

The Conferences i/o Audience Response System (ARS) is an easy way to **Interact & Engage** with your attendees in real-time

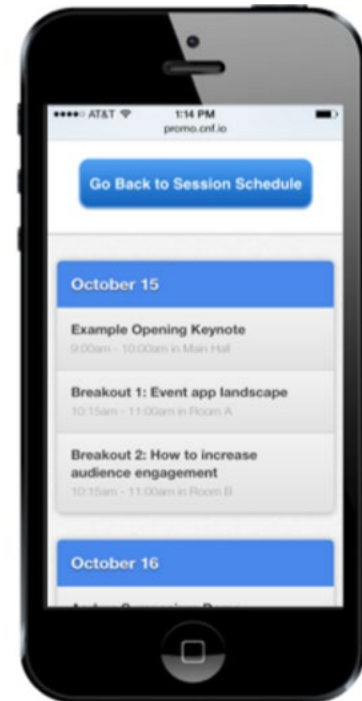
Ways to Engage

- ? **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.)



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

How Polling Works

1. You will create the poll question prior to the event
2. You will be able to control when your attendees can respond to each question during the session
3. When a poll becomes available, it will appear on the attendees' device and they will respond
4. You will view the results graphically, in real-time. Results will appear on the big screen.



How do you add polls to your presentation? (Overview of steps)

- 1) Install the PowerPoint Add-in
- 2) Sign-in as the Moderator
- 3) Create Polls
- 4) Add polls to the PowerPoint Presentation

Download the PowerPoint Add-In

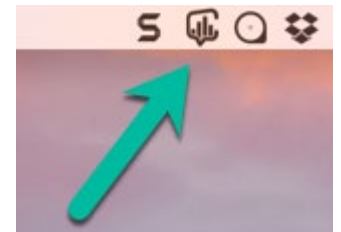
Download the PowerPoint Add-In

Windows Users: Download the Zip File [by clicking here:](#)

Note: Some browsers scan files that are downloaded for malware, and they may take offense to this ZIP file as it contains an executable program. If you see a warning, you may need to override the warning, or temporarily disable security settings.

Mac Users: Download the Zip File [by clicking here:](#)

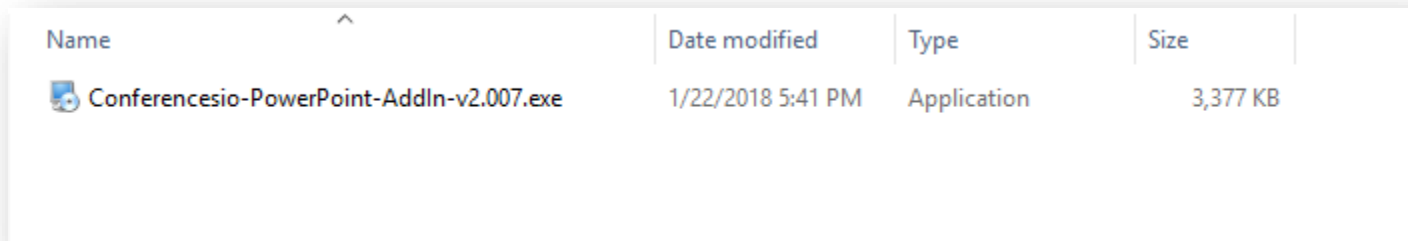
Note: the next two pages are for Windows users. For Mac users, just make sure that the Conferences i/o Mac App is running in order to test or conduct live polling in PowerPoint.




Windows Users (cont'd)

2. **Unzip** (extract) the downloaded ZIP file. (If you need help with this, see the 90 second video tutorial that is featured on the download page).

