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ISPOR

Improving healthcare decisions

ISPOR Europe 2022

Polling Guide

Polling Overview

ISPOR encourages speakers to engage their virtual and/or in-person audience via polling. This document will provide an overview of polling, best practice tips, and information on submitting and delivering your polls.

All sessions should incorporate audience engagement, participation, and discussion to learn beyond passive listening. Polling allows you to quickly gather audience feedback within your presentation. These polling questions will be launched during your presentation for attendees to respond to in real-time.

How Do I Add Questions to My Presentation?

Step 1



- ☐ Choose from a large variety of question types, including multiple choice, open ended/Short answer, numerical order, and brainstorming.

Step 2



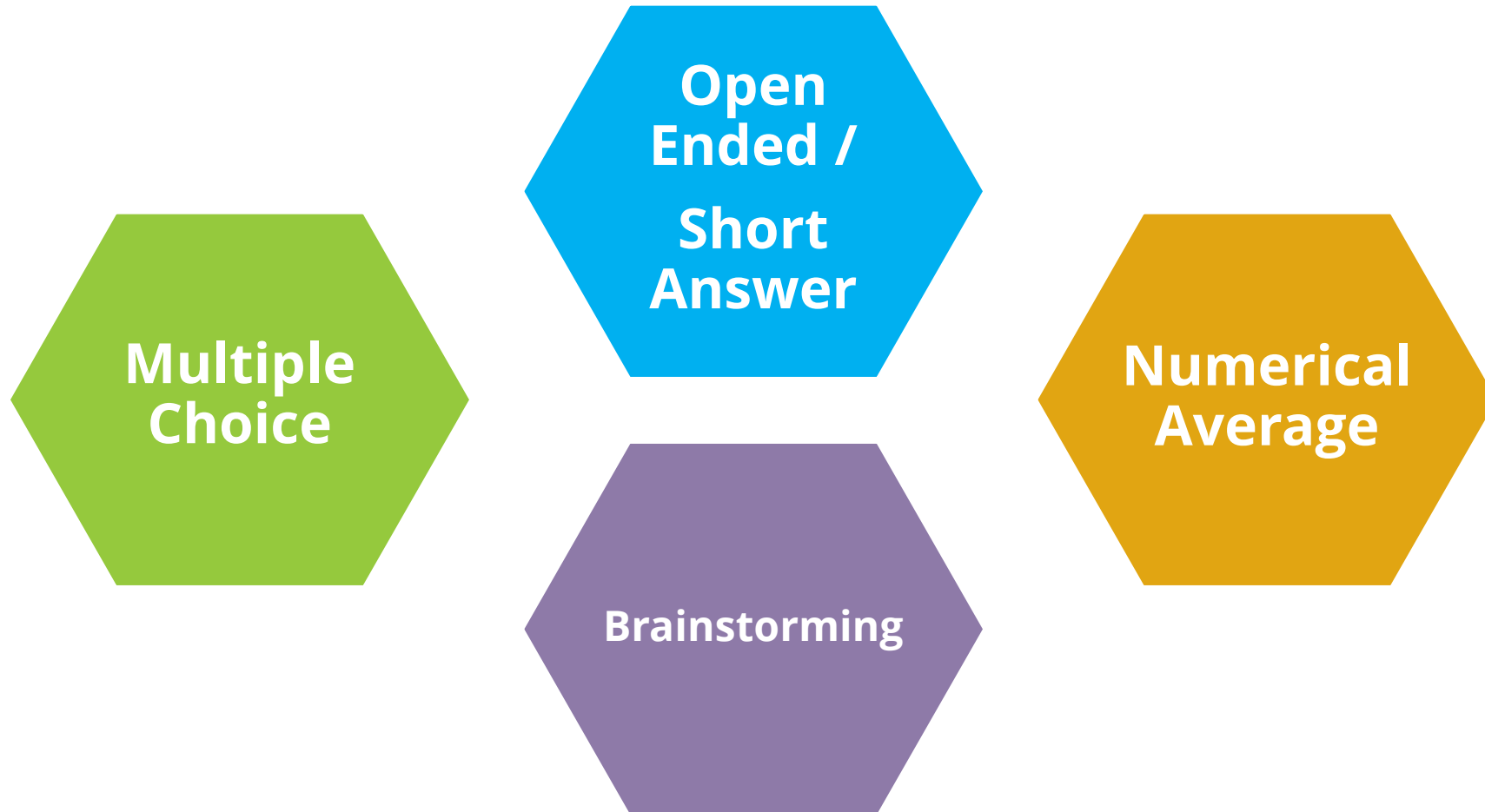
- ☐ Log into Orchestra and confirm you will be using polling within your presentation. Confirm whether you will use polling by **21 October**.

