www.ispor.org

ISPOR
Improving healthcare decisions

ISPOR Europe 2024
17-20 November | Barcelona, Spain

Educational Symposium Kick-Off Call

Agenda

- Welcome & Introductions
- Sponsorship Recognition and Promotion
- Session Submission Details
- Registration and Hotel Information
- Speaker Agreement and Consent Form
- On-Site Session Details
  - Room Set-Up
  - Audio/Visual
- Next Steps

Sponsorship Recognition and Promotion

- Inclusion of title, description, and speakers in the program and mobile app schedule

- Inclusion of the title and sponsor logo listed on the following onsite signage:

    - Daily Symposia Schedule

    - Educational Symposia Sponsor Thank You

- One standard Full Conference Registration for ISPOR Europe 2024

- Two Symposia Speaker registrations (used for one-day speakers) for ISPOR Europe 2024

- Post Educational Symposia Lead Generated Report

- Inclusion in one pre-conference email delivered to ISPOR's global database

- Inclusion in one pre-conference email delivered to all registered Conference attendees

- Social post on X, (formerly Twitter), and inclusion in Facebook, and LinkedIn posts promoting the Educational Symposia

- Company name listed in a 2024 edition of the Value & Outcomes Spotlight Journal

- Recognition and Sponsor Logo presented during each conference Plenary Session

Submitting Session Details
Deadline: Thursday, 29 August, 23:59 EDT

Submission Site: https://ispor.confex.com/ispor/euro2024/symp/cfp.cgi

The following information is required when submitting your session details:
- Session Title
- Company Name
- Twitter/X Username and Hashtag
- Session Level of Difficulty
- Taxonomy/Topic
- Company Logo (.jpeg file only)
- Session Description
- Moderator and Speaker Details to include first name, last name, advanced degrees, job title, organization, city, state, country, and email address. Note: ISPOR will not contact speakers directly.

Note: Information must be submitted through the online submission site and *cannot* be accepted via email.

Any delay in providing the necessary items by the outlined deadlines could result in the sponsor's exclusion or limited inclusion in specific marketing materials.

Registration Information
Deadline: Monday, 30 September

- Registration must be completed as follows:
  - Access the [ISPOR Europe 2024 Educational Symposia Complimentary Registration Information Form](#)
  - Fill out and complete as instructed.
  - Please allow 7-10 business days for processing.
  - All registrants will receive an email confirmation once completed.

Reminders
- All speakers, moderators, and staff representatives participating in ISPOR Europe 2024 must be registered.
- Educational Symposia sponsors receive one complimentary full conference registration and two symposia only registrations.
  - **Helpful Tip!** Use the symposia only registrations for speakers attending only to present at the symposium.
- Participants not utilizing the complimentary registrations should register [here](#) at the applicable rate.
  - Early registration rates expire Thursday, 10 October.
- For group registrations of 10+ registrants, please contact David Pipitone at dpipitone@ispor.org.

Hotel Information
Deadline: Monday, 9 September

Bnetwork has been appointed as the official and exclusive housing partner for ISPOR Europe 2024. Several hotels in different categories have been pre-booked at preferred rates for the Conference. The hotels are located near the International Barcelona Convention Center (Conference venue) and the city center of Barcelona and lie within easy reach (15-20 min). Room availability is based on a first-come, first-serve basis.

Visit ISPOR Hotel Information webpage for:

- Full list of available hotels at ISPOR discounted rates
- Group booking policies
- Individual booking information

Secure your hotel reservation as early as possible as availability is limited.

Speaker Agreement & Consent Form
Deadline: Monday, 30 September

- ISPOR requires that all moderators and speakers complete the Speaker Agreement & Consent Form prior to their participation in ISPOR Europe 2024. When completing the Speaker Agreement & Consent Form, speakers can also upload a short bio (600 characters or less) and high-resolution photo head shot (300 dpi .jpg file) for inclusion in the online program and mobile app.

Why do we ask speakers to complete Speaker Agreement & Consent Form?
ISPOR records all presentations for inclusion in the Digital Conference Pass and collects all slides decks and provides them as PDFs to attendees. This online form gives us permission to do this and share your session with an even wider audience!

Instructions:
1. Speakers should visit [Speaker Center](#) and log in using the email address provided when entering in session details and their existing ISPOR password.
   a. If they don't know their password, select "Forgot your password?" to reset it.
   b. It is suggested that you provide speakers with the email address used during the submission of the session details.
2. Select Speaker Center from the left tool bar.
3. Within Speaker Center, they will be able to review and complete the agreement, add their bio, and upload a photo head shot.

IMPORTANT!! Speakers cannot access Speaker Center until AFTER session details have been submitted. Please allow 1-2 business days after submission to access Speaker Center.

On-Site Session Details
General Information

- Speakers are expected to present in-person in Barcelona, Spain.

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

- Sessions will be recorded and made available for on-demand viewing through the Digital Conference Pass.

- Educational Symposia run concurrent with other sessions.

- Sponsor-provided signage is not permitted inside or outside of the session room.

- Handouts, bags, or other branded items cannot be distributed inside or outside of the session room.

On-Site Session Details
Room Set-Up and AV

Educational Symposia use breakout session rooms with the following set:

- Theater seating (chairs without tables)
- Stage with podium and head table with (4) chairs

The session room will be equipped with a:

- 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
- Audience polling capabilities – *additional information coming soon*

Note: Room location, set-up, and AV are determined by ISPOR and *cannot* be modified by the sponsor.

Next Steps and Upcoming Deadlines

Date	Deadline/Milestone
Thursday, 29 August	Session Content Due
Monday, 9 September	Hotel Booking Deadline
Monday, 30 September	Speaker Agreement & Consent Form Due; Complimentary Registration Deadline
Tuesday, 1 October	Catering Request Deadline
Thursday, 10 October	Early Bird Registration Deadline
Monday, 4 November	Final Slide Deck Due