Uploading Your Poster
Deadline to Submit: Monday, 11 November

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

Uploading your materials to **ISPOR Speaker Center** will serve two purposes:

1. **ISPOR Presentations Database:** Poster PDFs uploaded will be displayed within the [ISPOR Presentations Database](#).

2. **ISPOR Europe 2024 Conference App:** Poster PDFs, and supplemental materials (handouts) will be made available in the ISPOR Europe 2024 conference app. Uploading your PDF and supplemental material allows registrants to get the full experience of your research outside of your scheduled session time.

- NOTE: ISPOR cannot support MP3 (audio) or MP4 (video) file uploads.

INSTRUCTIONS FOR UPLOADING TO ISPOR SPEAKER CENTER

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

Posters	Handouts
ISPOREurope24_Last Name_Acceptance Code_POSTER	ISPOREurope24_Last Name_Acceptance Code_HANDOUT
ex: ISPOREurope24_Bissett_EPH1_POSTER	ex: ISPOREurope24_Bissett_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: ISPOREurope24_Bissett_EPH1_POSTERV2

Step 1: Visit **Speaker Center** and log in using the **presenting authors** email address used during the abstract submission process. *Only listed presenting authors will be able to upload.*

Step 2: Select **Presentation Schedule/PDF Upload** and click on the title of your session/presentation.

Step 3: Select **Upload Poster PDF**. PDF is the only supported file type for ISPOR Speaker Center.

Upload Poster PDF

UPLOAD PDF
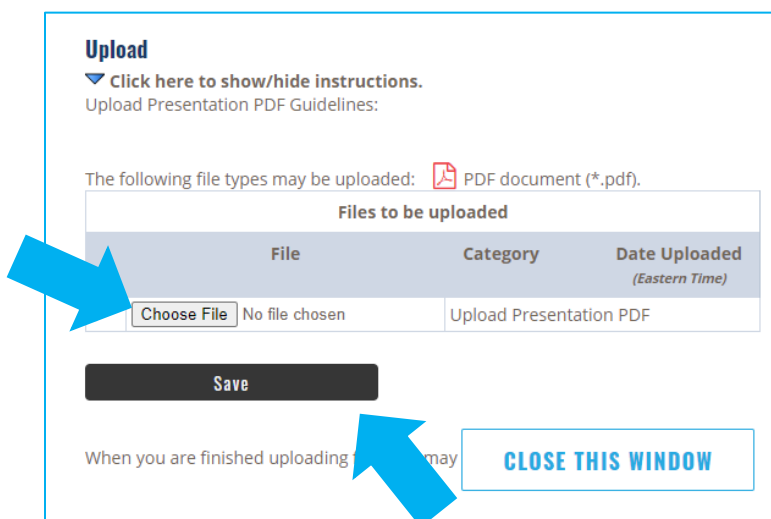
Step 4: Click **Choose File** and select the file from your computer. Click **Save** to upload your PDF presentation. Note: Only PDF files will be accepted.

Upload
▼ **Click here to show/hide instructions.**
Upload Presentation PDF Guidelines:

The following file types may be uploaded: 📄 PDF document (*.pdf).

Files to be uploaded		
File	**Category**	**Date Uploaded** *(Eastern Time)*
Choose File No file chosen	Upload Presentation PDF	

Save

When you are finished uploading [...] may   **CLOSE THIS WINDOW**

Step 5: If you have supplemental material (handout) select **Upload Supplemental Material**. And follow step 4. PDF is the only supported file type for ISPOR Speaker Center.

Upload Supplemental Material PDF

UPLOAD SUPPLEMENTAL MATERIAL

QUESTIONS?
Should you have any questions, please contact us at conferences@ispor.org.

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