# **ISPOR Europe 2024**

17-20 November



## **Navigating Speaker Center**

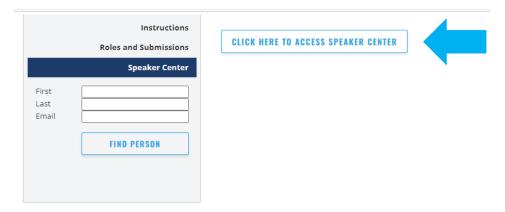
This guide provides a step-by-step overview of accessing Speaker Center to review and sign the Speaker Agreement & Consent Form and upload a bio and photo.

Step 1: Visit <u>Speaker Center</u> and log in using the email address to which you have received communications related to participation in ISPOR Europe 2024. If you forgot or don't know your password, select "Forgot your password?"

Step 2: Select Speaker Center from the left menu.

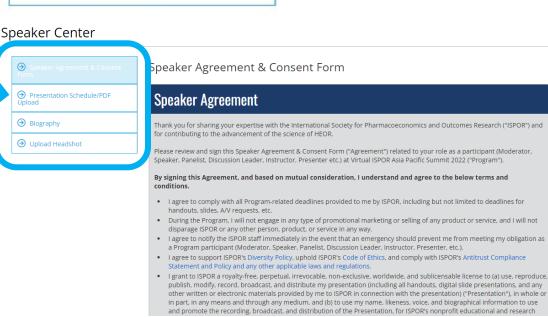
	Instructions  Roles and Submissions  Speaker Center	Welcome to your User Gateway  The User Gateway is a new page where you can access your submissions, view scheduling information, etc. Access is tied to your email address in the abstract submission system. Login with the email address where you received 'Submission Initiated' or Notification' emails.
First Last Email	FIND PERSON	Diversity and Inclusion  ISPOR is strongly committed to diversity. The Society's <u>Strategic Plan and core values</u> 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, physical disability, and religion. Additional information can be found at the <u>Society's Diversity Policy</u> .
		Unable to view all your speaking roles and submissions?  If you are using multiple email addresses you will not see everything here, until you have consolidated your account information. To consolidate your account information click here to edit your profile information.  Questions? Contact ISPOR at <a href="mailto:conferences@ispor.org">conferences@ispor.org</a>

### Step 3: Select Click Here to Access Speaker Center.



Step 4: From the left menu, select Speaker Agreement & Consent Form to complete the agreement. Select Biography to add your biography. Select Upload Headshot to upload a JPEG image (\*.jpg) or PNG image. Be sure to select Save after each step.





#### **QUESTIONS?**

Should you have any questions, please contact <a href="mailto:bkovalenko@ispor.org">bkovalenko@ispor.org</a>.