3. Click on **Conferencesio PowerPoint Add-In Installer.**



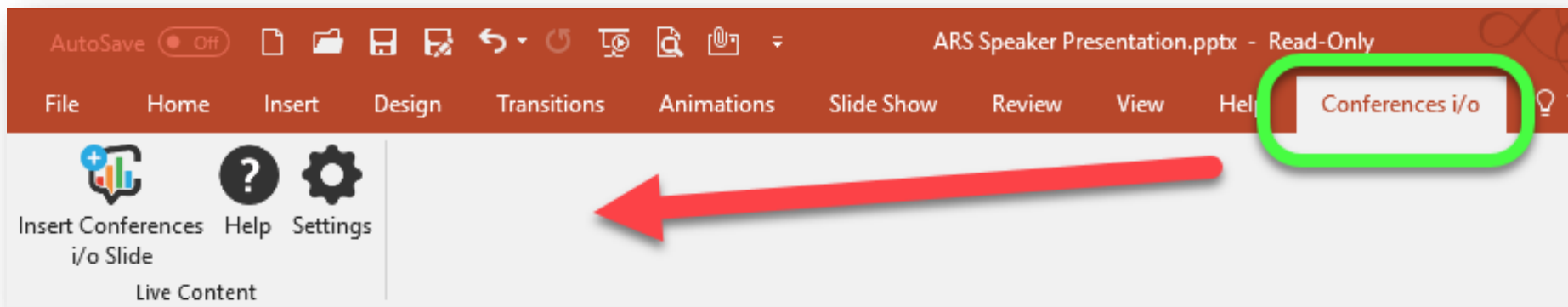
Name	Date modified	Type	Size
 Conferencesio-PowerPoint-AddIn-v2.007.exe	1/22/2018 5:41 PM	Application	3,377 KB

4. Follow the prompts from the Setup Wizard

Windows Users (cont'd)

5. Open PowerPoint. Note: if PowerPoint was opened during the installation of the add-in, close PowerPoint and re-open it.

6. You should see a new menu (after 'Help') called Conferences i/o. It will feature a button that says "Insert Conferences i/o Slide".



Sign-in as the Moderator

Sign in as the Moderator

1. Navigate to the URL for your event and click on your session from the schedule page.

Event URL : xxxxxx.cnf.io

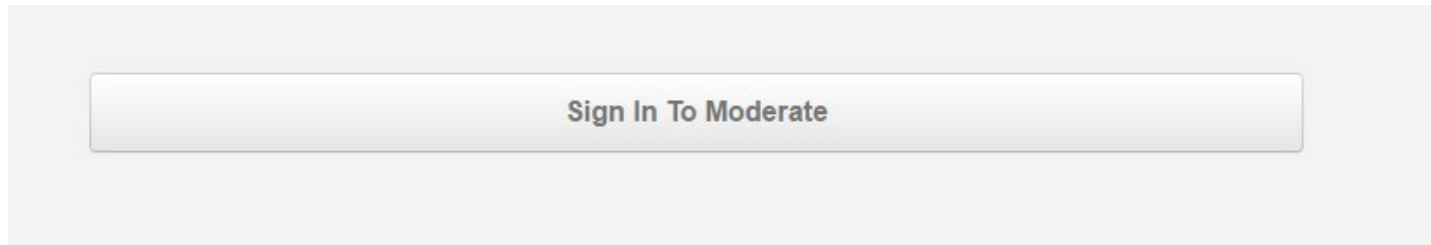
2. Click on your session.

The screenshot displays a conference schedule with two main days: Thursday, November 10 and Friday, November 11. Each day has a blue header bar. Under Thursday, there are two sessions: 'To Scan or Not to Scan: That is the Question' (8:15am - 10:00am) and 'How to Diagnose and Manage Persistent Pain Following Root Canal Treatment' (10:30am - 12:30pm). Under Friday, there are two sessions: 'Should We Retreat From Retreatment?' (8:00am - 10:00am) and 'Endodontic Microsurgery: Is it Really One and Done?' (10:30am - 12:30am).

