




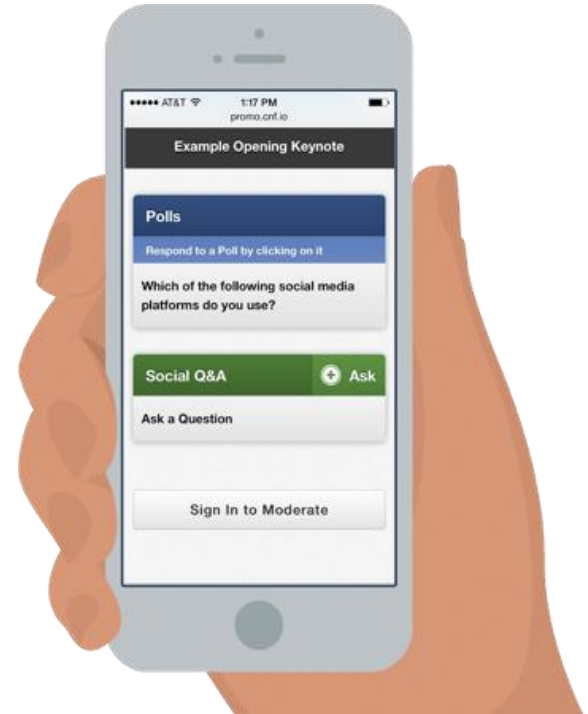
conferences i/o

Training Guide For Speakers

Conferences i/o is an award winning event tool that makes it easy to **Interact & Engage** with your attendees in real-time

Ways to Engage

-  **Hear Questions**
-  **Conduct Polls**
-  **Immediate Feedback**



How Attendees Participate

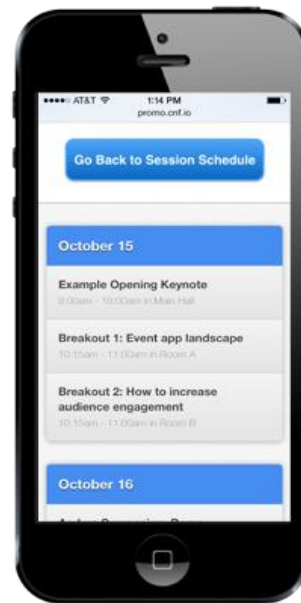
Attendees simply navigate to a URL using any device with an internet browser (smartphone, tablet, laptop, etc). There is nothing they need to download or install.



1. Open up their web browser (Safari, Chrome, etc.)



2. Type in the URL for the event in the browser bar



3. Click / Tap on your session from the schedule page

BASICS OF THE SOCIAL Q&A FEATURE

How Social Q&A Works

1. Attendees will submit questions during your session
2. Attendees will see the questions that other people in the session have asked, and can up-vote questions that they want answered
3. The most popular questions automatically rise to the top of the list

So when it's time for Q&A, your moderator will know which questions are most important to the entire group, and can use Q&A time more efficiently!

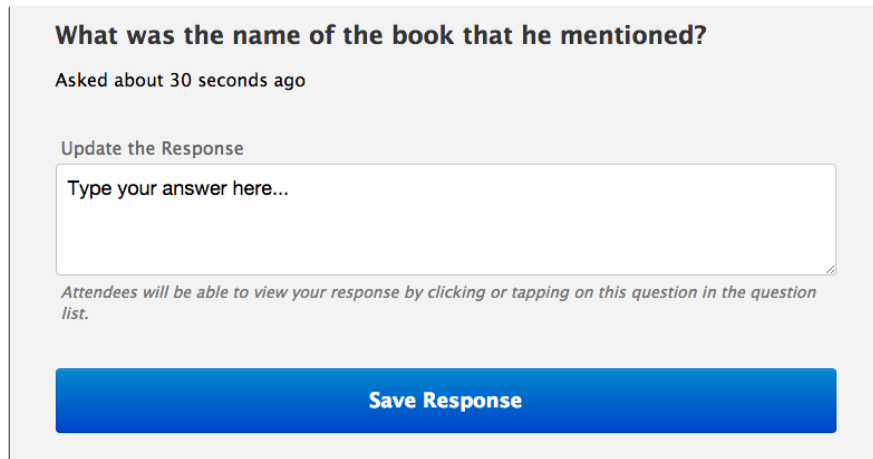


Appending Answers

Moderators and/or speakers can click on a question to append an answer or reply in real-time during a session or even after a session ends.

The function of appending answers isn't meant to replace the Q&A portion of your event, it's meant to enhance it.

This functionality comes in handy for simple questions like “What was the name of the book that he mentioned?”



What was the name of the book that he mentioned?

Asked about 30 seconds ago

Update the Response

Type your answer here...

