Speaker FAQ

These resources are intended for moderators, speakers, discussion leaders, and discussants in Issue Panel, Workshop, Other Breakout Sessions, Spotlight, Podium, and Forum sessions. **If you are a poster presenter, a poster resources page and separate FAQs will be available by the end of August.**

As a speaker, do I need to register for the conference?

Yes, all speakers must be registered to present. **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. For instructions on applying the Speaker discount to your registration rate, please see below.

Speakers also receive an additional 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. When you proceed to check out you will see the corresponding registration fee with discount applied. Please note: the Speaker discount cannot be applied to the one-day conference rates.

NOTE: If you are **not** an ISPOR member, you will need to choose "Join and Register" and complete your membership profile first. View instructions here.

How do I find my presentation details?

You will receive an "Important Presentation Details and Deadlines" email which will list your session details. You can also view your session details on our ISPOR Europe 2024 program page, once it is released.

What happens if I'm no longer able to participate as a speaker/moderator?

Please contact Bianca Kovalenko (bkovalenko@ispor.org) if you need to change your participation in ISPOR Europe 2024.

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 speakers are responsible for securing and paying for their own hotel accommodation. ISPOR will not reimburse for any hotel and/or travel expenses.**

Do I need to upload my slide deck prior to the conference?

Uploading your slides prior is highly encouraged. If you upload a .pdf of your slide deck and/or handouts, they will be included for attendees in the Meeting App and in the ISPOR Presentations Database. You can also upload your .ppt so you don't have to worry about it when you arrive. If you do not upload prior, we ask that you upload your .ppt in the Speaker Ready Room at least 3 hours before the start of your session.

Will ISPOR provide a place for me to check-in and review and/or edit my slide deck?
Yes, a speaker-ready room will be available onsite. More information on this will be provided closer to the conference.

Do I have to bring my slide deck to the conference if I have uploaded it?
Yes, please bring a copy of your presentation saved on a USB.

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

What audiovisual equipment will be provided for my presentation?
ISPOR will provide the following for each session type. If you have a special request, please contact Bianca Kovalenko (bkovalenko@ispor.org).

- 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.

How can I print or ship handouts for my session?
If you are planning to ship your handout materials, you are expected to handle shipping arrangements on your own. ISPOR will be unable to ship or store any material. DO NOT SHIP YOUR HANDOUTS TO THE CENTER. Please note: ISPOR is not responsible for any lost or misplaced materials shipped to the venue.

Will notepads or pens be provided by the conference venue?
No, notepads and pens will not be provided for session rooms.

Where do I complete the Speaker Agreement and submit my bio/photo?
You can review and accept the Speaker Agreement & Consent Form as well as submit your bio/photo within Speaker Center. Log in using the email address to which this letter has been sent.
Within Speaker Center, you will be able to:
   a. Complete the Speaker Agreement & Consent Form
   b. Add a short bio (600 characters or less) for inclusion in the meeting program.
   c. Upload a photo head shot for inclusion in the meeting program.

If you have any technical difficulties with accessing Speaker Center, please contact me at bkovalenko@ispor.org.

Do I need to arrive/sign into my session early?
Yes! Please arrive at your meeting room 15-20 minutes prior to the start of your session.
This will allow us time to troubleshoot any issues and answer any last-minute questions you might have.

How do I upload my PDF presentation?

To advance our mission of promoting HEOR excellence to improve decision making for health globally, ISPOR requests that speakers upload a PDF of their slide presentation to ISPOR Speaker Center. These PDF presentations will be displayed within the ISPOR Presentations Database and on the ISPOR Europe 2024 website. Only presenters who have provided consent through Speaker Center will have their PDF presentation displayed.

The Uploading Your Presentation Guide (available on the Speaker Resources page) provides instructions on uploading presentations for inclusion within the virtual event platform, Orchestrate, as well as ISPOR Presentations Database.

How do I access ISPOR Speaker Center?

Visit Speaker Center and log in using the email address used during the abstract submission process.

When do I need to upload my presentation?

Presenters will have the opportunity to upload their final presentation decks in the Speaker Ready Room onsite. However, these ppts are for display in the session room only. Speaker Ready Room ppts will need to be converted to pdf and submitted to ISPOR post-event if you would like them added to the online event platform post-event.

I have a question not answered here or within the Speaker Resources page. Who should I contact?

Contact Bianca Kovalenko at bkovalenko@ispor.org.

Prior to the conference, ISPOR will send a "Know Before You Go" email to all speakers/moderators.