



Speaker and Moderator FAQ

These resources are intended for moderators and speakers in Issue Panel, Workshop, Other Breakout Sessions, Spotlight, Podium, and Forum sessions. **If you are a poster presenter, poster notifications and separate resources will be available by the end of February.**

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

Yes, all speakers and moderators must be registered by **April 18** to present. *We encourage you to register by **April 3** to save an additional 20% with our early registration rates.* Please click [here](#) to register for ISPOR 2025. For instructions on applying the Speaker discount to your registration rate, please see below.

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. Please note: the Speaker discount cannot be applied to the one-day conference rates.

How do I find my session details?

All speakers and moderators were sent an email containing session information: "ISPOR 2025: Your Session Proposal Notification." You can also view your session details in [your ISPOR 2025 Tasks](#) portal by clicking on your role hyperlink listed under "ISPOR 2025 Session Acceptance and Next Steps."

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

Please contact Kat Bissett (kbissett@ispor.org) if you need to change your participation in ISPOR 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 April 18** in order to present. To confirm your participation and accept this agreement, follow these steps:

- Login to [the ISPOR 2025 Tasks Portal](#) with your ISPOR web credentials
- Once in your ISPOR 2025 Tasks portal, click on your role hyperlink listed under "ISPOR 2025 Session Acceptance and Next Steps"
 - 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 2025 action items for your quick reference.

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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 **April 18**.

Please follow these steps:

To ensure your profile is complete and accurately represents you in the ISPOR 2025 online program and mobile app, please take a moment to review and update your information in the ISPOR 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 2025 Tasks Portal?

Visit the [your ISPOR 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 2025 attendees?

Several hotels in different categories have been pre-booked at preferential rates for the Conference.

Accommodation is available on a first-come, first-served basis.

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

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 conference.

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 conference.

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

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

What is the dress code for the conference?

The dress code for ISPOR 2025 is business casual.

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

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- 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

What audiovisual equipment will be provided for my presentation?

ISPOR will provide the following for each session type. If you have a special request, please contact Kat Bissett (kbissett@ispor.org).

- PC Laptop with applicable cords
- (1) Projector and screen(s) suitable for session room size
- Table microphones and sound system for amplification
- Microphone to capture audience questions
- (1) Slide advancer

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 Kat Bissett (kbissett@ispor.org).

Will notepads or pens be provided by the conference 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 Kat Bissett at kbissett@ispor.org.

I need technical support with my ISPOR 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 conference, ISPOR will send a “Know Before You Go” email to all speakers/moderators.