Poster Presenter FAQs

This document is filled with frequently asked questions and answers to help ISPOR Europe 2024 poster presenters develop and deliver their presentations.

How should my poster be formatted?
Posters should be created in Vertical/Portrait A0 format. See the Poster Guide on the [Poster Resources page](#) for more information.

I am unable to present in-person, what should I do?
ISPOR Europe 2024 is an in-person only event. If you are the presenting author and are unable to attend, you will need to find a replacement presenter (ideally one of your co-authors) or withdraw your presentation. Please email conferences@ispor.org with any changes.

How do I book my hotel room? Is there a discounted room rate for ISPOR Europe 2024 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 Europe 2024. **All poster presenters are responsible for securing and paying for their own hotel accommodation. ISPOR will not reimburse for any hotel and/or travel expenses.**

What are the size dimensions of my printed poster?
The poster orientation must be Vertical/Portrait in A0 format. A0 Format dimensions are 841 mm x 1189 mm (33.1 in x 46.8 in). See the Poster Guide on the [Poster Resources page](#) for more details.

Where can I print my poster onsite?
Presenters are responsible for printing and bringing their posters to the conference. We set up a link with a poster printing company *PosterSessionOnline* for your convenience, see the Poster Guide on the [Poster Resources Page](#) for more details. **Do not ship your poster to the convention center unless you are using PosterSessionOnline**.

Do you have a poster template I can use?
If you are looking for poster template to help design your poster, you can find an A0 ppt template created by PosterSessionsOnline for ISPOR Europe 2024 here: https://www.ispor.org/docs/default-source/ispor-europe-2024/pso-poster-template.pptx

What credentials do I need to access the Exhibit Hall and set up my poster?
Poster presenters are required to wear their name badge to access the Exhibit Hall. You will not be able to gain access without a name badge.

My poster tear down time is after the exhibit hall closes. Once I leave the exhibit hall, can I go back in to gather my materials?

Once the exhibit hall closes and the poster presenter leaves, they will not be permitted to access the exhibit hall again. ISPOR strongly encourages poster presenters participating in Poster Sessions 2, 4 and 5, to gather all their materials before the exhibit hall officially closes.

How will I know where to hang my poster?
You will receive a poster board number prior to the start of the conference that you can reference on the exhibit hall floor.

What's the difference between poster board numbers and acceptance codes?
Poster Board numbers are assigned and printed by ISPOR. This number indicates where you should hang your poster during your session. Presenters will receive their assigned poster board numbers approx. 2 weeks before the conference.

Acceptance codes are assigned by ISPOR in your acceptance notification emails. Presenters are required to print their acceptance code on the top right corner of their poster. This helps attendees find your poster in the ISPOR Europe 2024 mobile app.

Can I include a QR code on my poster?
Yes! QR codes are welcome as long as they are not commercial in nature.

Can I include the ISPOR logo on my poster?
No. ISPOR does not permit our logo to be used on individual posters.

When can we hang our posters?
Posters should be hung 30 minutes before your assigned poster session. See pages 2 and 6 in the Poster Guide on the Poster Resources page for exact timing.

Do I need to arrive to my discussion session early?
Yes. We ask that all poster presenters arrive at their posters **15 minutes** prior to the start of the discussion session. Poster presenters are only required to be present during the discussion hour, not the duration of the poster session. See page 2 in the Poster Guide on the Poster Resources page for exact timing.

What is a Poster Tour? How do I know if my poster was selected?
Please check your abstract notification email from Kat Bissett (conferences@ispor.org) to see if your poster was selected for a poster tour. ISPOR Europe 2024 poster sessions serve as galleries filled with visually stimulating science and we are excited to be enhancing that experience with our poster tour program. Each tour will feature high impact abstracts within a specific topical area.

The poster tours will be a 45 to 60-minute experience comprised of:
- A designated poster tour area within the Exhibit Hall
- 1 Tour Guide (poster tour host)
- 6 selected posters

During the Poster Tours:

- Each poster presenter (one author per poster) will be asked to provide a brief overview of their poster (3-minutes)
- After each poster overview, there will be an interactive discussion between the poster presenter, attendees, and the tour guide (~5-minutes) before moving to the next poster.

What is the dress code for the conference?
The dress code for ISPOR Europe 2024 is business casual.

As a presenter, do I need to register for the conference?
Yes, all ISPOR Europe 2024 presenters must be registered to access the event by 25 October. ***If presenting authors do not register by this date, your poster will be withdrawn and will not be eligible for presentation and publication.***

We encourage you to register by **10 October** to save an additional 20% with our Early rates! Please click here to register for ISPOR Europe 2024. Please see instructions below.

- If you are a **member**, click on "Individual Registration" button. On the next page, in the registration information section, you will see a Registrant Type box. Click the pull down and select "Poster Presenter." In the event fees section, please select applicable registration rate. When you proceed to check out you will see the corresponding registration fee with discount applied. Please note: the discount cannot be applied to the one-day conference rates.

- If you are a **non-member**, click on "Join and Register" button. On the next page, in the registration information section, you will see a Registrant Type box. Click the pull down and select "Poster Presenter." In the event fees section, please select applicable registration rate. When you proceed to check out you will see the corresponding registration fee with discount applied. Please note: the discount cannot be applied to the one-day conference rates. Questions on registering as a non-member? Click here.

I need a visa letter to attend. How do I obtain one?
Upon request, ISPOR issues a Registration Confirmation Letter to registered attendees who must apply for visas or other documentation to enter Spain. All documentation for entry into the country of the ISPOR conference is the responsibility of the attendee. The Confirmation Letter will be issued upon full payment of the ISPOR Europe 2024 conference registration fees. You must submit your confirmation letter request by using this link.

Upon receipt of your information and registration verification, the confirmation letter will be sent via email within 10 business days.

How do I upload my PDF poster?
See the "Uploading Your Poster" doc in the on the Poster Presenter Resources webpage.

Can I upload a MP3 (audio) or MP4 (video) supplemental file?
No, our system does not support audio or video supplemental files.

How do I withdraw my poster?
Please send your withdrawal request to conferences@ispor.org.

Is there a withdrawal deadline?
Yes, we ask authors send their withdrawal request to conferences@ispor.org by **Thursday, 10 October.**

I need to add an author to my paper. Is that possible post-submission?
Yes, please email the following details to conferences@ispor.org. The last day to change your author listing for publication is Monday, 16 September. If you send changes after this date, they will be reflected online only and not included in the *Value in Health publication.*

First and Middle Names (or initials):
Family Name/Surname:
Degrees (PhD, MD, etc.):
Member of ISPOR?
E-mail:
Work Area that best describes affiliation (Academia, Clinical, Government, or Other):
Affiliation Institution Name:
Institution City:
Institution State (if applicable):
Institution Country:

Can a non-author present my poster?
Yes, registered non-authors can present a poster please email the following details to conferences@ispor.org. Note: non-author presenters will not be entered into the system and will not be able to upload materials into Speaker Center. They will also not receive communications from ISPOR.

Name:
Degrees (PhD, MD, etc.):
E-mail:
Registration Confirmation:
Institution Name:
Institution City:
Institution State (if applicable):
Institution Country:

When do I need to upload my poster?
All posters need to be uploaded by **Monday, 11 November.** Posters must be in .pdf format.

I have a question not answered here or within the Poster Presenter Resources webpage. Who should I contact?
Contact us at conferences@ispor.org.

Prior to the conference, ISPOR will send a "Know Before You Go" email
to all presenting authors.