



Instructions for Interactive Voting System at Industry Sessions

As a speaker or convenor of a session that will use online voting, please find the following instructions on how the system works. This shall help you to prepare for your presentation(s). We kindly advise you to read the following information carefully.

The mobile voting system is fully integrated into the provided presentation management system. Therefore, please include the voting slide into the presentation(s) and upload them online or at the Speaker Service Center on-site. Our check-in team will setup the voting system based on the orders and review all uploaded presentations per session. In the session room the speakers will control your presentation and the voting process themselves.

Participants can vote via their own mobile device by scanning the shown QR-Code. Therefore, we strongly recommend reminding the participants at the beginning of your session to have their mobile devices ready.

Remark: The voting system can only be used for live presentations, not for pre-recordings!

Please follow the next steps to ensure a smooth running of your interactive voting session:

STEP 1: SUBMIT YOUR QUESTION(S):

- The voting system will be activated through your own PowerPoint slides. Therefore, please **include your voting question(s) directly in your PowerPoint presentation and have them activated by a technician on-site at the Speaker Service Center.**
- For each voting question you can provide a maximum of 6 possible answers. The answers should have a maximum length of 256 characters, but short questions and answer options are recommended.
- You cannot use any animations/videos on the voting slide(s).

STEP 2: BEFORE YOUR VOTING SESSION:

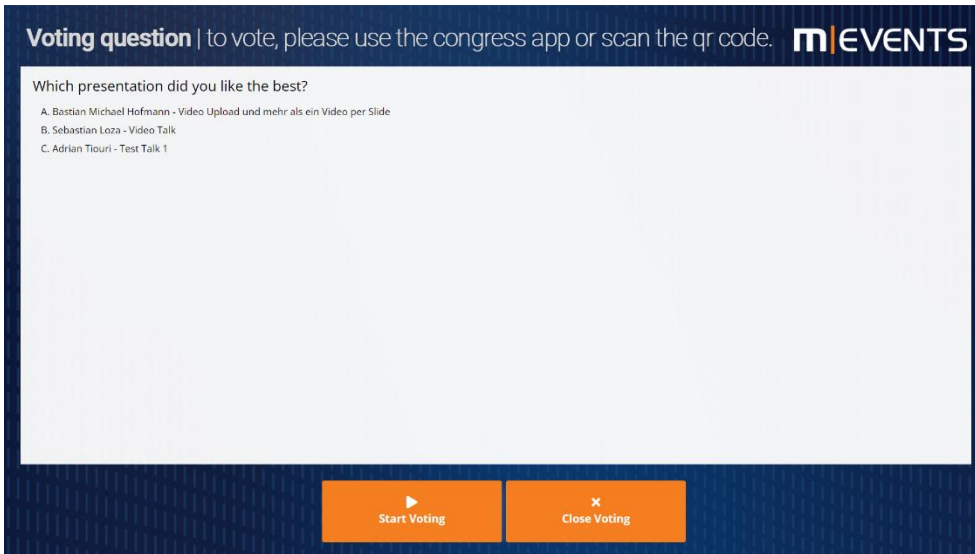
It is essential for each speaker or convenor/company representative to come to the Speaker Service Center the day before the session/rehearsal, so our technicians can brief you, activate and revise all questions with you and to make sure everything will run smoothly.

STEP 3: DURING YOUR VOTING SESSION:

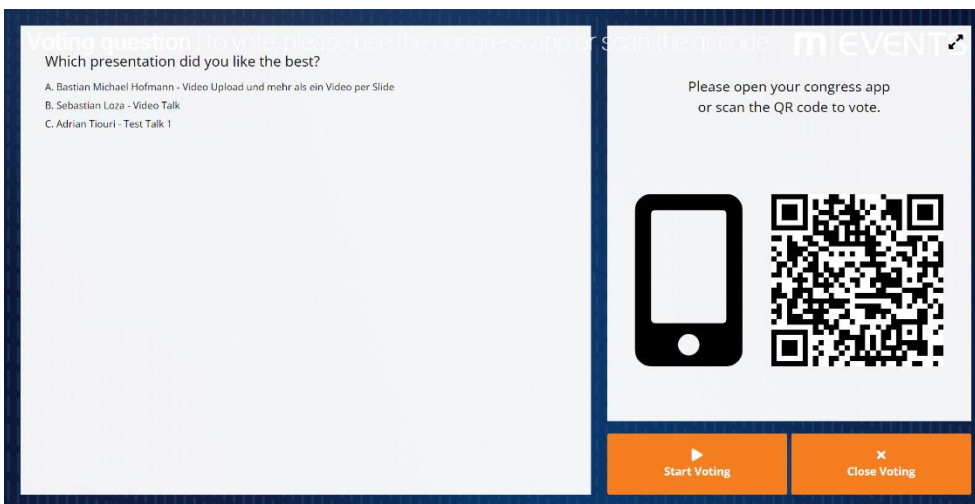
- Once a question slide of your presentation appears the layout will change (participants can already start to scan the code and open the virtual voting keypad), you can read out loud the questions and answer possibilities and as soon as you are ready you will need to click on the appearing button **“Start voting”**. The audience can then vote via their mobile device.
- As soon as the voting is stopped, the results (percentage) will appear on your presentation and on the projection screen.
- You have the possibility to comment/discuss the result of each voting if desired.
- To redo the voting click on the button **“Reset Question”**.
- To proceed to your next slide click on the button **“Back to presentation”**.

