

# PMI® EMEA Congress 2019

13-15 May | Dublin, Ireland



## PollEverywhere: Presenter FAQs

### What is PollEverywhere?

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

### Are there specific guidelines or requirements?

- Request for polling is **first-come, first-served**. Contact us by **Friday, 1 February** to request use of polling in your presentation. PMI will notify you if your request is approved.
- There is a **limit of two (2) polls** per presentation. For our purposes, a “poll” consists of one multiple choice question with up to five (5) answer choices.
- Questions should be short and simple and used to highlight the points you most want to emphasize. Presenters who are approved to use PollEverywhere will be required to submit their final presentation no later than **8 April**. This earlier deadline will allow the PMI EMEA Congress Team to prepare and embed the poll within the final presentation.

### 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.
- All poll questions will be multiple choice. For example,  
Question: *“How do stakeholders affect your project success?”*  
Multiple Choice Answers:  
*(1) Always support project success*  
*(2) Sometimes support project success*  
*(3) Usually damage project success*  
*(4) Sometimes damage project success*  
*(5) Not sure.*
- 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.

### How do I get started?

- Contact the PMI EMEA Congress Team of your interest no later than **Friday, 1 February**. There are limitations as to how many sessions may include polling during each session time slot, so requests are first-come, first-served.

- To prepare your poll(s), you will complete a [poll form](#) by providing the question(s), responses, and correct answer (if applicable) and submitting it to the PMI EMEA Congress Team **by 22 March**. Once received, the poll will be created for you.
- As you are preparing your Storyboard, PowerPoint presentation, and Final Presentation, reserve a slide where the poll should be positioned.
  - 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.
- Using your polling form details, the PMI EMEA Congress Team will generate your poll. It is critical that your final PowerPoint be submitted **by 8 April** so that we are able to update it with the elements of your poll within your presentation in advance of your live session.

#### How do I check my poll in my presentation?

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

#### How do I prepare my 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.
- Remember to allow time for discussion of the response results.

#### What if the internet doesn't work during my session?

- Wireless internet connectivity will be used for PollEverywhere. While the PMI EMEA 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.

#### What important deadlines do I need to know about?

- **1 February** – Inform PMI EMEA Congress Team of interest in including polling (request for polling is first-come, first served)
- **22 March** – Submit completed [poll form](#) to PMI EMEA Congress Team
- **8 April** - Submit Final PowerPoint

#### Reminders:

- Notify PMI EMEA Congress Team of your interest in including polling by 1 February.
- The use of polling within a presentation is first-come, first-served. [There is a limit to the number of polls that may be scheduled during a session time slot.]
- There is a limit of two (2) polls within a presentation.
- If you are planning to include a poll, incorporate this information into your Storyboard worksheet, your draft PPT, and your final PPT.

If you have any questions or concerns about using or preparing polls, please contact us at [event.speakers@pmi.org](mailto:event.speakers@pmi.org).