Step 3



- ☐ Add your polling questions directly into your presentation using the sample slide provided on the ISPOR Speaker Resources page. This slide will be used to build the interactive poll that will appear on the following slide. Upload your presentation by **21 October**.

Step 1: Choose Your Poll Type



Multiple Choice

The audience chooses from the response options you provide (for example a choice of either true or false). We recommend you limit answer choices to **5 total**. Results will be displayed in a bar graph.

Open Ended / Short Answer

The audience responds freely, with anything they wish. Results can be displayed four ways: Word Cloud, Wordle, List, or Thought Bubble. [If you do not provide a preference for results, the default is word cloud.](#)

Numerical Average

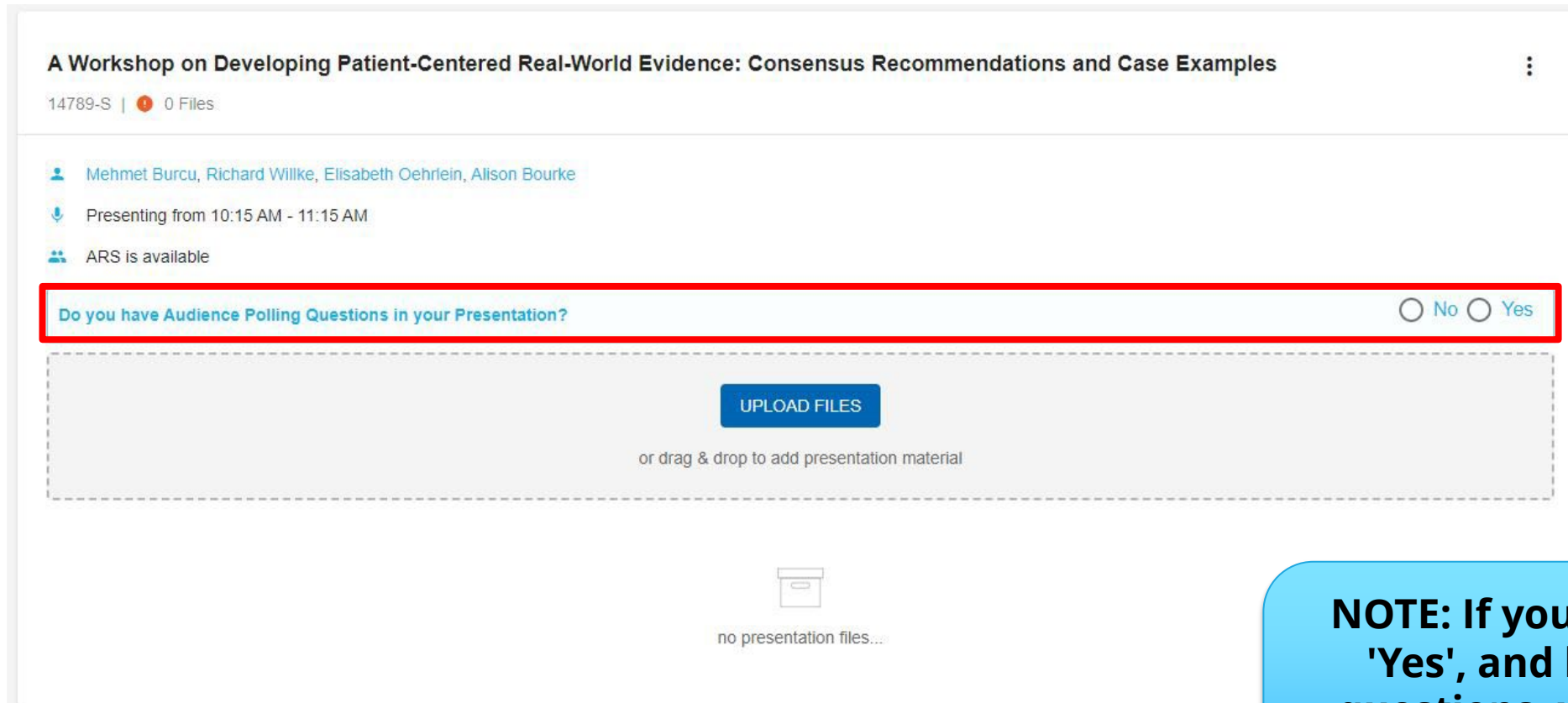
Participants rank the response options you provide. They can be listed in any ranking order from 1 – 100. The results will be displayed as an average of the responses received.

