Speaker and Moderator Guide

*This document contains quick reference information to kick-off your ISPOR 2025 planning. Additional resources including guides on developing and delivering your presentation will be made available in the ISPOR 2025 Tasks Portal and on the **Speaker Resources** webpage (coming soon). We encourage you to bookmark this page and check back frequently for updates.*

OVERVIEW

Thank you for sharing your thought-leadership with ISPOR! We are looking forward to working with you and putting forward an impactful and successful conference. ISPOR 2025 will feature HEOR scientists and stakeholders who work on these key challenges and highlight innovative solutions, advances in HEOR, as well as examples of how partnerships and dialogue with other disciplines are contributing to address these issues.

IMPORTANT DATES AND DEADLINES

- **Thursday, March 27 (Date may change)**
    - **Webinar**: Planning Your ISPOR 2025 Session
- **Thursday, April 3**
    - Early Registration Cut-off
- **Friday, April 11**
    - Hotel Reservation Cut-off
- **Friday, April 18** Deadlines:
    - Review and Agree to the Speaker Agreement & Consent Form via the ISPOR 2025 Tasks Portal
    - Submit Your Bio/Photo via the ISPOR 2025 Tasks Portal
    - Register
- **Tuesday, May 13 – Friday, May 16** | ISPOR 2025

PRESENTATION FORMAT INFORMATION

- ISPOR 2025 is an in-person event taking place at the Montreal Convention Centre in Montreal, Quebec, Canada, May 13-16.
- **All speakers and moderators are expected to present in-person in Montreal, CA.**
- All 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.
- Sessions (unless otherwise noted) will be recorded and made available for on-demand viewing through the Conference Digital Pass.

YOUR ISPOR 2025 ACTION ITEMS

To participate in ISPOR 2025, all speakers and moderators must complete the following action items:

- **Review and Agree to Speaker Agreement and Consent Form** (Deadline: April 18)
    - *All speakers must sign this agreement 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.*

- **Register** (Early Registration Deadline: April 3/Final Registration Deadline: April 18)
    - *Speakers and Moderators receive a 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. In the event fees section, please select the applicable rate. When you proceed to check out you will see the corresponding registration fee for speaker. 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. **All speakers and moderators must be registered by April 18 in order to present.***

- **Reserve Your Hotel** (Reservation Deadline: April 11th, based on availability)
    - *All speakers are responsible for securing and paying for their own hotel accommodations. ISPOR will not reimburse for any hotel and/or travel expenses. Accommodations are available on a first come, first served basis.*

- **Submit Your Bio and Photo via the ISPOR 2025 Tasks Portal** (Deadline: April 18)
    - *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:*
            1. *Enter a short biography*
            2. *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.*

DRESS CODE

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
- 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

DIVERSITY AND INCLUSION

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.

QUESTIONS?

Have a question? Contact Kat Bissett at kbissett@ispor.org.

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

We look forward to working with you to execute a great session!