EXAMPLE FOR THE MOBILE VOTING:

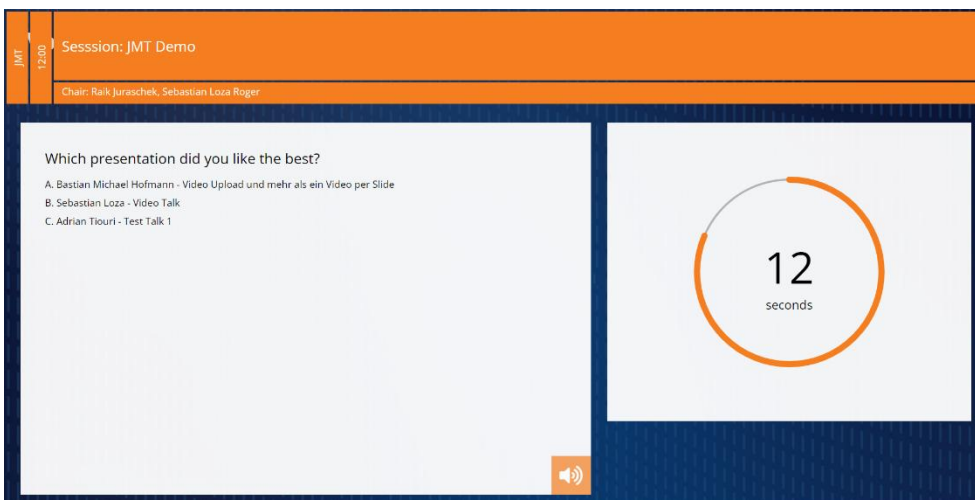
1: Screen display of your voting question slide inside your presentation.



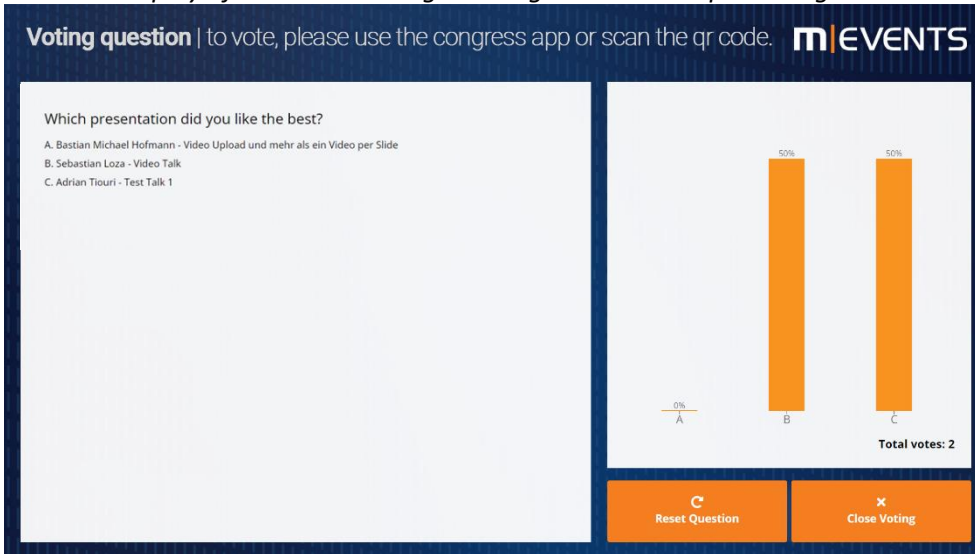
2: Screen display of the active voting, start voting by clicking on "Start voting".



3: Screen display of the active voting while the audience votes via mobile device (countdown in seconds to the right)



4: Screen display of the active voting showing the results in percentage



Click **“Close Voting”** to end the voting and proceed with your next slide, voting results will be saved or **“Reset question”** if you want to redo the vote.

If you have any technical questions related to mobile voting or your presentation, please feel free to contact the Conference team.

With kind regards,

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