

Key Information

(as of August 1, 2018 – Subject to Changes)

CONFERENCE OBJECTIVES

Participants will be able to:

- Learn new health economics and outcomes research methods and techniques;
- Improve the quality of decision making through better utilization of health economics and outcomes research studies; and
- Learn how to assess and select the appropriate quality-of-life measurement instruments.

LANGUAGE INFORMATION

All sessions at ISPOR Asia Pacific 2018 are presented in English. ISPOR regrets that due to the disruption to other delegates, whisper translation (chuchotage) is not permitted in any session, including short courses. To discuss options to meet educational needs in multiple languages, please contact meetingsinfo@ispor.org.

NAME BADGES & REGISTRATION MATERIALS

Self-serve check-in and name badge printing stations will be available in the Hana Foyer of the Keio Plaza Hotel. Here delegates can enter their name or email address or registration number to print their name badge.

The following tickets will also print with your name badge:

- **Short Course ticket** for each Short Course for which you registered (you MUST bring your Short Course ticket to the room to collect your materials and be admitted);
- **One complimentary drink ticket** to the Exhibitors' Reception: Sunday, 9 September from 6:00pm-7:30pm.
- **One complimentary drink ticket** to the Exhibitors' Reception: Monday, 10 September from 6:00pm-7:30pm

Registration bags, lanyards, Program & Schedule of Events, and the August issue of *Value in Health* are available for pickup near ISPOR registration.

For security purposes all individuals must be registered and wear the official ISPOR Conference Name Badge to gain access to the conference, the sessions, the exhibit poster hall, and any other ISPOR activity. Onsite staff and security will monitor for name badges and will deny access if individual does not have an official ISPOR Conference Name Badge. Individuals not wearing a name badge will be directed to registration. Please note that if you lose your name badge you will need to visit the registration help desk.

Sharing of conference name badges is prohibited.

Because of the professional nature of the program, safety and liability reasons; guests and anyone under the age of 18 are not permitted access or to register for the conference. This includes access to the conference in general, to scientific presentations, and to the exhibit and poster hall.

CONFERENCE REGISTRATION / SESSIONS

General conference registration is inclusive of symposia, all general conference sessions, poster presentations, and the exhibit hall.

Separate registration is required for all Short Courses (Saturday, 8 September and Sunday, 9 September). Please see ISPOR Registration for details. A schedule of ISPOR Group Meetings, which are by invitation only, is provided in the printed Program & Schedule of Events, as well as in the conference mobile app and on the ISPOR website.

Conference registration is inclusive of symposia on Saturday, 8 September, Monday, 10 September and Tuesday, 11 September.

ISPOR REGISTRATION HELP DESK HOURS

ISPOR Registration is located in *Hana Foyer (4th fl)*

- Saturday, 8 September: 7:00am-6:00pm
- Sunday, 9 September: 7:00am-6:00pm
- Monday, 10 September: 7:00am-6:00pm
- Tuesday, 11 September: 7:00am-5:00pm

EXHIBIT HALL HOURS

Exhibits are located in *Hana Ballroom (4th fl)*

Exhibitor Set-Up – Sunday, 9 September: 7:00am-12:00pm

Exhibitor Dismantle – Tuesday, 11 September: 3:00pm-9:00pm

Exhibits Viewing Hours:

- Sunday, 9 September: 12:00pm-7:30pm
- Monday, 10 September: 8:30am-7:30pm
- Tuesday, 11 September: 8:30am-1:45pm

ISPOR CONFERENCE APP

Access the **mobile app** on your smartphone or use the **myISPORTokyo** website (<https://myisporTokyo.zerista.com/>) on your computer or tablet. Both options allow users to:

- Update your “electronic business card” (personal profile);
- Create a personalized conference schedule;
- Search the conference program by scientific topic, keyword, or speaker;
- Connect with other attendees by sending messages (while keeping your email address private); and
- Find exhibitors and sponsors to connect with by viewing their virtual booths.

Search for “ISPOR” in the App Store or on Google Play!

The ISPOR Asia Pacific 2018 Conference app is compatible with Apple and Android devices and is available for download on the App Store and Google Play.

WIFI & INTERNET ACCESS

For the convenience of Conference attendees, Wi-Fi is available in the Keio Plaza Hotel.

Network: ISPOR

Password: TOKYO 2018

Wi-Fi is only intended for checking email and using the conference mobile app, not for downloading files. Connection speeds will vary depending on the volume of users.