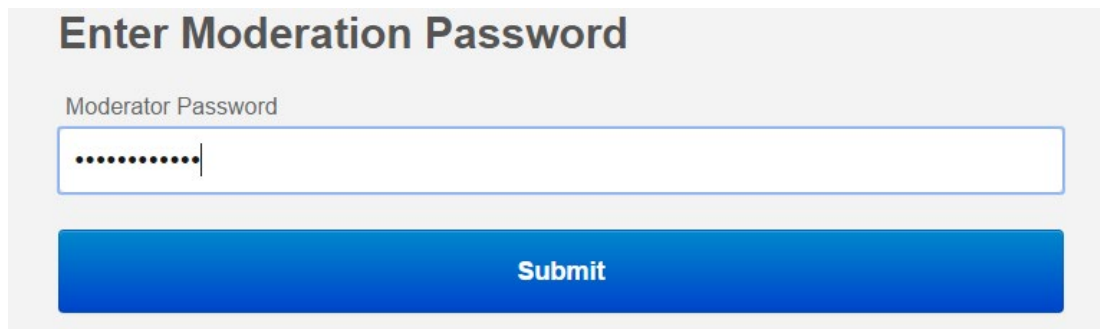
Day	Session Title	Time
Thursday, November 10	To Scan or Not to Scan: That is the Question	8:15am - 10:00am
	How to Diagnose and Manage Persistent Pain Following Root Canal Treatment	10:30am - 12:30pm
Friday, November 11	Should We Retreat From Retreatment?	8:00am - 10:00am
	Endodontic Microsurgery: Is it Really One and Done?	10:30am - 12:30am

Sign in as a Moderator (cont'd.)

3. Click on **Sign in To Moderate**.



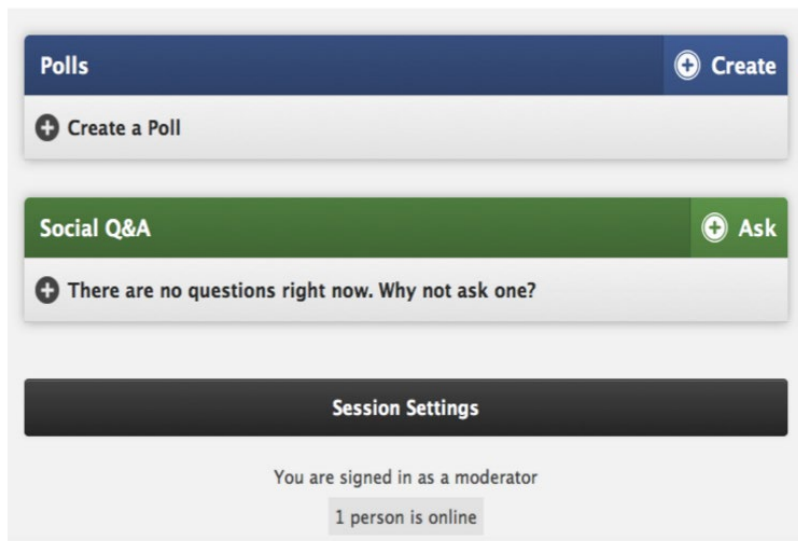
4. Type in Moderator Password: **XXXXXX**

A screenshot of a password entry form titled "Enter Moderation Password". The form has a light gray background. At the top, the title "Enter Moderation Password" is displayed in a bold, dark gray font. Below the title, the label "Moderator Password" is shown in a smaller, dark gray font. Underneath the label is a text input field with a white background and a thin blue border. The input field contains seven black dots followed by a vertical cursor line. Below the input field is a large, solid blue button with the word "Submit" written in white, bold, sans-serif font.

Create Polls

Create Polls

1. Under the Polls section, click **Create**.



The screenshot shows a sidebar menu with three main sections: 'Polls', 'Social Q&A', and 'Session Settings'. The 'Polls' section is highlighted in dark blue and contains a '+ Create' button. Below it is a '+ Create a Poll' button. The 'Social Q&A' section is highlighted in green and contains a '+ Ask' button and a message: 'There are no questions right now. Why not ask one?'. The 'Session Settings' section is a dark grey bar. At the bottom, it says 'You are signed in as a moderator' and '1 person is online'.



