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Virtual ISPOR Asia Pacific Summit 2022

Delivering Your Presentation

Agenda

Overview of Virtual ISPOR Asia Pacific Summit 2022

Accessing Your Session

Presenting via Zoom

Using Interactive Features: Q&A, Chat, Polling

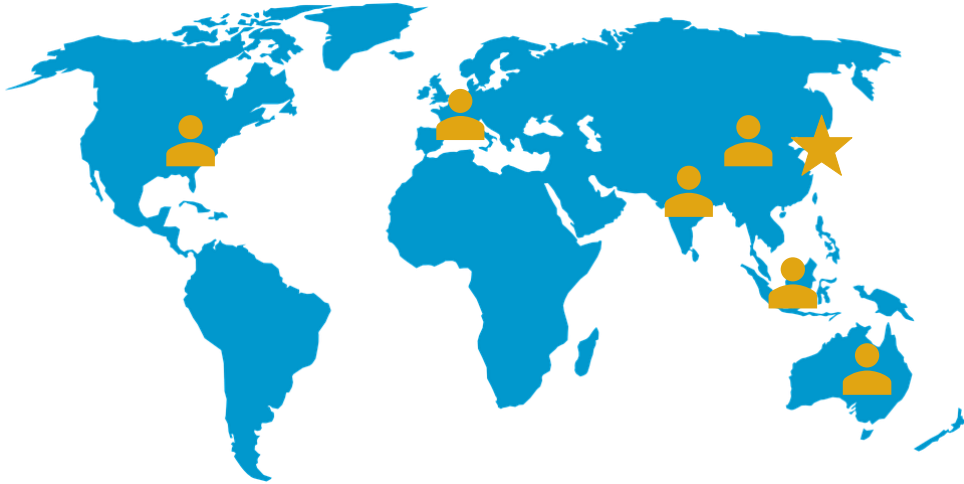
Best Practice Tips and Technical Support

Next Steps

Overview of Virtual ISPOR Asia Pacific Summit 2022

The Virtual ISPOR Asia Pacific Summit 2022 is scheduled for 20-21 September 2022.

All sessions are held in Korea Standard Time (KST)

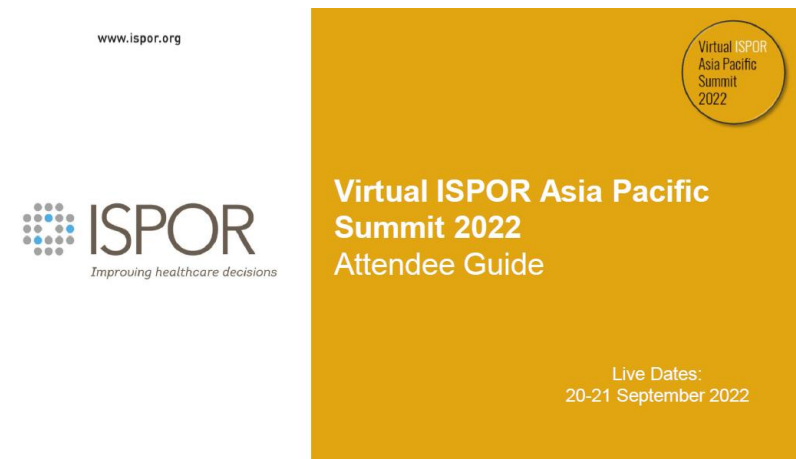


All sessions are presented in English.



All sessions are LIVE 60-minute experiences. Within the 60-minutes we encourage you to plan for 10-15 minutes of Q&A time with the audience.