Wi-Fi Acceptable Use Policy

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- The Wireless network at the convention center is designed for viewing the conference mobile app, social media, email, surfing and other general low bandwidth applications. It is not intended for streaming of any sort.
- Peer-to-peer traffic such as BitTorrent and the like, use a disproportionate amount of bandwidth and are unfair to other attendees. Please refrain from nonconference related peer-to-peer file sharing to minimize this effect. (BitTorrent is a communications protocol of peer-to-peer file sharing ("P2P") which is used to distribute data and electronic files over the Internet)
- Please be considerate and share the bandwidth with your fellow attendees.
- Please do not actively scan the network. Many of the tools for scanning an address range are too efficient at using as much bandwidth as possible, this will likely be noticed.
- Due to the user load in congested areas, you may experience a slow connection or have difficulty connecting to the network at times. If that is the case, you may want to move to a less congested area.

Is the network secure?

ISPOR is providing an open network. A good resource to increase your safety on a public networks is <http://lifehacker.com/5576927/how-to-stay-safe-on-public-wi-finetworks>.

Help! I can't connect.

Please make sure you are connecting to the network called "ISPOR." There are many WiFi devices and users at the conference and no method of selecting the best base station or access point is perfect. If a device is moving more than a few meters the chance of a suboptimal connection is increased as that device is moved further from where the original connection was made. Turning the WiFi device off and restarting is one way to force a reevaluation of the connection, but less disruptive measures may also work. If the affected device has an "Airplane Mode" option, a Wireless on/off switch, a wireless on/off hot key, a "Radio Disable" option, or a "Turn AirPort Off" option, using one of these for 15 to 30 seconds should be as effective and be far less disruptive.

Can I set up my own AP (access points), MiFi, or share my laptops internet connection?

Please do not set up your own access points. Rogue APs, unauthorized access points plugged into the wired network are considered one of the most prolific security holes in a Wi-Fi network. Rogue APs will cause problems for attendees attempting to use the main wireless system. The lack of channel coordination by these devices degrades the overall performance for all users (including the MiFi user!). Personal APs should not be in production or functioning inside the convention center. If used, they will be detected and the user will be asked by staff to discontinue use of the device. This also applies to smartphones in hotspot mode as well.

RESEARCH PODIUM & POSTER ABSTRACTS

Abstracts for all podium and poster research presentations given at ISPOR Asia Pacific 2018 will be published in *Value in Health* (Volume 21, Suppl 2). This issue of *Value in Health* will be available to ISPOR members and ISPOR 2018 registrants online at: http://www.ispor.org/valueinhealth_index.asp in September 2018.

FINANCIAL DISCLOSURE INFORMATION

Research podium and poster presentation financial disclosure information will be available online at: https://www.ispor.org/valueinhealth_index.asp in *Value in Health* (Volume 21, Suppl 2) in September 2018. Faculty and staff involved in the planning or presentation of this conference are required to disclose all real or apparent commercial financial affiliations related to conference content. This information is available on request at the ISPOR Registration desk.

PRESENTATION SLIDES / POSTERS

Plenary session, issue panel, workshop, ISPOR forum, and symposia slides will be available via the conference app and at the ISPOR Asia Pacific 2018 Released Presentations page at www.ispor.org during/after the conference, subject to speaker approval.

Podium and poster presentation abstracts and released slides or poster PDFs are available at the ISPOR Scientific Presentations Database (a searchable database of over 42,000 research papers presented at ISPOR conferences) at http://www.ispor.org/research_study_digest/index.asp.

HANDOUTS

- **Plenary Sessions:** Handouts for the plenary sessions will be available in the session room at the time of the presentations, subject to speaker approval.
- **Research Presentations, Workshops & Issue Panels:** Handouts for research presentations (podiums and posters), workshops, and issue panels are the sole responsibility of the presenting author(s).
- **ISPOR Forums:** Handouts for ISPOR Forums are available in the session room at the time of the presentations.
- **Educational Symposia:** Handouts for symposia are the sole responsibility of the host organization.

The Released Presentations page will feature many of the conferences' slide presentations as PDFs. In 2017, more than 80% of the presentations were available to the public during/after the conference. The Released Presentations page is accessible via the conference mobile app and at <https://www.ispor.org/Event/index/2018Tokyo>.

SPEAKER INFORMATION

Upload the final version of your slide presentation in the Speaker Ready Room on the same day of your session! All speakers are encouraged to use the Speaker Ready Room to preview their slide presentation and/or upload an updated version. Presentations submitted to ISPOR Speaker's Corner by the specified advance deadline and all presentations uploaded/updated in the Speaker Ready Room 30 minutes

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prior to the session will be pre-loaded to the computer in the session room. All speakers are requested to arrive at their presentation room 15 minutes prior to the session start time. ISPOR staff will be available in the session room to assist the presenter.

