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](mailto:ispor@m-events.com) with your questions and email to 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-manage **24 hours before your session**. The M-manage 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-manage team will review your poll and commit any final revisions to make sure everything will run smoothly.
Step 1: Choose Your Poll Type

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

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.

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

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

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.
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.
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.
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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