Brainstorming

This is also an open-ended poll. Audience can upvote their favorite responses.

Step 2: Confirm You Are Using Polling

Speakers, log into Orchestrator and select your sub-session. You will see a question appear as noted in the graphic below. If you plan to use polling be sure you mark **YES**.



A Workshop on Developing Patient-Centered Real-World Evidence: Consensus Recommendations and Case Examples

14789-S | 0 Files

Mehmet Burcu, Richard Willke, Elisabeth Oehrlein, Alison Bourke

Presenting from 10:15 AM - 11:15 AM

ARS is available

Do you have Audience Polling Questions in your Presentation? ☐ No ☐ Yes

UPLOAD FILES

or drag & drop to add presentation material

no presentation files...

NOTE: If you do not select 'Yes', and have polling questions, your polls will not launch during your presentation.

Session moderators will need to access this question and upload their session's slide presentations by navigating to their **sub-session**.

[illegible]

Step 3: Add your Polling Questions to your Presentation and Upload

Polling slides will be embedded into the PowerPoint presentation by Conferences IO staff based on your uploaded presentation slide deck. Your polling questions should be inserted as a separate slide so staff can embed the Conferences IO polling plugin.

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

It's Time for a Poll!

What is your Favorite Color?

- ☐ Red
- ☐ Blue
- ☐ Green
- ☐ I'm color blind!

Advance to next
slide for the poll

9

Step 3: Add your Polling Questions to your Presentation and Upload

If you are using polling, once you upload your PowerPoint presentation, the system will be locked by the ARS/Sync team, as that presentation will have the polling embedded.

- If you need to upload a new version or make changes to your polls **before 21 October**, email ARS-support@freeman.com, to have it unlocked and notify them a new version is being uploaded.
 - **For in-person presenters:** If you are uploading a new version on-site in the speaker ready room, there will be a tech there to assist you.
 - **For virtual presenters:** Once the 21 October deadline passes, no new presentations can be accepted.

Do you have Audience Polling Questions in your Presentation?

☐ No ☒ Yes



Subsession has been locked by the ARS/Sync team.

Step 3: Add your Polling Questions to your Presentation and Upload

FOR VIRTUAL PRESENTERS ONLY

If you are presenting virtually, you will share your ppt through Zoom on your own laptop. Once your presentation has polling embedded, ISPOR staff will notify you that it is ready for download. We will also send you a link to download the Conferences IO plug-in. This plug-in is required in order to launch your polls locally. [Download Conferences IO here.](#)

Downloading the Add-In

See the [system requirements](#) to ensure the device meets the minimum qualifications.

See also the [release notes](#) for information about updates.

Download Link	Description	SHA-256 Checksum (for ZIP download)
Download Version 2.017, Universal Installer (October 2021)	Universal installer for most installations	9694c20195f51 ddb9df16467e6 71deecd728063 81f6adb068136 dc894a0e3877

If you download your embedded file and need to make an update prior to 21 October, please email ars-support@freeman.com

