



Speaker Guide

This document contains quick reference information to kick-off your ISPOR 2024 planning. Additional resources including guides on developing and delivering your presentation will be made available on the [Speaker Resources](#) webpage. We encourage you to bookmark this page and check back frequently for updates.

OVERVIEW

Thank you for sharing your thought-leadership with ISPOR! We are looking forward to working with you and putting forward an impactful and successful conference. ISPOR 2024 will feature HEOR scientists and stakeholders who work on these key challenges and highlight innovative solutions, advances in HEOR, as well as examples of how partnerships and dialogue with other disciplines are contributing to address these issues.

IMPORTANT DATES AND DEADLINES

- **Wednesday, March 27 (Date may change)**
 - **Webinar:** Planning Your ISPOR 2024 Session
- **Thursday, March 28**
 - [Early Bird Registration Cut-off](#)
- **Friday, April 5**
 - [Hotel Reservation Cut-off](#)
- **Friday, April 19 Deadlines:**
 - Complete the [Speaker Agreement & Consent Form](#)
 - Submit Your Bio/Photo
 - [Register](#)
- **Sunday, May 5 – Wednesday, May 8 | ISPOR 2024**

PRESENTATION FORMAT INFORMATION

- [ISPOR 2024](#) is an in-person event taking place at the [Georgia World Congress Center](#) in Atlanta, GA, USA, May 5-8.
- **Speakers are expected to present in-person in Atlanta, GA.**
- All sessions are 60-minute experiences. Within the 60-minutes we encourage you to plan for 10-15 minutes of Q&A time with the audience.
- Sessions (unless otherwise noted) will be recorded and made available for on-demand viewing through the Conference Digital Pass.

DRESS CODE

The dress code for ISPOR 2024 is business casual.

What is business casual attire for men?

- Sport coat or casual blazer (optional)
- Collared shirt or casual button-down
- Tie (optional)
- Casual slacks like khakis or chinos
- Belt
- Dress shoes, loafers or nice boots (high-end athletic shoes are becoming acceptable in some areas as well)

What is business casual attire for women?

- Collared or non-collared blouse
- Slacks (at least three-quarters length)
- Dress or skirt (at or below the knee)
- High heels, dress boots or flats (open-toed shoes are becoming acceptable in the summer months)
- Modest jewelry and accessories such as printed scarves

COMPLETING THE SPEAKER AGREEMENT AND CONSENT FORM

All speakers must complete the Speaker Agreement and Consent form **by April 19** in order to present. You can review and accept the Speaker Agreement & Consent Form within [Speaker Center](#). See access instructions below.

Visit [Speaker Center](#) and 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 kbissett@ispor.org.

REGISTRATION

Speakers receive a 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. In the event fees section, please select the applicable rate. When you proceed to check out you will see the corresponding registration fee for speaker. We encourage you to register by **March 28** to save an additional 20% with our Early Bird rates.

Please click [here](#) to register for ISPOR 2024. **All speakers must be registered by April 19 in order to present.**

Questions on registering as a non-member? [Click here](#).

HOTEL INFORMATION

Please [click here](#) to learn more and reserve your hotel room for ISPOR 2024. **All speakers are responsible for securing and paying for their own hotel accommodations. ISPOR will not reimburse for any hotel and/or travel expenses.** Accommodations are available on a first come, first served basis.

DIVERSITY AND INCLUSION

ISPOR is strongly committed to diversity. The Society's [Strategic Plan](#) and core values embrace excellence through encouragement and acceptance of diverse ideas, cultures, and disciplines. ISPOR also aims to reflect the diversity of its membership in all endeavors and encourages consideration of diversity in all presentations. 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 Society's [Diversity Policy](#).

QUESTIONS?

Have a question? Review our [Speaker Resources](#) webpage. Can't find what you're looking for there? Contact Kat Bissett at kbissett@ispor.org.

We look forward to working with you to execute a great session!