How to Participate as an Attendee



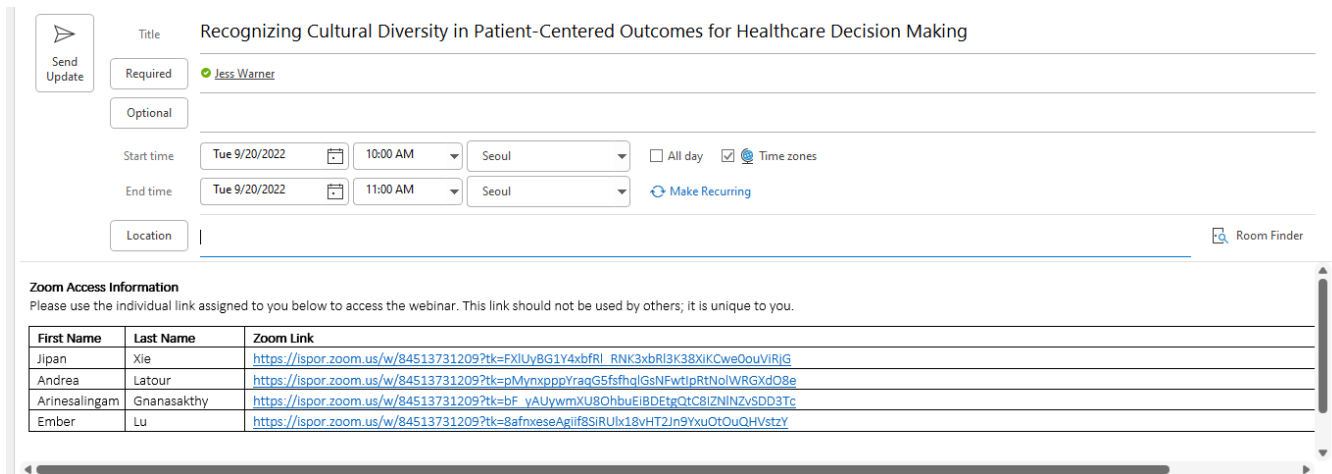
- View the **Attendee Guide** for information on accessing and navigating the virtual platform when you're not speaking.
- You can access the virtual platform beginning on **16 September at 9:00 KST**. Log in early to confirm your access and start planning your Summit schedule.
- **Sessions** from the Virtual ISPOR Asia Pacific Summit 2022 will be **available for playback (On-Demand)** within the platform until **21 October 2022**.

Accessing Your Session

Accessing Your Virtual Session

All speakers will join their session and present through Zoom. Join your virtual session using the unique link provided to you in your calendar invite.

Note: A calendar invite with Zoom access information will be sent by 15 September. Please let me know if you do not receive this calendar invite by 16 September at 12:00 KST.



The screenshot shows a Zoom calendar invite with the following details:

- Title:** Recognizing Cultural Diversity in Patient-Centered Outcomes for Healthcare Decision Making
- Required:** **Optional:**
- Start time:** Tue 9/20/2022, 10:00 AM, Seoul
- End time:** Tue 9/20/2022, 11:00 AM, Seoul
- Location:** | [Room Finder](#)
- Zoom Access Information:** Please use the individual link assigned to you below to access the webinar. This link should not be used by others; it is unique to you.

| First Name | Last Name | Zoom Link |
|---------------|-------------|---|
| Jipan | Xie | https://ispor.zoom.us/j/84513731209?tk=FXlUyBG1Y4xbfRI_RNK3xbRI3k38XIKCweOouVIRIG |
| Andrea | Latour | https://ispor.zoom.us/j/84513731209?tk=pMynxppYragG5fsfhqIGsNFwtipRtNolWRGXdo8e |
| Arinesalingam | Gnanasakthy | https://ispor.zoom.us/j/84513731209?tk=bF_yAUywmXU8OhbuEIBDEtgQtC8IZNINZvSDD3Tc |
| Ember | Lu | https://ispor.zoom.us/j/84513731209?tk=8afmxeseAgiif8SIRULx18vHT2jn9YxuOtOuQHVstzy |

Presenting via Zoom

Session Warm-Up



Log in to Zoom **20 minutes** prior to the start of the session.

Prior to the start of the session, ISPOR staff will:

- Confirm speaker video and audio
- Review audio/video on/off
- Review Q&A procedures
- Assist with speaker screen sharing
- Provide housekeeping announcements
 - Attendees will enter in listen-only mode (muted and no video)
 - To interact within the session use Q&A and Chat features

AFTER THE WARM-UP

ISPOR will broadcast the webinar. This allows attendees to hear and see the virtual session and begins the recording.