Step 3: Add your Polling Questions to your Presentation and Upload

FOR VIRTUAL PRESENTERS ONLY

Verifying installation success

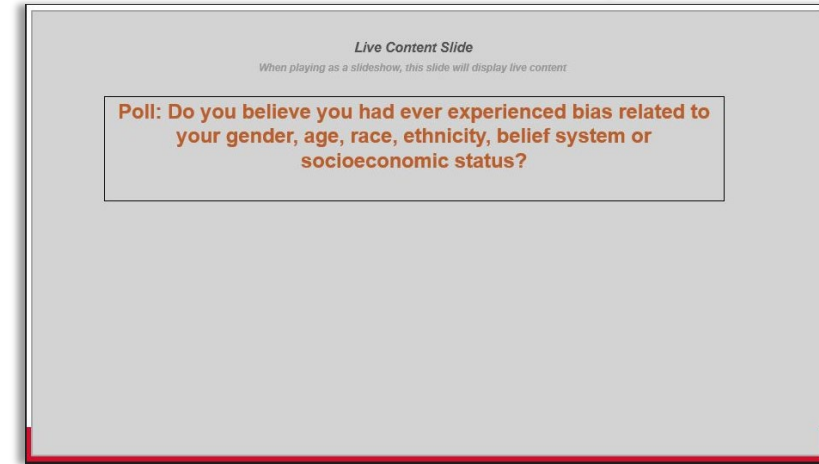
If the installation process was successful, you will see a new “Conferences i/o” tab in PowerPoint’s menu ribbon. If you don't see the new menu choice, try closing all open windows of PowerPoint and then re-open PowerPoint.



Presenting Your Polling Questions

- A QR code and access link will be added to the beginning of your presentation, and on each poll slide
- The presenter will first present their PowerPoint slide, read the question and possible choices then advance to the polling slide which will activate on the virtual platform and in-person user's devices once they have accessed the link or QR code.
- **Please allow time for virtual attendees to participate in your poll (livestreaming and virtual sessions only).** There will be a 45 second countdown to accommodate for any delay between live presenter and the virtual audience. Results will display ONLY once the countdown has ended. If the presenter advances before the end of the countdown no results will be displayed. If you go back to the Polling slide, the countdown will start over at 45 seconds.

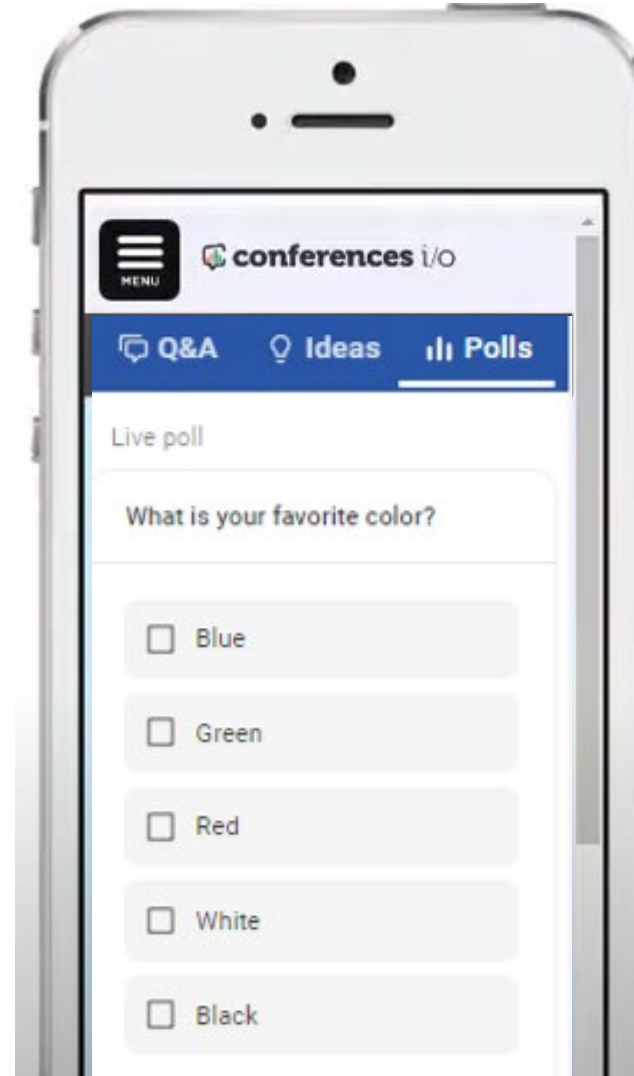
This slide will appear,
and you will know
the poll is launched



Presenting Your Polling Questions In-person

Once you advance after your polling session slide, the poll is launched. In-person attendees will access the poll question from a link or QR code on their personal devices (both will be provided).