Create a New Poll

Poll Name/Title 250

Extended Poll Description (optional)

Type of Poll

- Multiple Choice
- Open Ended / Short Answer
- Numerical Average

Public Visibility of Results

- Audience Can See Results
- Audience CANNOT See Results

Create Poll

Create Polls (cont'd)

2. Fill in the Following Information

Type in the question that
you're asking



Choose the type of poll you
want to conduct



Decide if you want your
attendees to be able to view
the results of the poll on their
own device, or not



Create a New Poll

Poll Name/Title 250

Extended Poll Description (optional)

Type of Poll

- Multiple Choice
- Open Ended / Short Answer
- Numerical Average

Public Visibility of Results

- Audience Can See Results
- Audience CANNOT See Results

Create Poll

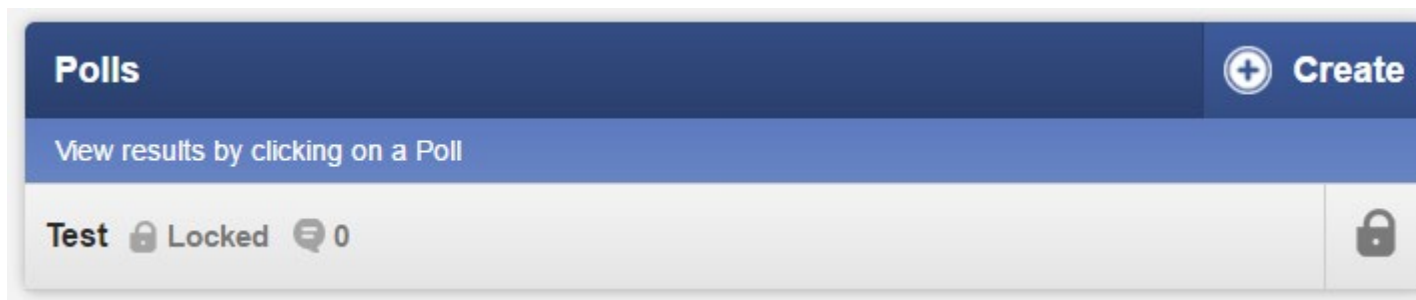
Create Polls (cont'd)

4. Click **Create Poll** to save.



Create Poll

The polls will appear like so (note: it's normal that they are 'Locked')



