



Uploading Your Poster

Upload Period: Monday, April 14 – Friday, May 16

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 13.

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

Uploading your materials to the **ISPOR 2025 Task Portal** will serve two purposes:

1. **ISPOR Presentations Database:** Poster PDFs uploaded will be displayed within the [ISPOR Presentations Database](#) beginning May 13.
2. **ISPO2 2025 Conference App:** Poster PDFs, and supplemental materials (handouts) will be made available in the ISPOR 2025 conference app beginning May 13. Uploading your PDF and supplemental material allows registrants to get the full experience of your research outside of your scheduled session time.

Only PDF file uploads are supported. Poster presenters will not be able to upload PPT, MP3 (audio), or MP4 (video) file uploads.

INSTRUCTIONS FOR UPLOADING TO ISPOR 2025 TASK PORTAL

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

Posters

ISPOR25_Last Name_Acceptance Code_POSTER
ex: ISPOR25_Kovalenko_EPH1_POSTER

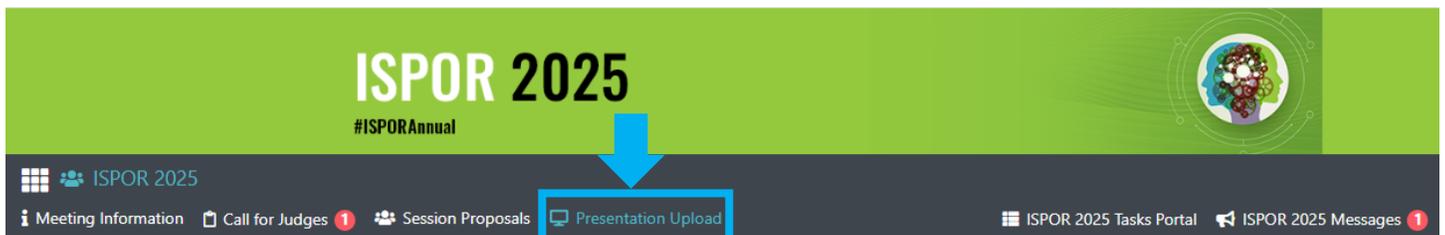
Handouts

ISPOR25_Last Name_Acceptance Code_HANDOUT
ex: ISPOR25_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: ISPOR25_Kovalenko_EPH1_POSTERV2

Step 1: Visit [ISPOR 2025 Tasks Portal](#) and log in using the **presenting author's** ISPOR web credentials. *Only listed presenting authors will be able to upload.*

Step 2: Select [Presentation Upload](#) from the top menu.



Need Help?

Contact ispor@support.ctimeetingtech.com or conferences@ispor.org

ISPOR 2025

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



Step 3: Scroll down to view your tile(s) that contain your session role and session name under the appropriate date.

Tip! This red line means a file has not been uploaded yet.

Step 4: In the file uploads section, click on the **PDF Only Upload** icon. Select your PDF file from your device. A **Transferring Status** box will pop up. Your upload is complete when the following message appears. Click **OK** to clear.

NOTE: If you cannot see a File Uploads section, click on the **Expand Uploads** button.

Step 5: When you return to the portal, your session tile should turn **green** and display **✓ Complete** next to your file name. You will be able to download, preview, and/or delete your file.

How many pdf files can each poster presenter upload?

Each presenter can upload (1) poster pdf and (1) handout pdf for display in the ISPOR 2025 mobile app and ISPOR Presentation Database.

In compliance with the ISPOR embargo policy, all PDF presentations and handouts will be displayed in the mobile app (registrants only), ISPOR 2025 online program (public), and ISPOR Presentations Database (public) on May 13.

Need Help?

Contact ispor@support.ctimeetingtech.com or conferences@ispor.org