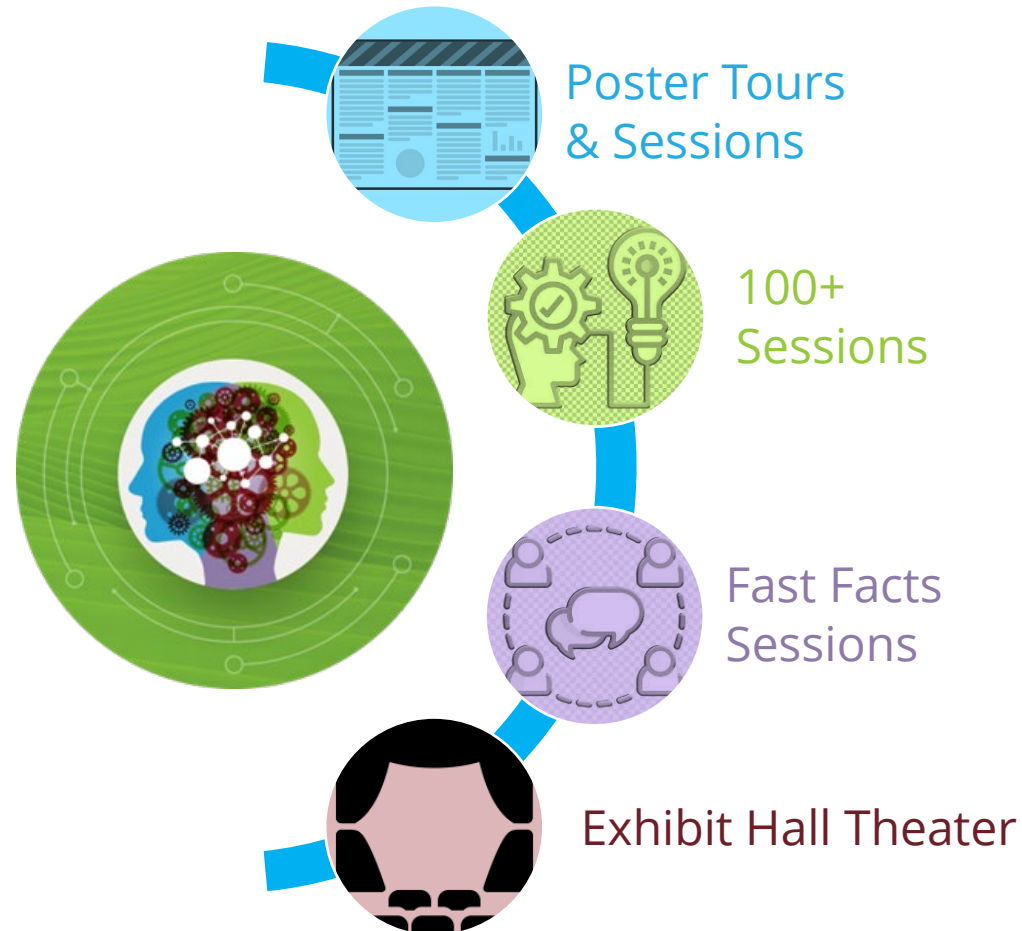
Poster Tours & Sessions

100+ Sessions

Fast Facts Sessions

Exhibit Hall Theater

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ISPOR

#ISPORAnnual—Post & Share!

Kat Bissett
@isporgirlie25

We are presenting at #ISPORAnnual! Join us on May 14 at 5:00 PM for our session "Designing Equitable Measurement Frameworks That Are Community Centered: Why, What, and How?"

1:13 PM · Mar 25, 2025

10 Retweets   **72** Quote Tweets   **959** Likes

ISPOR 2025
May 13-16
Montreal, QC, Canada

REGISTER NOW

ISPOR 2025
Speaker

Questions?

Your ISPOR Contact:
Kat Bissett, Senior Manager, Meeting Content
kbissett@ispor.org

Diversity and Inclusion at ISPOR

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. Research submissions are encouraged from all stakeholders and are evaluated based on merit. ISPOR also aims to reflect the diversity of its membership in all endeavors and encourages consideration of diversity in abstract submissions. Diversity dimensions include (but not limited to) gender, career stage, ethnicity, race, education, sexual orientation, region/geographic location, disabilities and religion. Additional information can be found at the Society's Diversity Policy at www.ispor.org/diversitypolicy.