Instructions for Voting System

As a speaker of a session that will use online voting (CME, Creative labs, Hands-on-course, Symposium), please find the following instructions on how the system works. This shall help you to prepare for your presentation(s). We kindly advise you to read the following information carefully.

The mobile voting system is fully integrated into the provided presentation management system. Therefore, please include the voting slide into the presentation(s) and upload them online. Our technicians will setup the voting system accordingly. In the session room you will control your presentation and the voting.

Participants can vote via their own mobile device by scanning the shown QR-Code (generated by the voting system). Therefore, we strongly recommend reminding the participants at the beginning of your presentation to have their mobile devices ready.

Please follow the next steps to ensure a smooth running of your interactive voting session:

STEP 1: SUBMIT YOUR QUESTION(S):
- The voting system will be activated through your own PowerPoint slides. Therefore, please **include your voting question(s) directly in your PowerPoint presentation and clearly indicate the voting slide**.
- For each voting question you can provide a <u>maximum of 8 possible answers</u>.
  The answers should have a maximum length of 256 characters, but short questions and answer options are recommended.
- You cannot use any animations/videos on the voting slide(s).

STEP 2: BEFORE YOUR VOTING SESSION:
It is essential for each speaker to come to the Speaker Lounge <u>the day before the session</u>, so you can be briefed and get a to know the system you and to make sure everything will run smoothly.

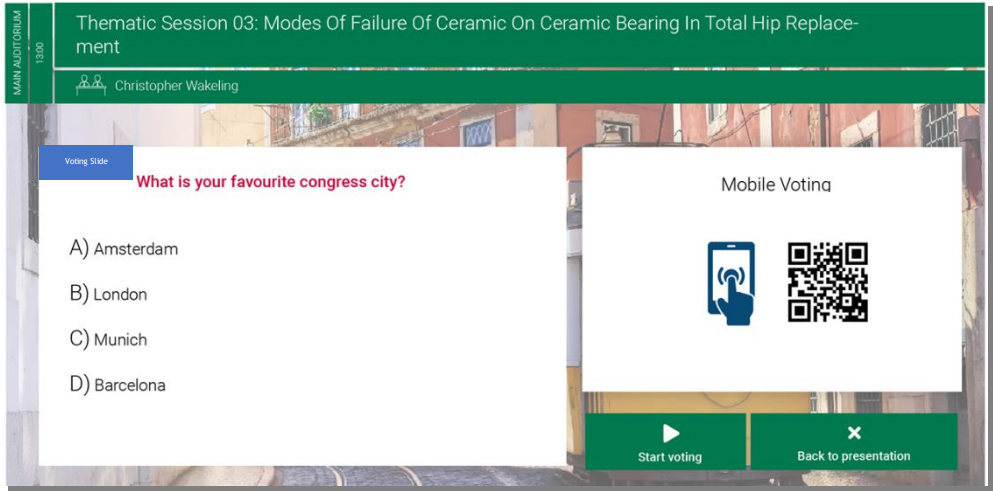## STEP 3: DURING YOUR VOTING SESSION:
- Once a voting slide of your presentation appears the layout will change (participants can already start to scan the code and open the virtual voting keypad), you can read out loud the questions and answer possibilities and as soon as you are ready you will need to click on the appearing button "**<u>Start voting</u>**". The audience can then vote via their mobile device.
- As soon as the voting is stopped, the results (percentage) will appear on your presentation and on the projection screen.
- You have the possibility to comment/discuss the result of each voting if desired.
- To redo the voting click on the button "**<u>Reset Question</u>**".
- To proceed with your next slide click on the button "**<u>Back to presentation</u>**".
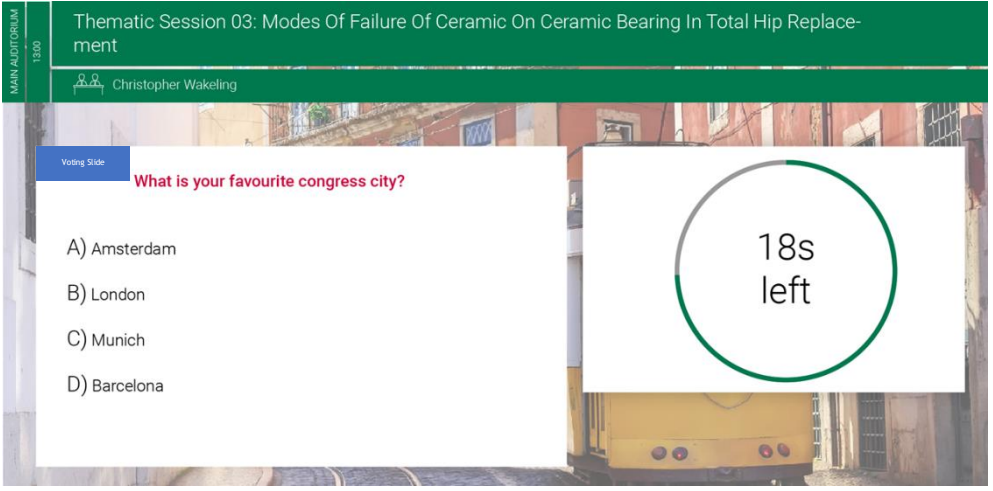
EXAMPLE FOR THE MOBILE VOTING:

1: Screen display of your voting question slide inside your presentation.

Voting Slide

What is your favourite congress city?

A) Amsterdam

B) London

C) Munich

D) Barcelona

2: Screen display of the active voting, start the voting by clicking on ***"Start voting"***.

3: Screen display of the active voting while the audience votes via mobile device (countdown in seconds to the right)

4: Screen display of the active voting showing the results in percentage

Click **"Back to presentation"** *to end the voting and proceed with your next slide, voting results will be saved or* **"Reset question"** *if you want to redo the vote.*

If you have any technical questions related to mobile voting or your presentation, please feel free to contact us via era@m-events.com .