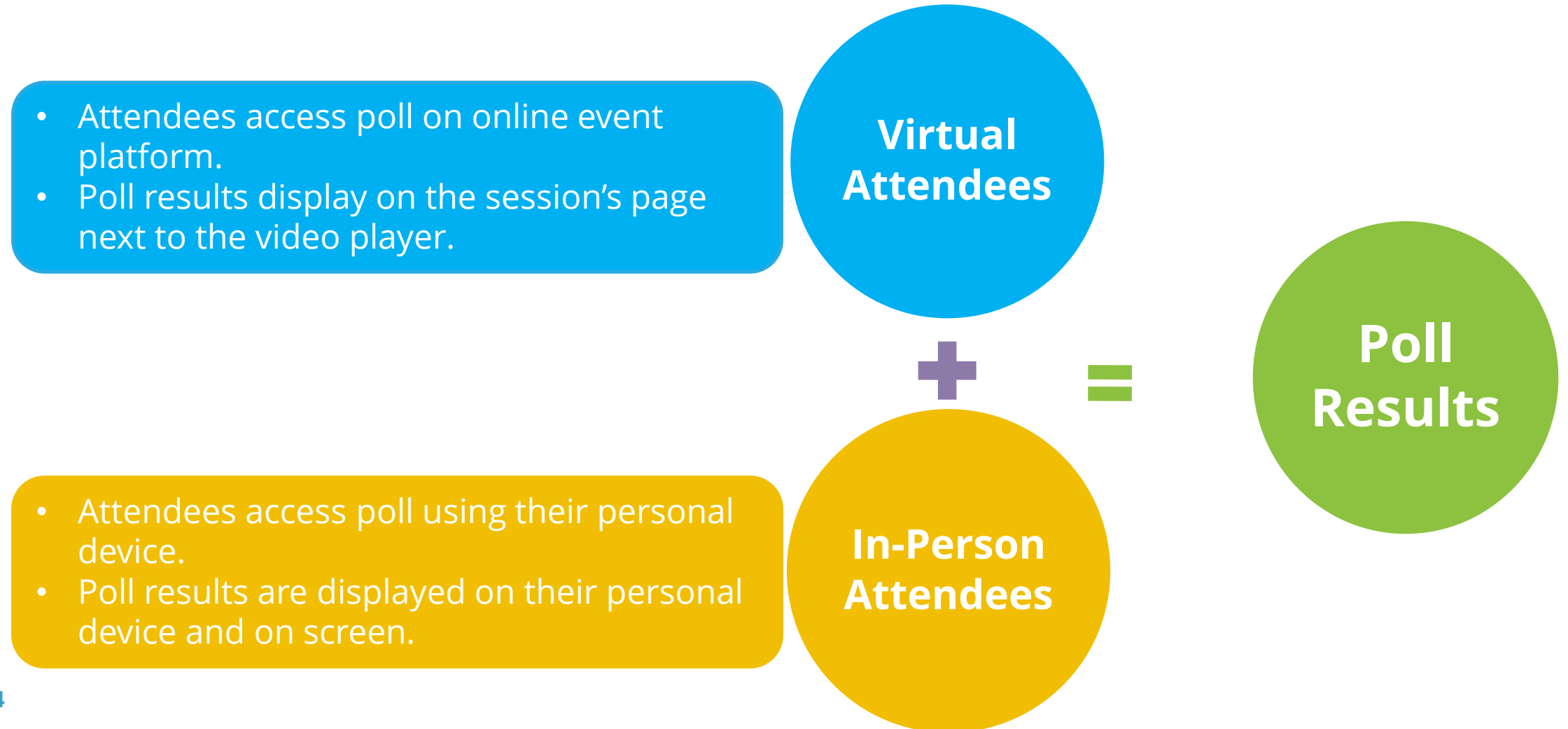
Results will show after the countdown as ended. Attendees will see the live poll results from their device and on screen.



Live Polling Example

Presenting Your Polling Questions In-person

In-Person Sessions Livestreaming to the Online Event Platform



Best Practice Tips



Sooner is Better!

At the start of your presentation, let the audience know you'll use polling throughout your presentation. Before your first polling question, cue the audience so they are ready to participate in the poll. Especially for in-person sessions so the audience knows to have their personal devices ready.

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 [\(see slide 12 for more detailed poll timing notes\)](#).



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! **Note:** There will be up to 45 second delay between what you see and what the virtual audience sees!

Less is More

Make questions short and simple. Limit answer choices to 5 total. Use questions sparingly to highlight the points you want to emphasize most.



Don't Forget!

Friday, 21 October | Deadline to Confirm Session Polling and Submit Slides with Polling Questions

Your ISPOR Contact:

Bianca Kovalenko, Manager,
Meeting Content
bkovalenko@ispor.org