PAS 2020 Meeting Polling and Q&A Instructions

Conferences i/o is the official polling and Q&A platform for the PAS 2020 Meeting

The PAS 2020 Meeting offers polling and Q&A through the mobile app using **Conferences i/o**. All polling and Q&A in presentations must be done through **Conferences i/o**; we will not support other polling platforms such as Poll Everywhere.

Polling
Please follow these guidelines to include polling in your presentation.
IMPORTANT: Add "polling" to the end of your presentation file name if you intend to use polling during your presentation. Example file name: john_doe_presentation_polling.pptx

How to include polling in your presentation
- When preparing your slides, make a slide for each polling question, complete with answer choices (if applicable), in the appropriate location in your slide deck.
- When you submit your presentation on Orchestrate (Speaker Management Portal), select "Yes" to the question "Use ARS to interact with the audience?"
- A PAS vendor representative will go through your slide deck, enter your questions into Conferences i/o, and embed the polling questions back into your slide deck where indicated.
- Onsite at the meeting, visit the speaker ready room to preview your presentation with the polling embedded. There will be a dedicated representative available to assist should any changes be necessary.
- **If you plan to embed polling, please do not wait to the last minute to submit your presentation so the vendor representative will have enough time to create the polling slides for you.**
- Supplemental instructions by Freeman provided on page 3.

How to use polling
- A slide will be placed at the beginning of each polling-embedded presentation to instruct viewers how to access the poll in the PAS Meeting App.
- Each time the presenter reaches a question in the poll, the question will automatically display on viewers' devices.
- If viewers need more time, or a presenter accidently moves forward cutting the questions short, the presenter can always go back to the slide with the question on it.

Polling options
- Multiple Choice
  - Select one
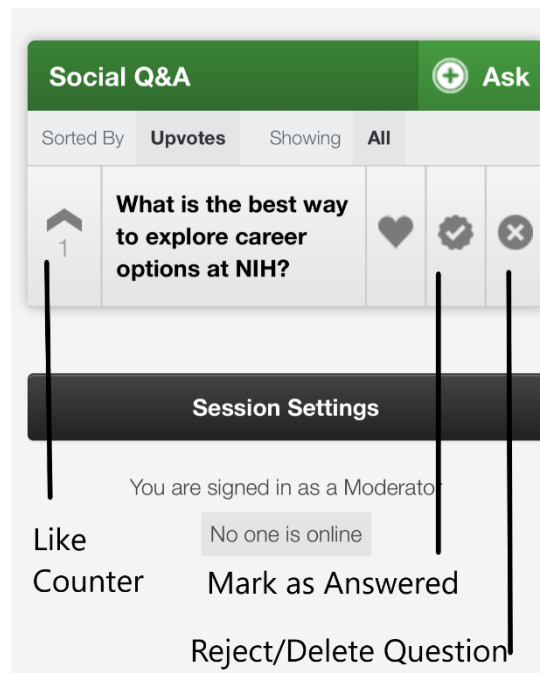 - Select all that apply
- Open Ended/Short Answer
  - Cloud
  - List

- Numerical Average

Q&A

Please follow these guidelines to include Q&A in your presentation.

How to include Q&A in your presentation

- All sessions enabled for ARS will have Q&A functionality automatically.
- If you want Q&A and **not** Polling, select "No" to the question "Use ARS to interact with the audience?"
- A PAS vendor representative will enable Q&A for the session and include an instruction slide at the beginning to notify viewers how to reach the Q&A in the PAS Meeting App.
- By default, the Q&A will be unmoderated, meaning once a viewer submits a question it will appear in the list.
- If you would like your Q&A to have a moderator, someone you designate to approve submitted questions before appearing on the list, please go to the speaker ready room before your session and notify the PAS vendor representative.
- We encourage session organizers to use a laptop to monitor the Q&A submissions. If you plan to use a mobile device, if the screen turns off then you will have to navigate back to the Q&A screen.

If you have questions regarding Polling and Q&A at the PAS 2020 Meeting, please contact the PAS Office at info@pasmeeting.org or 346.980.9717.
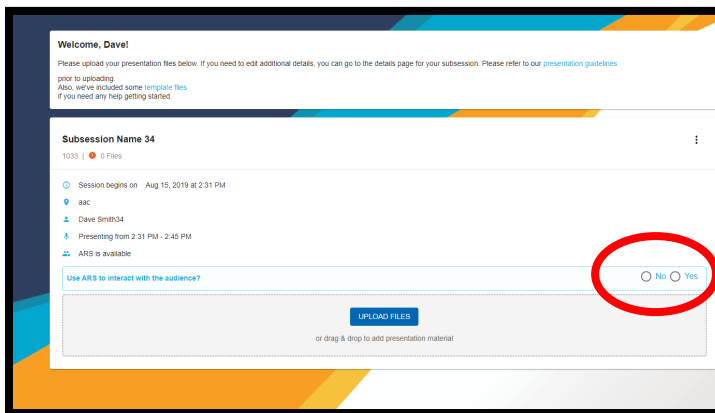
Power Point Creation

1. Create PowerPoint just as you would normally.
2. Create your polling questions (ARS) on a slide in the presentation where you want them. Polling results displayed in a Bar Graph, Word Cloud or Numerical Average.
3. Upload your presentation to the PM Site with provided Link.
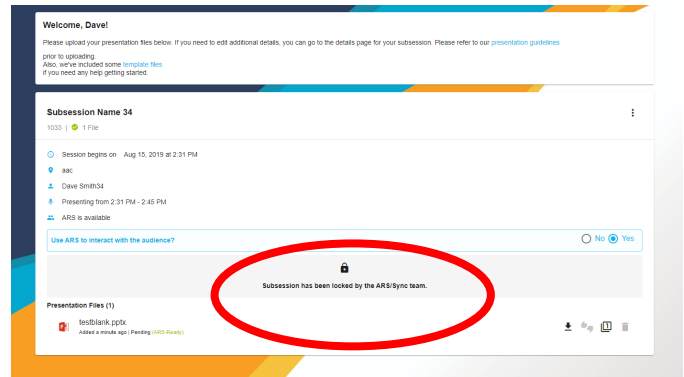
Question Types

1. Multiple Choice – Bar Graph
2. Open Ended/Short response – Word Cloud
3. Numerical Average – Average of responses

Audience Polling Services Confirmation

1. When you log in and your session is designated as an ARS session you will see question "Use ARS to interact with the audience?" Answer YES or NO if you are going to have Polling Questions in your presentation then upload your presentation.

2. Once we program your questions, we will lock the profile.

We will take it from here.

Notes about notifications and what we do for you.

1. We will program the questions and insert the Polling response slides into your presentation following your questions.
2. We will add ARS PGD to the end of your file name to indicate that the file is ready for live response.
3. You may receive an e-mail saying a file has been deleted that was just us replacing your file with the programmed version.
4. At this point, we will LOCK your profile to prevent you from uploading a new file replacing the programmed version. You may however download the programmed version from the server and make any changes to that file or request that we unlock you profile to upload a new file.
5. When you arrive in **Philadelphia** and visit the **Speaker Ready Room,** you can also log in and make any changes to the file on the server.
6. During your presentation when you arrive at your PowerPoint question slide simply read the question and possible choice to your audience and then advance to the polling slide, the polling will be open, give your audience time to respond, (you will see the responses populating) discuss the results, then advance when you are ready to continue your presentation.

Visit the Speaker Ready Room to make any last min updates and rehearse the Polling section of your presentation.