VOTING/POLLING INSTRUCTIONS

If you have purchased the voting/polling feature for your symposium:

Please find below the instructions for this specific function.

Voting/Polling template

Please prepare up to a maximum of 8 multiple/single-choice questions with up to 5 possible answers (numbered from 1, 2, - 6 or A, B, - F) and send them via the polling template to industry@m-events.com which we will provide in due time.

Place each question on a single slide in the presenters slide deck, together with the possible answers, in the foreseen order within the presentation. The interactive voting system engine will be embedded by M Events.

Voting/Polling file format

Only MS-PowerPoint presentations (*ppt, *pptx, aspect ratio 16:9) are permitted. Please note that the interactive voting system cannot be used together with prerecorded lectures (mp4) and the animation function is disabled.

---

Which city is your favorite conference city?

a. Amsterdam

a. London

a. Munich

a. Barcelona
Participation of the audience to the voting/polling

On-site delegates

On-site delegates will be able to connect to any interactive feature, including the live voting system. The interactive voting engine can be reached via the general QR code, which will be printed on the registry badges.

Another QR code will be displayed on the voting slide itself, which will redirect the delegate automatically to the dedicated question in real time.

The specific voting QR code is created automatically by M-Events and displayed during your session whenever the voting slide appears. The view will automatically change, as shown below:
After the speaker has started the voting ("press START VOTING"), the audience will have a countdown to vote. A button to show the results will appear after the countdown.
If the speaker clicks “CLOSE VOTING”, the view will change back to PowerPoint full-screen and the speaker can continue with the presentation. If you wish to receive the voting results after the meeting, please brief your speakers to NOT to click on “RESET QUESTION”.

Voting results will be provided by M Events to each Company via a shared cloud folder within 2 weeks after conference end.

**Online delegates**

Online delegates will access the voting/polling via the Virtual Congress Platform. The questions of the voting/polling will be embedded and visible on the slides as explained above. On the side of the streaming view online audience will see buttons referring to the answer options.

In addition, online delegates will also be able to connect directly to the live voting system in real time by scanning with their own device the QR code displayed on the voting slide. Please refer to “On-site delegate” paragraph to follow the instructions of using the specific QR code leading to the dedicated question.
**Voting/Polling testing**

We strongly recommend you to run a test of the voting function during your technical rehearsal (if booked). M Events technician will be present during the rehearsal and will assist you with all functionalities.

Please kindly be reminded that you need to pre-upload your presentations in advance via backend or at the Speaker Centre in order to test your presentations. We always recommend visiting the Speaker Service Center minimum 3 hours before rehearsal start to check any content.

For any questions related to the voting/polling function please contact M Events via industry@m-events.com.

Thank you for your collaboration.

Kind regards,

M Events Industry team