ASA, CSSA, SSA International Annual Meeting Audience Response System (Polling) User Guide

The ARS/Live Polling system is a feature designed to be used by presenters in combination with the meeting app and your presentation.

To use the ARS system, you will need to build questions, include links to display those questions in your presentation, and ultimately open those links during your presentation in order to view the poll results.

Quick Reference

1. Starting at the ARS module in Speaker Corner, create as many questions with responses as appropriate.

2. For each question created, insert the link to that question's poll into your presentation.

3. **Please do not click on links to "test" them at the beginning of your session.** If you open the link before you are ready to ask your polling question, the system will open the question and record it as asked. When you open the question link again, it will not work. It is okay if you open the question links accidentally before the conference begins, as the system will not record them as asked during that time.

4. During your presentation, click the link you inserted into your presentation when you are ready to poll the audience. Use the 'Show Results' and 'Update Results' button to see the results of the polling.

5. When you are done with a specific poll, close that browser window to return to your presentation.

Best Practices During Presentation

1. The poll will not be embedded in your presentation, the link will open into a browser. Be prepared for a small amount of time as the link will require to open and show the poll.

2. The polling results do not automatically update on screen, you will need to use the 'Show Results' to show/update the results.

3. Once you are done with the specific poll, you will need to close the browser window the poll opened in to return to your presentation. You may also Alt-Tab back to your presentation.

4. If you wish to ask a question twice, please create the question twice. The system does not allow for the reuse of polling questions to protect from accidental data loss.

In - Depth Instructions and Examples Introduction

For ARS polling, you should have received a link to a Speaker's Corner specific to your presentation. Click on the **Polling Questions** tab. Click "**Click here**" to manage Audience Poll Questions.

Creating Poll Questions

It is important to create poll questions in their appropriate presentation. On load of each presentations page, you should see the name of the presentation you are giving. Please be sure to confirm that you are working in a presentation that you are giving and if you have multiple presentations, you are entering the appropriate polling questions related to each presentation. The page will look something like this:

In addition to the title of your presentation or session, there is a widget available to give you in-depth instructions on how to use the functionality. To enter questions and responses, simply start typing the question you want to pose in the 'Question' area and then add possible responses in the 'Response' area like so:

As you enter a question, another question area will automatically populate to allow you to enter more questions if desired. Likewise, as you enter a response for any given question, another response area will be added to be used if needed. **Be sure to save your questions and responses.**

Inserting Links into a Presentation

Once you save a question, you will see an on-screen indication that it has saved. Additionally, you will see the link for the specific question that needs to be added to a presentation. **If you created multiple questions, there will be a link for each specific question.** These should each be included in their appropriate place within your

presentation. Use the button to copy the link and then go to your presentation and paste it in an appropriate place.

Within your presentation, add the link straight into the appropriate slide or hyper link the existing text with the link:

How to operate the Polling in your presentation

With the links now in your presentation, it is important to understand how the transition to the ARS will work and what will occur on screen. The ARS system is built to be supported by web-based scripts working within a webpage on a browser. That is why the links are necessary and it is not possible to embed the polling into the presentation directly.

Once you click a link in your presentation several very important things happen:

1. It will open up the question in your default web browser.
2. During the scheduled time of the session, once the link is opened, it will trigger the display of the question with responses on the session page of the app. This immediately makes the question available for attendees to respond. They will not see the specific question until you have opened that link.
3. If you have multiple questions, the next question will NOT show until you have opened that link. Here is a sample display of the polling question display that you will have access to **as the presenter**:

This is where a question is entered

O This is my first response

O The is my second response

Show results

Once you have opened this page, the attendees will see the question immediately in the App.
Please note: The audience will see your poll appear within the session your presentation is housed in (not within your presentation listing itself)

PEDS-01: (PEDS) Immune Reconstitution - The Comeback Kid

Evaluate ☑ Viewing as Admin

★
➕
✎
Thursday, February 22, 2018   8:30 AM - 10:00 AM

📍 Salt Palace Convention Center - Room 255 BCEF

The presenter is posing a question to the audience

Question: This Is Where A Question Is Entered

O This is my first response

O The is my second response

Chair

Jeffery J. Auletta
Nationwide Children's Hospital

Once attendees begin to answer, the presenter screen will begin to log the increase in results:

This is where a question is entered

O This is my first response

O The is my second response

Show results   1 Response

You will need to click the 'Show Results' button to begin showing results, and the "Update Results" button to update the results, **it will not automatically show or update results.**
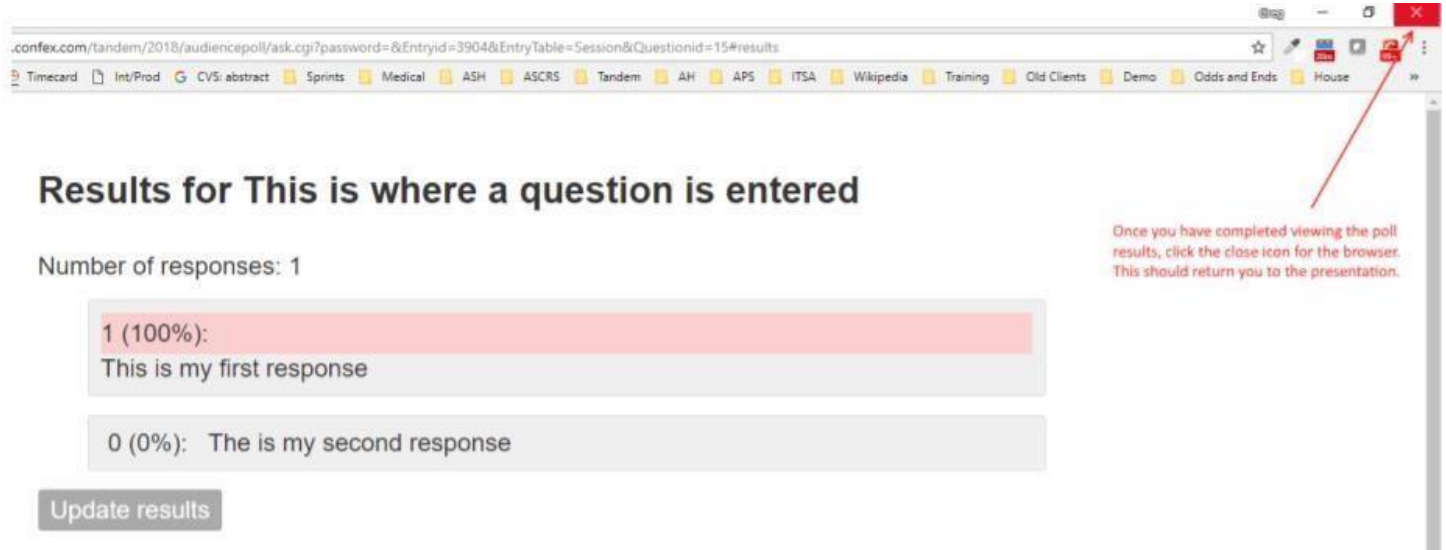
Results for This is where a question is entered

Number of responses: 1

1 (100%):
This is my first response

0 (0%): The is my second response

Update results

Returning to the Presentation

Once you have finished discussing the results of the poll and wish to return to your presentation, simply close out of the browser, which will return you to your presentation:

.confex.com/tandem/2018/audiencepoll/ask.cgi?password=&Entryid=3904&EntryTable=Session&Questionid=15#results

Timecard | Int/Prod | G CVS: abstract | Sprints | Medical | ASH | ASCRS | Tandem | AH | APS | ITSA | Wikipedia | Training | Old Clients | Demo | Odds and Ends | House | »

Results for This is where a question is entered

Number of responses: 1

1 (100%):
This is my first response

0 (0%): The is my second response

Update results

Once you have completed viewing the poll results, click the close icon for the browser. This should return you to the presentation.

Alternatively, if you wish, you can Alt-Tab back to your presentation (PowerPoint or PDF) file.

Questions and Support

For any technical support prior to the meeting, please contact a-c-s@confex.com or call 401-334-0220 anytime from 8:30 am ET to 6:00 pm ET. For any technical support during the timeframe of the meetings, please come to the Speaker Ready Room. A representative of the ARS system will be present and available to assist.