A **speaker ready room** is provided in **Kaede Room (4th fl)** with the following opening hours:

- Sunday, 9 September: 12:00pm-6:00pm
- Monday, 10 September: 8:00am-6:00pm
- Tuesday, 11 September: 8:00am-4:00pm

RESEARCH POSTER PRESENTATIONS

Poster presentations will be on view in the Exhibit-Poster Hall located in **Hana Ballroom (4th fl)**

The poster hall is organized in rows (A-N) and each poster board is numbered accordingly (e.g. A1, J10). **Poster presentation titles and authors, as well as the numbered board location, are available on the <https://myisportokyo.zerista.com/> web platform and ISPOR Tokyo mobile app. This information is also available as a PDF on the ISPOR website.**

Each poster presentation has been assigned a specific numbered board location, which is shown next to the presentation title. Please note that this is different than the poster code (based on the abstract's scientific topic), which was assigned to each poster presentation upon acceptance. Poster board numbering is shown on the floor plan in the Program & Schedule of Events, as well as on the website and mobile app.

**Presenters are required to be at their posters during the Poster Author Discussion Hour.*

***Posters that are not removed at the scheduled dismantle times will be discarded.*

ISPOR RESEARCH PRESENTATION AWARDS

Awards are given for the best research presentations for podium presentations (up to 6) and for poster presentations (up to 6).

All research podium presentations are considered for an award. The top 10% of research poster presentations, based on abstract review score, are considered for a poster presentation award. These are identified with a rosette and will be judged during the Conference.

Award recipients will be notified by mail and recognized on the ISPOR website at the conclusion of the conference.

SOCIAL MEDIA

Communicating by way of social media is encouraged if it falls within embargo and communications rules.



Be part of the live discussion!

- Tweet your comments to @ISPORorg during the conference using **#ISPORTokyo**

- Access expert insights and share your views on conference sessions at the ISPOR LinkedIn Discussion Group: <http://bit.ly/ISPOR-LIn>
- Network with your peers on the ISPOR Facebook page: <http://bit.ly/ISPOR-FB>

RECORDING & PRESS INFORMATION

ISPOR supports the promotion of research presented at ISPOR conferences, while safeguarding sensitive information, data, and research findings that are not yet available to the public. **Due to the sensitive nature of data and the particularly preliminary, unpublished research findings, all filming and recording of scientific sessions and the poster hall is prohibited during the conference, without the express written consent of ISPOR.**

Portions of ISPOR Asia Pacific 2018 may be recorded by ISPOR. By participating in the discussions, conference registrants agree that ISPOR may electronically copy, videotape, or audiotape their attendance at and involvement in any program. Registration and attendance at ISPOR Asia Pacific 2018 constitutes an agreement by the registrant to ISPOR's use and distribution (both now and in the future) of their image or voice in photographs, videotapes, electronic reproductions, and audiotapes of such events and activities. ISPOR will strictly enforce its rights as the exclusive licensee of all publication and reproduction rights to each presentation, and no presentation, in whole or in part, may be reproduced without approval from ISPOR.

Conference attendees must gain approval from a speaker or poster presenter prior to quoting or publishing that individual's scientific results. Members of the press must identify themselves as such before questioning speakers and conference attendees if using the information in a professional capacity.

More detailed information on ISPOR's Press Pass, Legal, and Embargo Policies are available on ISPOR's News & Press page at the ISPOR website (www.ispor.org).

For further questions on these policies, please contact: Betsy Lane (blane@ispor.org), Director and Chief Marketing & Communications Officer.

SAFETY AND RESPONSIBILITY POLICY

ISPOR is committed to providing a safe, productive, and welcoming environment for all participants and staff. All participants, including, but not limited to, attendees, speakers, volunteers, exhibitors, ISPOR staff, service providers, and others, are expected to abide by this Safety and Responsibility Policy as noted on our website under Attendee Information > Key Information.

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CONFERENCE PROGRAM DISCLAIMER

Please be advised that while the conference program is designed to provide accurate information regarding the subject matter covered, the views, opinions, and recommendations expressed are those of the authors and speakers, not the ISPOR and thus ISPOR does not guarantee the accuracy of the information disseminated. If professional advice is desired, please consult a competent professional.

ANTITRUST COMPLIANCE

It is the undeviating policy of ISPOR to comply strictly with the letter and spirit of all local and U.S. Federal, State, and applicable international trade regulations and antitrust laws. Any activities of ISPOR or ISPOR-related actions of its officers, Executive Committee Members, or members that violate these regulations and laws are detrimental to the interests of ISPOR and are unequivocally contrary to ISPOR policy.

QUESTIONS & INFORMATION

Please ask ISPOR staff members for any additional information about the conference or about ISPOR. ISPOR staff can be identified by their ISPOR name badge.