ISPOR staff will stay for the entire session to ensure it is executed flawlessly.

Zoom Background

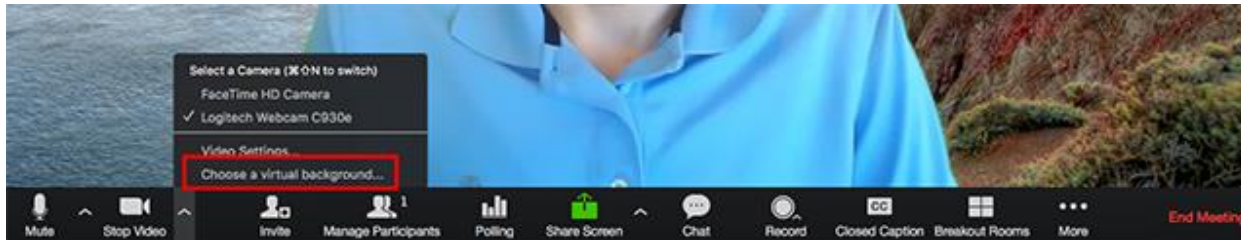
ISPOR has created a **virtual meeting background** for speakers to use. You may use a virtual background even if you do not have a green screen. It is best to use a blank backdrop when using one of the virtual backgrounds. **Using an ISPOR background is optional.**

To change your background:

- Save the background to your computer
- Once in Zoom, click on the up arrow next to the camera
- Select “Choose a virtual background”
- Select the saved background file from the prompt window.

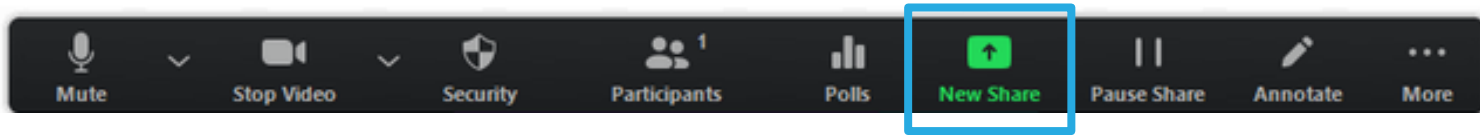


Download the Zoom background [here](#).

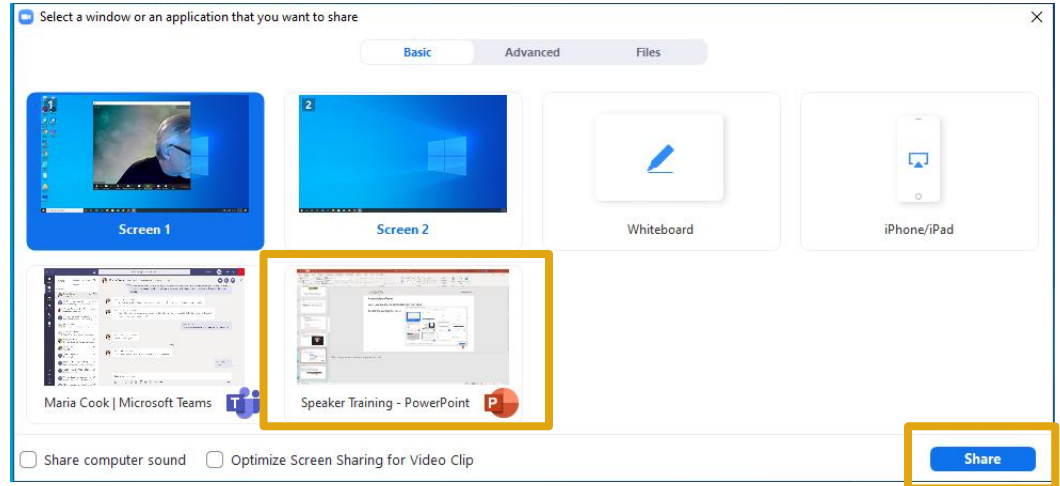
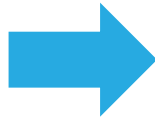


Screen Sharing

- Speakers will present their slides by sharing their screen.
- In Zoom toolbar, select “Share Screen”.



