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**ISPOR**

*Improving healthcare decisions*



# ISPOR 2024 Polling Guide

## Polling Overview

Conferences have grown beyond attending just to listen to someone speak. Face-to-face events are about engagement, participation, and discussion to learn beyond listening to information.

Polling transforms one-sided presentations into two-way conversations with the audience, by quickly gathering audience feedback within your presentation. Poll questions will be embedded within the meeting app and can be responded to by navigating to your specific session.

**Note:** Polling is *not* available for podium, case study, fast facts, or exhibit hall theater sessions.

# How Do I Add Questions to My Presentation?

## Step 1

*Choose Your Poll Type*



- Choose from two different polling types: multiple choice with bar graph results and open-ended/short answer with word cloud results

## Step 2

*Submit Your Polling Questionnaire and PPT  
(April 8 - 24 hours before your session)*



- Download and complete the [polling questionnaire](#) with your questions and email to [ispor@m-events.com](mailto:ispor@m-events.com) **24 hours before your session.**
- Insert your polling questions into your presentation deck. Upload your ppt and indicate your interest in polling in M-anage **24 hours before your session.** The M-anage team will then build your poll.

## Step 3

*Test Your Polls Onsite*



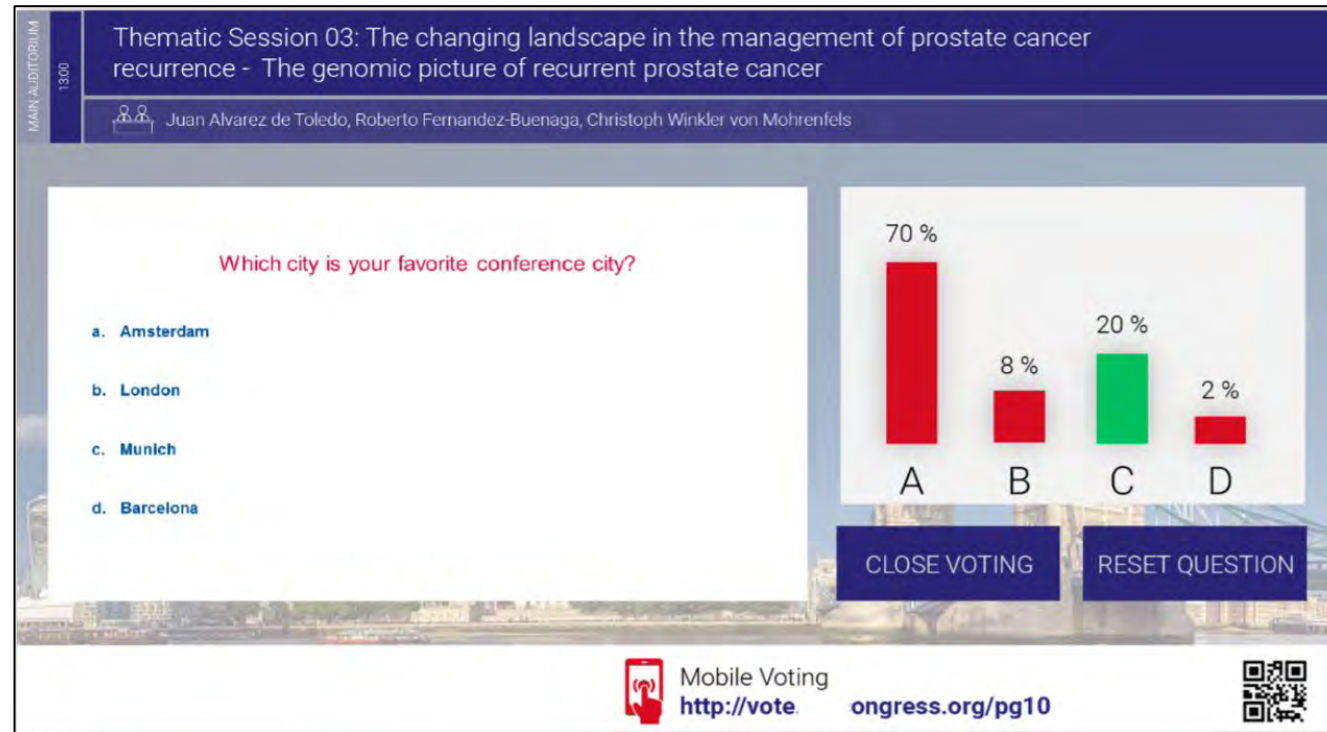
- Check-in to Speaker Ready Room no later than **3 hours before** your session. The M-anage team will review your poll and commit any final revisions to make sure everything will run smoothly.

# Step 1: Choose Your Poll Type

## Multiple Choice

The audience chooses from the response options you provide.

- The limit of answer choices is **6 total**.
- Each answer has a 256 max character limit.
- Results will be displayed in a bar graph.
- If there is a single correct answer, that choice can be highlighted in result.



