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ISPOR 2024 Polling Guide

Educational Symposia

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.

How Do I Include Polling Questions in My Presentation?

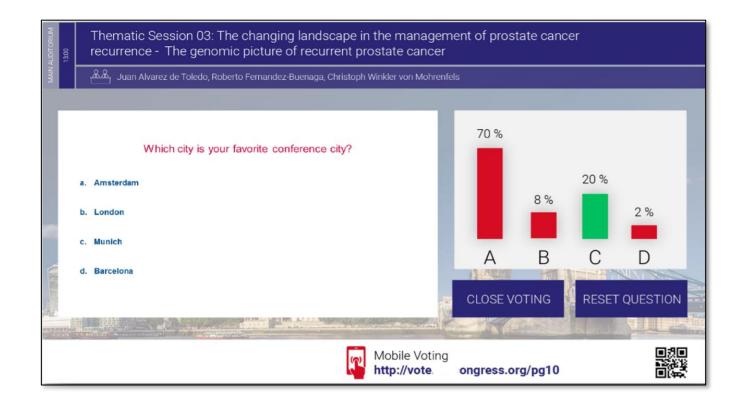
- Download and complete the <u>Polling Questionnaire</u> to indicate your poll type, question, and responses (if applicable.)
- Insert your polling questions into your slide deck where you want them to appear during your presentation.
- Return both the Polling Questionnaire and slide deck to Jess Warner via email (<u>jwarner@ispor.org</u>) or file sharing service by Monday, April 29.

Choose Your Poll Type



The audience chooses from the response options you provide.

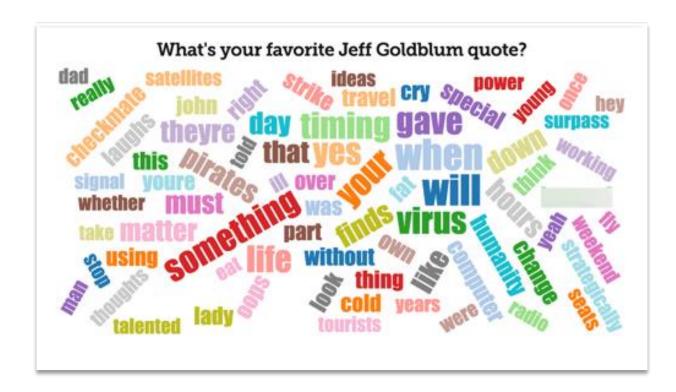
- The limit of answer choices is 6 total.
- Each answer has a 256 max character limit.
- Results will be displayed in a bar graph.
- If there is a single correct answer, that choice can be highlighted in result.



Choose Your Poll Type



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



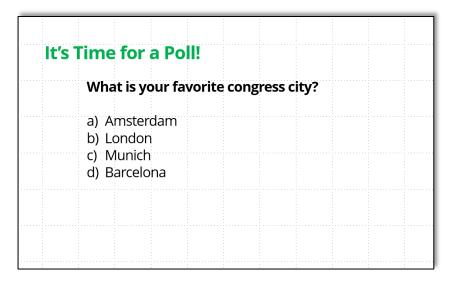
Complete the Polling Questionnaire

 Download and complete the <u>Polling Questionnaire</u> to indicate your poll type, question, and responses (if applicable.)

Insert Your Polling Questions into Your Slide Deck

 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.

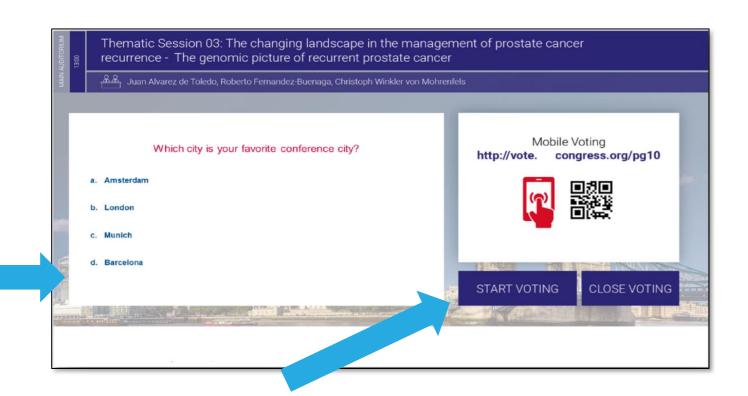
Example:



Return both the Polling
Questionnaire and slide deck
to Jess Warner via email
(jwarner@ispor.org) or file
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April 29.

Presenting Your Polling Questions

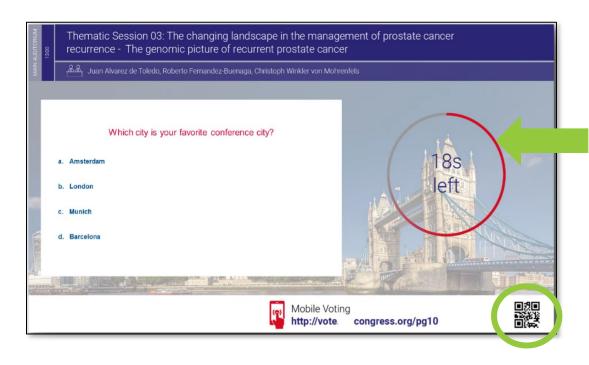
- All polling questions will be embedded into your presentation by the onsite team.
- As you advance through your slides to a polling slide, the view will change from PowerPoint fullscreen to the interactive-mode shown here.
- Once the polling slide is visible on the screen, read the question and answers (if applicable) and click on **Start Voting**.



Important!

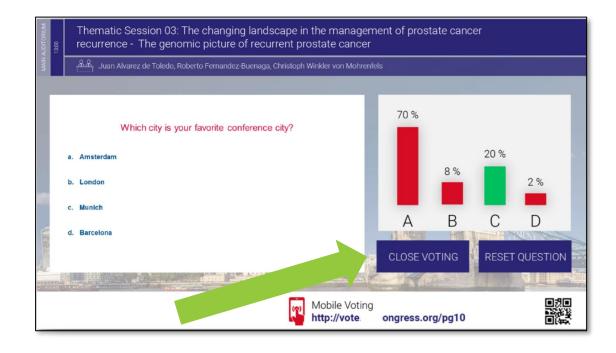
There may be a delay until the polling slide appears. Don't press too quickly to the next slide otherwise you may skip the polling!

Presenting Your Polling Questions



- After 20 seconds, the poll will automatically stop and the results will appear on the screen.
- After you discuss the results, click on Close Voting to return advance to the next slide in your deck.

- Attendees will scan the QR code shown on screen to respond.
- A 20-second countdown will appear on your presentation and the screen.



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. Each answer has a 256 max character limit. Presentations are limited to a total of 5 questions. Use questions sparingly to highlight the points you want to emphasize most.





Questions?

Contact Jess Warner at jwarner@ispor.org