- A new window will open. Select your PowerPoint presentation and click “Share”. You will now be broadcasting your PowerPoint to all speakers and attendees.



Screen Sharing: Best Practice Tips

To stop sharing, select **Stop Share** from Zoom toolbar.

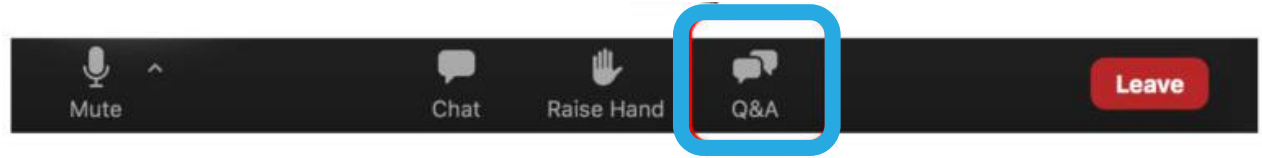


Pro Tips

- Before sharing your screen, make sure all other windows and applications are closed.
- When sharing, hover your cursor over the screen you are sharing for the Zoom toolbar to appear. Zoom controls (i.e., chat, Q&A, etc.) cannot be seen by others when screen sharing.

Using Interactive Features: Q&A, Chat, Polling

Q&A



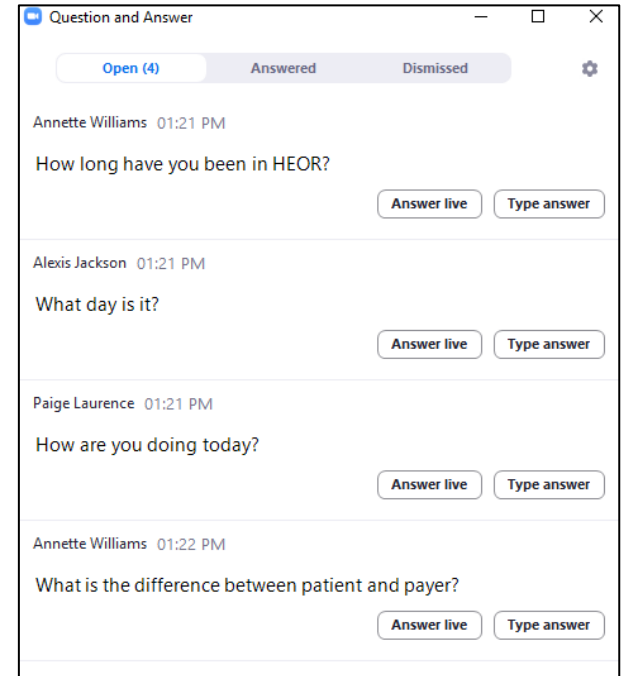
Attendees will participate in *listen only mode*. They will ask questions through Q&A and connect and network through the Chat.

When you click in the **Q&A icon**, a window with the question will open on your screen and different choices will appear under each question:

Answer live: This will cue the question to be answered live.

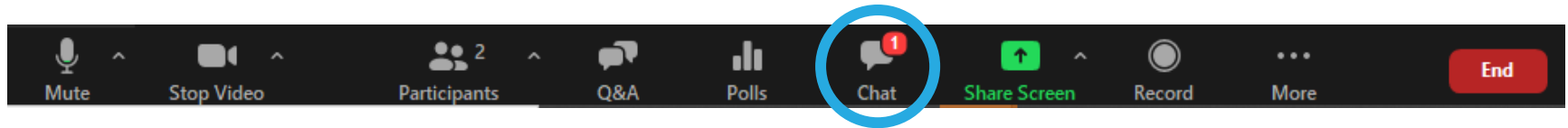
Type answer: Speakers can type in an answer that will not be discussed live.

Dismiss answer: After the speakers have answered the question, it can be dismissed. In case a question not pertaining to the subject appears, ISPOR staff will dismiss the question.



