



PollEverywhere: Presenter FAQs

Deadline to submit polling details via [completed form](#) to PMI Congress Team: Monday, 26 March. *

Deadline to submit Final PowerPoint: Monday, 9 April

What is PollEverywhere?

- PollEverywhere is a real-time electronic polling system designed to add interactivity to PMI EMEA Congress 2018 presentations. PollEverywhere is internet dependent.
- A multiple-choice question poll will be embedded into the PowerPoint presentation and audience participants will be able to participate using their mobile device. The results are displayed immediately on the screen.
- Live polling should only be used to gauge participant understanding and increase participation. Therefore, the results should not be relevant after your presentation ends.
- Check out this brief video [Introducing Poll Everywhere](#).

What sort of questions should I ask?

- Live polling should be used as a checkpoint to ensure understanding of the content covered during the presentation. Questions should be relevant to the material presented and should align with your learning objectives.
- The PMI Congress Team suggests that multiple-choice polls be used.
- It is also recommended that no more than two (2) polls be used during the presentation.

What if the internet doesn't work during my presentation?

- Wireless internet connectivity will be used for PollEverywhere. While the PMI Congress Team has been assured of the dependability of the wireless connectivity, Presenters should have an alternative plan in the event there is an issue with the internet connectivity while onsite. For example, consider a traditional raising of hands or stand up from your seat approach when asking your multiple-choice question.

Tips for success?

- Make questions short and simple. Limit answer choices to 5 total.
- Allow time for discussion of the response results. Build in approximately 1-2 minutes for presenting and polling and at least 2-3 minutes for discussion of each question.
- Use questions sparingly to highlight the points you most want to emphasize.
- Limit the number of polls – we recommend no more than 2 polls. Your presentation is 75 minutes in length and, depending on the number of questions and length of discussion, the poll could take up to as much as 15 minutes of your allotted time.

Preparing your audience!

- Not everyone may be familiar with the process, so we recommend that you prepare how you will introduce the poll to the audience.
 - Ask participants to take out their mobile devices (phones, etc.) but leave them on silent.
 - Explain that they are going to use their devices to vote or respond to a question via SMS text messaging or visiting a web address.

Getting started

- To prepare your poll(s), you will complete a [polling form](#) by providing the question(s), responses, and correct answer (if applicable) and submitting it to the PMI Congress Team by **26 March**. Once received, the poll will be created. As you are drafting your PowerPoint presentation, reserve a slide where the poll should be positioned.
- Using your polling form details, the PMI Congress Team will generate your poll. It is critical that your final PowerPoint presentation be submitted by **9 April** so that we are able to update with the elements of your poll within your presentation.

Onsite Application of Poll

- The PMI Congress Team will arrange a time to meet with you onsite in the Speaker Ready Room to ensure your poll is ready before presenting live and that you are comfortable with this technology.

If you have any questions or concerns about using or preparing polls, please contact the PMI Congress Team at event.speakers@pmi.org.