# Step 1: Choose Your Poll Type

Open  
Ended /  
Short  
Answer

The audience responds freely, with any single word they wish. These results will display in a word cloud.



# Step 2: Submit Your Polling Questionnaire

**Submit Your Questions:** Download and complete the [polling questionnaire](#) with your questions and email to [ispor@m-events.com](mailto:ispor@m-events.com).

You will need to indicate the type of poll, the question, and answers (if using multiple choice).

**Polling Submission Period: April 8 – 24 hours before your session**

## Don't Forget...

- Make questions short and simple. Limit answer choices to **6 total**. Each answer has a 256 max character limit.
- Speakers cannot submit more than 5 total questions. Use questions sparingly to highlight the points you want to emphasize most.

## Step 2: Insert Your Polling Question on Your Slides

Add your polls directly into your slide deck so the onsite team can build and activate your poll.

**You cannot use animations or videos on this slide.**

See sample slide:  
available for download  
[here](#) and on the  
Speaker Resources  
page.

### It's Time for a Poll!

**What is your favorite congress city?**

- a) Amsterdam
- b) London
- c) Munich
- d) Barcelona

### Best Practice Tip!

Do not include polling slides when uploading your PDF slide deck for handouts.



# Step 2: M-anage: Select “Yes” for Polling and Upload Your PPT

**Polling Submission Period: April 8 – 24 hours before your session**

The screenshot shows a web interface for uploading a presentation. The title is "Upload Your PPT" with a close button (X) in the top right. Below the title are navigation tabs: "OVERVIEW", "CONDITIONS", and "FILE TRANSFER". The main content area is divided into several sections. On the left, there is a user profile for "Luisa Salazar" and session details: "Date and place" (May 06, 2024 11:30 AM) and "Room A412, Level 4". In the center, there is a "Session" section with "Test Session 1". On the right, there is an "Issue Panel" section. A large blue rounded rectangle highlights a section at the bottom of the form. Inside this rectangle, there is a question: "Do you have Polling?" with the instruction "Please answer 'Yes' or 'No'". Below the question are two radio buttons: "Yes" and "No". To the right of the question, there is a red text prompt: "In order to continue, your response is mandatory". At the bottom of the highlighted area, there are "Previous" and "Next" buttons. The "Next" button is green and has a red text prompt above it: "In order to continue, your response is mandatory".

Upload Your PPT ✕

OVERVIEW > CONDITIONS > FILE TRANSFER

Luisa Salazar

Date and place

May 06, 2024 11:30 AM

Room A412, Level 4

Session

Test Session 1

Issue Panel

Do you have Polling?

Please answer "Yes" or "No".

In order to continue, your response is mandatory

Do you have Polling?  Yes  No

Previous

In order to continue, your response is mandatory **Next**

Please reply to the question regarding Polling – **Not available for Podium, Case Study, Fast Facts, or Exhibit Hall Theater Sessions.**