Session Chat

- Attendees will be able to use the Zoom chat feature to interact with other attendees.
- An ISPOR staff member will serve as a chat moderator and will be present in every session to monitor the chat interactions.
- Any questions directed to speakers in the chat will be redirected to the Q&A.
- Speakers are welcome to participate in chat but are not required to.



Polling

This information is applicable only to those sessions who are using polling.

- Include a slide within your slide deck indicating where you want each polling question to appear. The slide must include the polling question.
- This will alert ISPOR staff to activate the poll for the audience. **As the presenter you will not need to activate your polls within Zoom – this will be handled by ISPOR staff.**

Expert Tip! Don't panic when you don't see responses automatically populating within the live poll. Attendees are reading the question and focusing on their response. Fill the "silence" with extra content! Tell the audience a story or give them things to consider as they select their response.

Poll Question

What is your favorite color?



| Polling Questions in Progress | | 00:00:19 |
|-------------------------------------|--|--------------|
| Attendees are now viewing questions | | 1 of 1 voted |
| 1. What is your favorite color? | | |
| Red | | (0) 0% |
| Green | | (0) 0% |
| Blue | | (1) 100% |

Best Practice Tips and Technical Support

Best Practice Tips

Lighting /Camera

- Diffused light in front of you will usually work best to avoid shadows.
- Try to position your camera so that it just above your eye level – check the visible background
- Make sure you know how to turn your camera on and off during the session.

Sound/Audio

- Using a headset and/or microphone will lead to better sound quality than using your computer audio.
- Turn off all sound notifications on your devices.

Internet/Bandwidth

- It is recommended to use hardwired internet, using an ethernet cable to connect. This helps reduce the variability of wi-fi strength.

Other applications/Sharing Screen

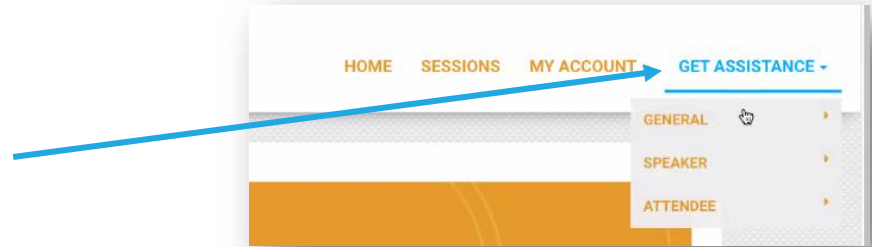
- Close other applications on your computer so that notifications do not appear during your presentation, and it is easier to find the file you wish to share.
- You are recommended to share the specific PowerPoint and not your desktop.

Presentation/Clothing

- Darker color shirts/blouses appear better on camera. Try to avoid busy plaid or patterned outfits.

Need Help?

- Directly message ISPOR staff via the Zoom Chat feature for help.
- Select **Get Assistance** to review technical guides and resources.
- Review the **Speaker Resources**.



Next Steps

Session Preparation Checklist

- Complete Speaker Agreement and Submit Your Bio/Photo
- Register for Virtual ISPOR Asia Pacific Summit 2022
- Review Speaker Resources
- Prepare Presentation
- Upload PDF Slides and Submit Polling Questions (*if applicable*)

Ask ISPOR!

- Still have questions?
- Want to practice screensharing in Zoom?
- Unsure how to upload a Zoom background?

Join one of the following **live** events to ask an ISPOR staff member!

Friday, 16 September | 7:00am – 8:00am EDT / 20:00 – 21:00 KST

Monday, 19 September | 7:00am – 8:00am EDT / 20:00 – 21:00 KST

Click here to join: <https://ispor.zoom.us/j/84753407257>

NOTE: There is no formal presentation. An ISPOR staff member will answer questions and do their best to address questions from all attendees in the time allotted. Calendar invites for these events will not be sent to speakers.

Thank you

for your contributions to Virtual ISPOR Asia Pacific 2022!

If you have any questions, please contact the ISPOR team at:
jwarner@ispor.org.

Diversity and Inclusion at ISPOR

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. 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 Society's [Diversity Policy](#).