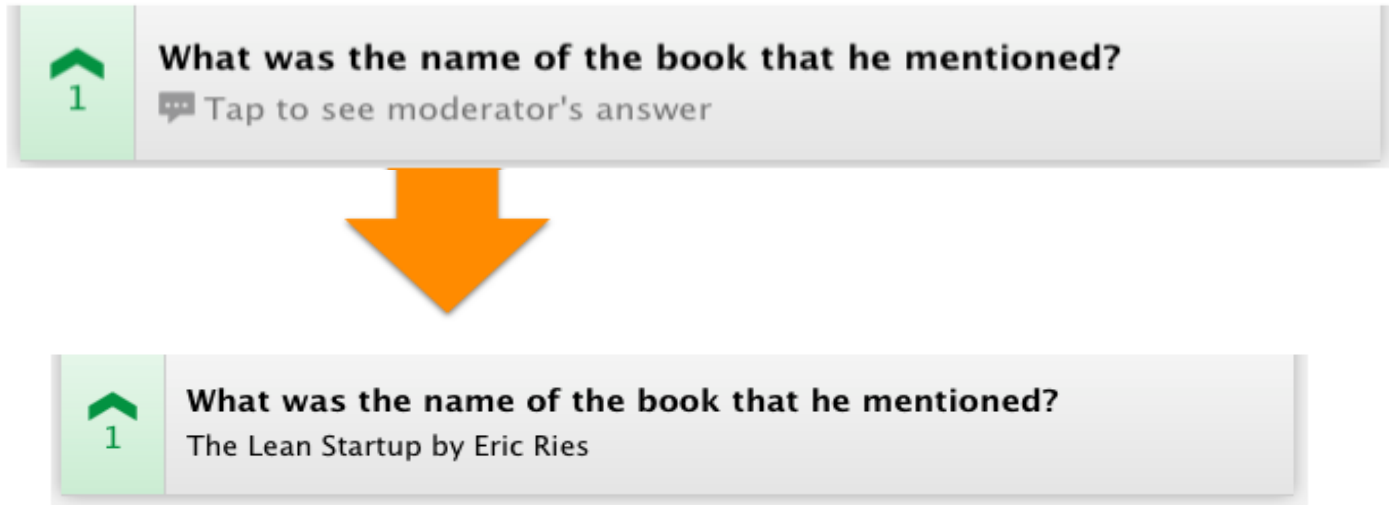
Attendees will be able to view your response by clicking or tapping on this question in the question list.

Save Response

Save precious Q&A time by appending answers to simple questions along the way

Appending Answers

Once a reply has been added the attendees can tap the question to see your response



Q: How Will I See the List of Questions?

You can use any mobile device with an internet browser (smartphone, tablet, laptop). We recommend using a tablet or laptop since they have slightly larger screens but a smartphone will work just fine if you don't have access to a larger device.

Q: How Do Moderators Get The Questions To The Presenter?

The most common format is for the moderator to just verbally facilitate the questions to the presenter. It's a very efficient process and will allow you to get through as many questions as possible.

Q: Can I Pre-Populate Some Questions I Think My Attendees Might Ask?

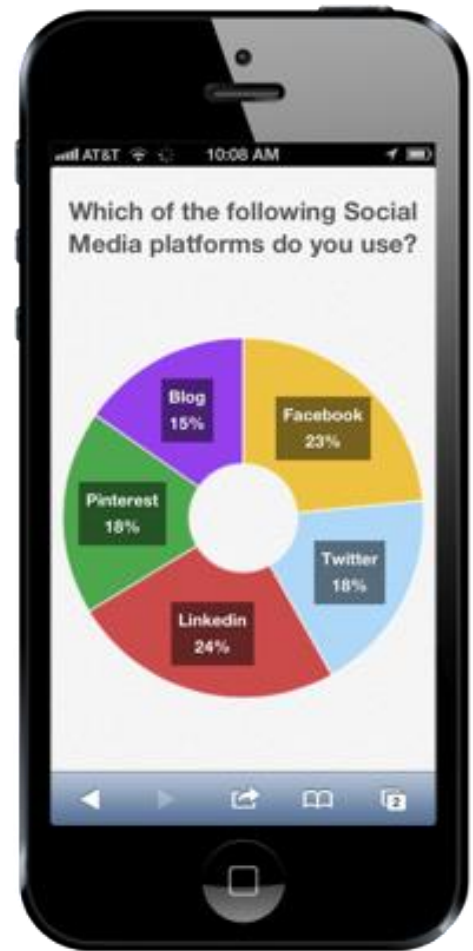
Absolutely. Pre-populating a few questions is a great way to get the ball rolling for the attendees once they join.

TIP: You can even send your session link to attendees and have them submit / upvote questions a week or two before the event! Some speakers use this to their advantage by tweaking their presentation to ensure they're covering topics attendees want addressed.

