

Audience Response System Basics For Presenters



For the forthcoming event, you will be able to utilize an audience response system during your presentation(s). Audience response systems are excellent for engaging attendees, gathering information/ and enhancing presentations/education.

There will be an audience response sampling of the attendees in the meeting room.

There will be an audience response technician to operate the equipment in that room and to switch the video projector between your presentation computer and the audience polling computer.

Types of questions that you can use to poll the attendees:

- Yes/No – True/False
- Multiple choice 1-10 (or A-J)
- Demographic (i.e. How long have you been at your present position? Or Which area of IT do you represent?, etc.)
- Likert (Statement 1) Strongly agree - 5) Strongly Disagree
- Select all that apply (allows attendees to select more than one response)
- Ranking Question (allows attendees to select their top three priorities in order, from the list of options)

Applying the polling during your presentations

Prior to your session, our technician will have gone over and edited the polling slides for your session. The technician will confirm when your interactive questions will be applied during your presentation and then will be listening for your cue as to when to switch from your computer to the polling computer (or run it all off of the polling computer).

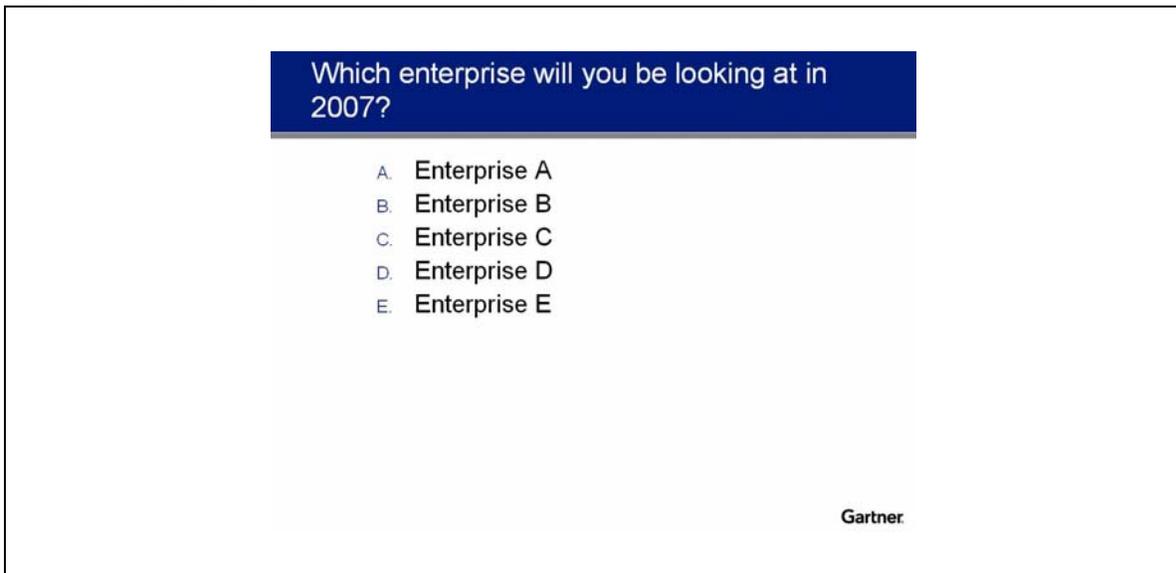
Submission of questions content:

We request that you submit your question content to Solin AV 3-5 business days prior to your event so we can organize them and get them to your operator. Changes and additions can be made on location right up until your presentation takes place, but the sooner that we get your question content/changes, the less likely that there will be any errors, etc.

How to present your interactive questions:

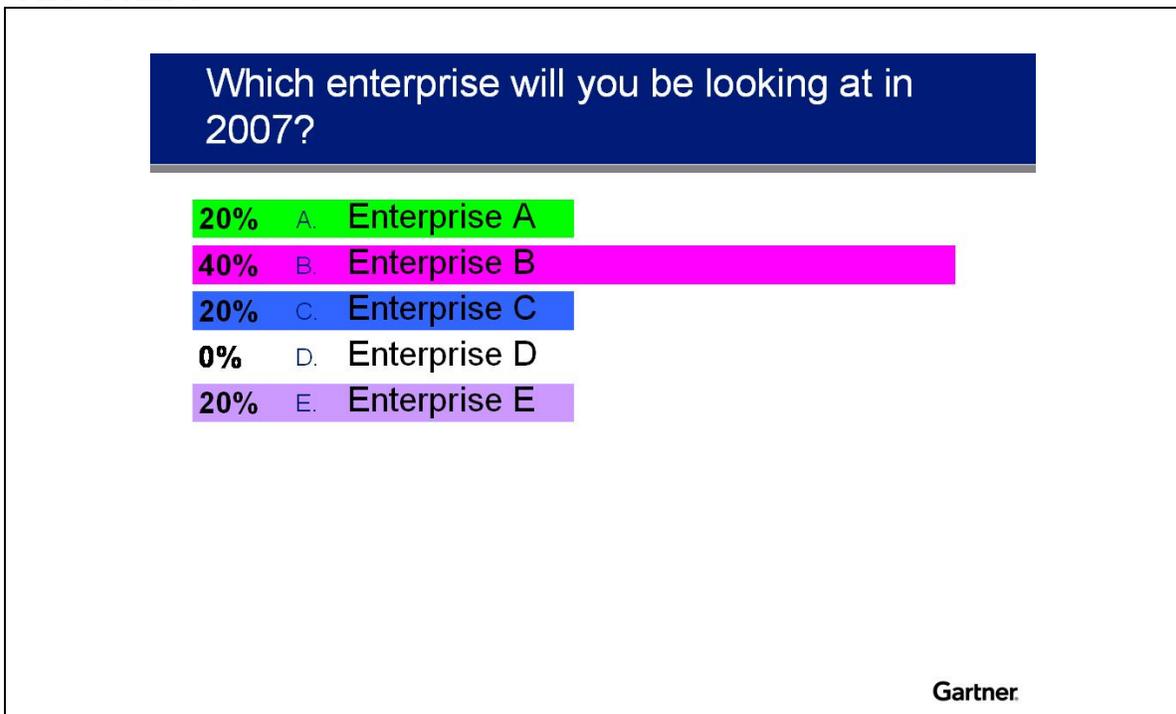
During your presentation your polling slide will appear and you will state, that it is time for some feedback from the attendees and to pick up the polling keypads.

When question slide appears, read the question and array of choices aloud to attendees. Then ask them to vote and a 10 second count down clock appears to remind them.



The image shows a polling slide with a white background and a black border. At the top, there is a dark blue rectangular box containing the question "Which enterprise will you be looking at in 2007?" in white text. Below this box, there is a list of five options, each preceded by a letter from A to E: "A. Enterprise A", "B. Enterprise B", "C. Enterprise C", "D. Enterprise D", and "E. Enterprise E". In the bottom right corner of the slide, the word "Gartner" is written in a small, black font.

After the countdown clock has finished, the polling is closed and the votes are tallied and shown in a horizontal bar graph display (See next page).



It is standard that some statement or comment/discussion takes place once the data graph is displayed – but not mandatory.

The technician will then display the next polling slide (upon verbal cue from the presenter) – or will switch back or continue the presentation.

At the end of the session- please remind the attendees that the keypads are easy to misplace and that you need all of them back, so please leave them on the chairs/tables.

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Post Session-

The polling session data is given to the client in PPT and MS Excel format for distribution.