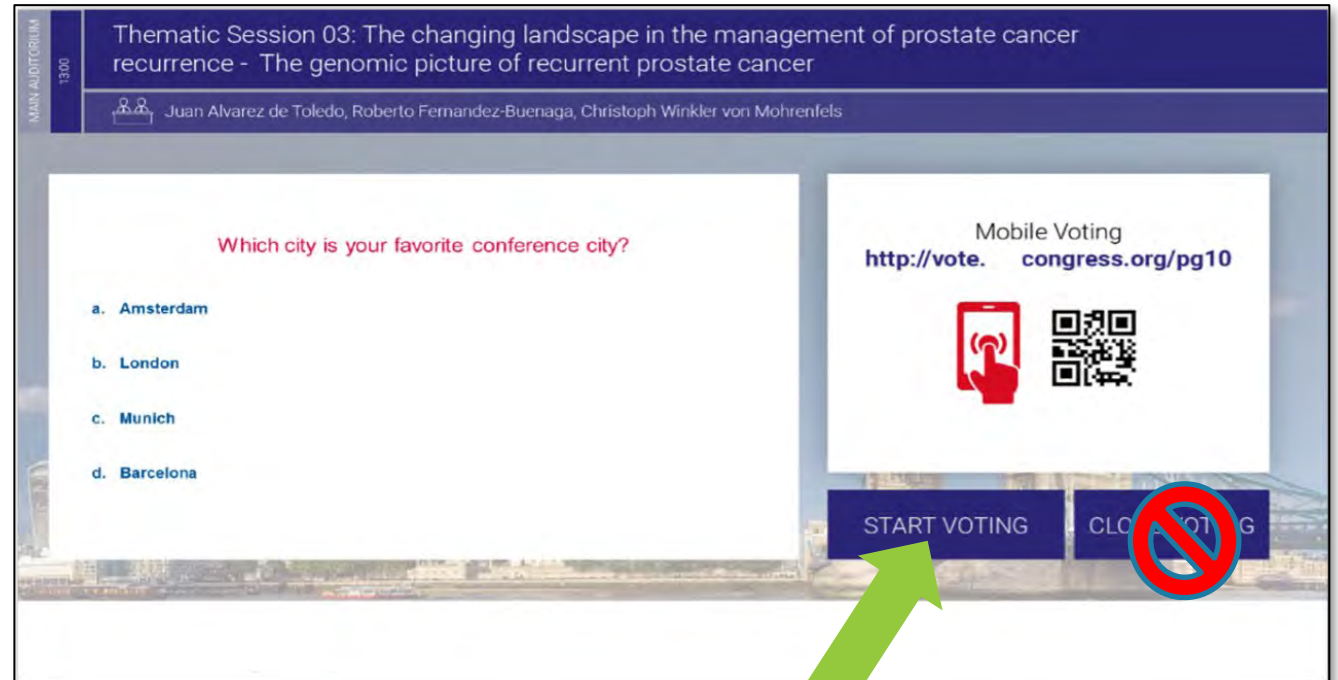
# Presenting Your Polling Questions

All polling questions will be embedded into your presentation. As soon as you get to a polling slide, the view will change from PowerPoint full-screen to the interactive-mode.

Once the polling slide is on the screen, read the question and answers and click on “Start voting.”

## Important!

There may be a delay until the polling slide appears. Don't press too quickly to the next slide otherwise you may skip the polling.



The screenshot shows a mobile voting interface. At the top, a dark blue header contains the text "Thematic Session 03: The changing landscape in the management of prostate cancer recurrence - The genomic picture of recurrent prostate cancer" and the names of the presenters: "Juan Alvarez de Toledo, Roberto Fernandez-Buenaga, Christoph Winkler von Mohrenfels". Below the header, the main content area is split into two columns. The left column displays the poll question "Which city is your favorite conference city?" in red text, followed by four multiple-choice options: "a. Amsterdam", "b. London", "c. Munich", and "d. Barcelona". The right column is titled "Mobile Voting" and includes the URL "http://vote.congress.org/pg10", a red icon of a hand touching a smartphone screen, and a QR code. At the bottom of the interface, there are two buttons: "START VOTING" and "CLOSE VOTING". A green arrow points to the "START VOTING" button, and a red prohibition sign is overlaid on the "CLOSE VOTING" button.

# Presenting Your Polling Questions



While attendees are scanning the QR code and entering their answers, a 20-second countdown will appear on your presentation and the screen.

A screenshot of a mobile voting interface. The top header is dark blue with white text: "Thematic Session 03: The changing landscape in the management of prostate cancer recurrence - The genomic picture of recurrent prostate cancer". Below the header, there is a speaker icon and the names "Juan Alvarez de Toledo, Roberto Fernandez-Buenaga, Christoph Winkler von Mohrenfels". The main content area is white and contains a poll question: "Which city is your favorite conference city?". Below the question are four options: "a. Amsterdam", "b. London", "c. Munich", and "d. Barcelona". To the right of the poll, there is a background image of the Tower Bridge in London. A red circle is drawn around the text "18s left", which is positioned over the bridge. At the bottom of the screen, there is a white bar with a red mobile phone icon, the text "Mobile Voting", the URL "http://vote.congress.org/pg10", and a QR code.

# Presenting Your Polling Questions

When the polling stops, the results will appear on your presentation and on the screen. After you discuss the results, click on the button “Close voting” to return to your PPT.

The screenshot displays a mobile voting interface for a conference. The header includes the text "Thematic Session 03: The changing landscape in the management of prostate cancer recurrence - The genomic picture of recurrent prostate cancer" and the names of the speakers: Juan Alvarez de Toledo, Roberto Fernandez-Buenaga, and Christoph Winkler von Mohrenfels. The main content area shows a poll question: "Which city is your favorite conference city?" with four options: a. Amsterdam, b. London, c. Munich, and d. Barcelona. To the right, a bar chart displays the results: A (70%), B (8%), C (20%), and D (2%). Below the chart, there are two buttons: "CLOSE VOTING" and "RESUME QUESTION". A green arrow points to the "CLOSE VOTING" button, and a red circle with a slash is overlaid on the "RESUME QUESTION" button. At the bottom, there is a "Mobile Voting" logo, a URL "http://voting.congress.org/pg10", and a QR code.

Option	Percentage
A	70 %
B	8 %
C	20 %
D	2 %

# Best Practice Tips



## Sooner is Better!

At the start of your presentation, let the audience know you'll use polling throughout your presentation, and it requires the meeting app. Before your first polling question, cue the audience so they are ready to participate in the poll.

## Allow Time for Each Poll

Allow time for discussion of the response results. Build in approximately 1-2 minutes for presenting and polling and 2-3 minutes for discussion of each question. Be sure to give attendees time to respond



## Embrace the Silence

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 food for thought!

## Less is More

Make questions short and simple. Limit answer choices to 6 total. Use questions sparingly to highlight the points you want to emphasize most.







For any questions, please reach out to:

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