BASICS OF THE POLLING FEATURE

How Polling Works

1. ASTRO staff will create your Poll questions prior to the event
2. Your questions/Polls will be inserted into your presentation slides
3. When a Poll slide appears in the presentation, it will appear on the attendees' devices and they will respond
4. You will view the results graphically, in real-time



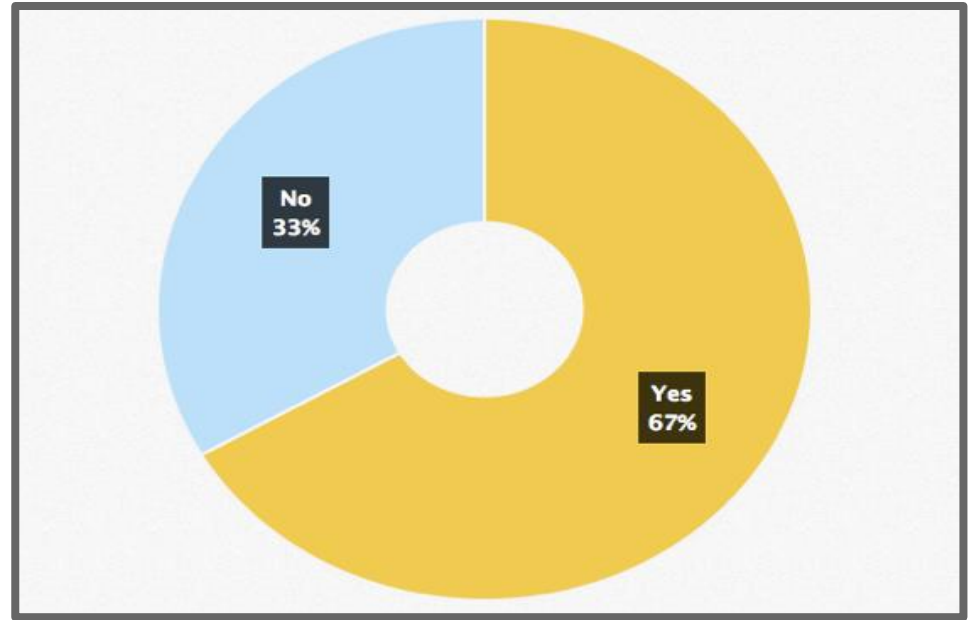
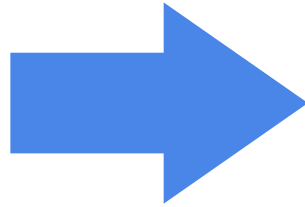
We Offer 3 Different Poll Formats

1. Multiple Choice

1. Open Ended

1. Numerical Average

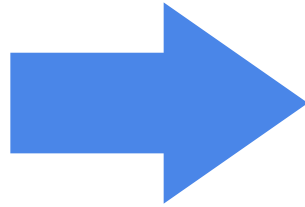
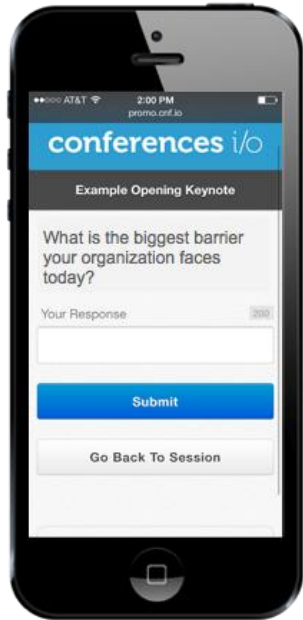
Multiple Choice



Attendees choose a response from a pre-defined list of options

Results are displayed in a Pie Chart or Bar Chart

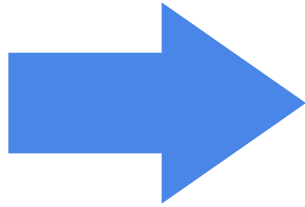
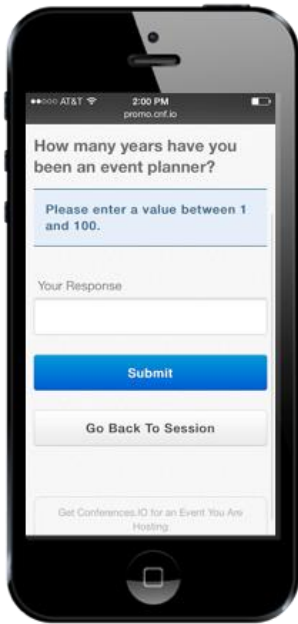
Open Ended



Attendees type in a **short** response or answer (tip: ask for a one-word answer)

Results can be displayed in a simple running list, or in our “Word Cloud” format.

Numerical Average



Attendees enter a number that falls within a range that you determine

Results will display the overall average of all of the responses

Poll Creating Tips

- ★ If your multiple choice question has more than 4 answer choices, use the bar chart format -- it will be easier to read and look better on the screen.
- ★ The word cloud format works best when attendees are only responding with a few words, not full sentences. We recommend clarifying this within the question you're asking. For example: "In 1-2 words, how would you describe your organization's brand?".

Q: How Many Polls Should I Plan On Incorporating?

It depends on what you're trying to accomplish and how much time you have but you can expect it to take about 1 minute to gather results for each Poll. How much time you spend analyzing / talking about the results is up to you.

We generally see presenters doing 3 to 5 Polls in a standard 60-minute session.

For Additional Tutorials Please Visit
help.conferences.io