Poll Types

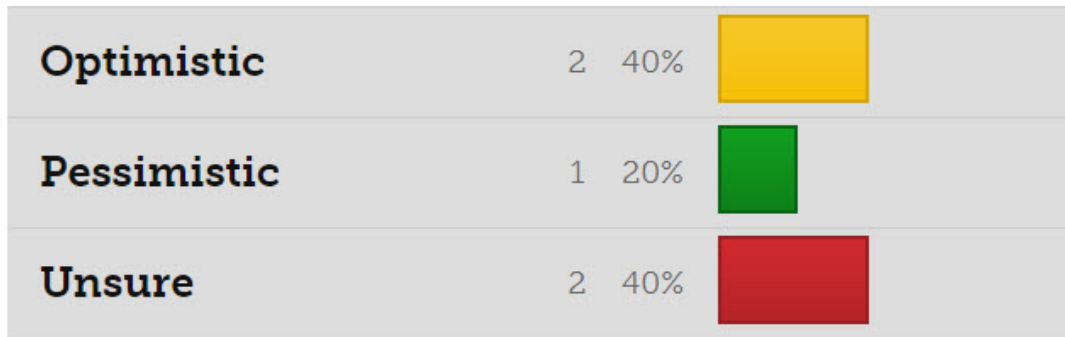
Type of Poll

- Multiple Choice**
- Open Ended / Short Answer**
- Numerical Average**

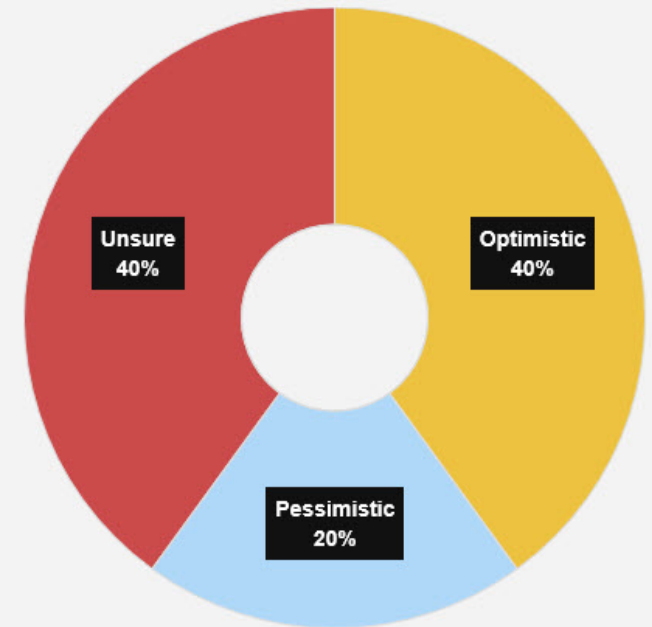
Note: The most common poll type will be multiple choice.

Multiple Choice

How do you feel about the future?



How do you feel about the future?



Results can be displayed in a Pie Chart or Bar Chart

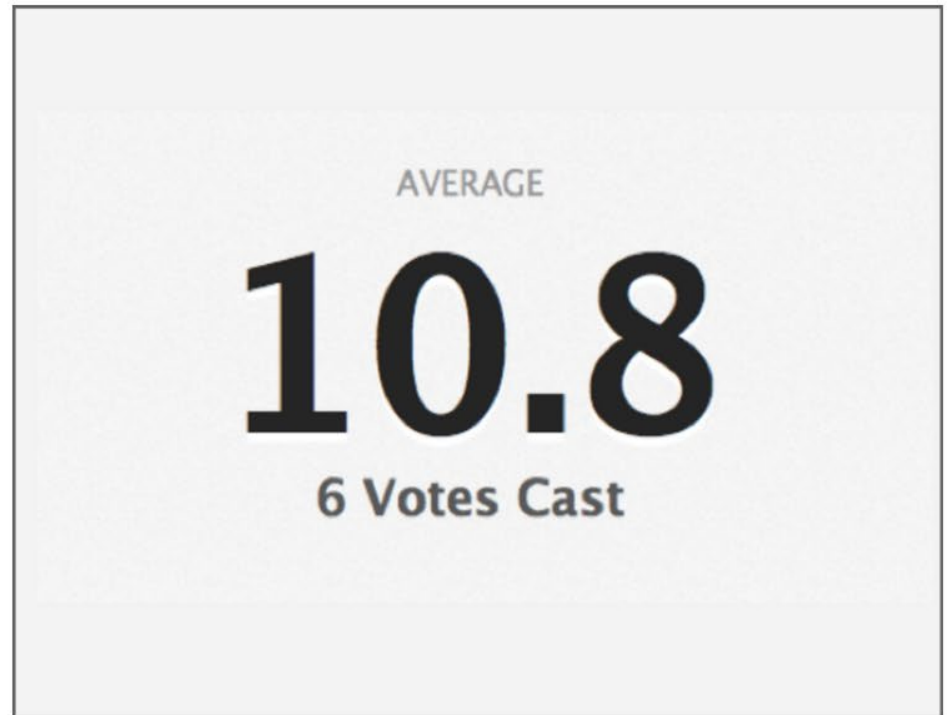
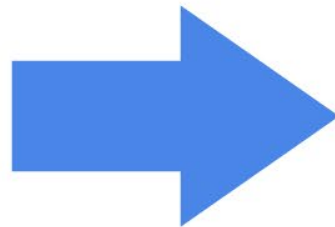
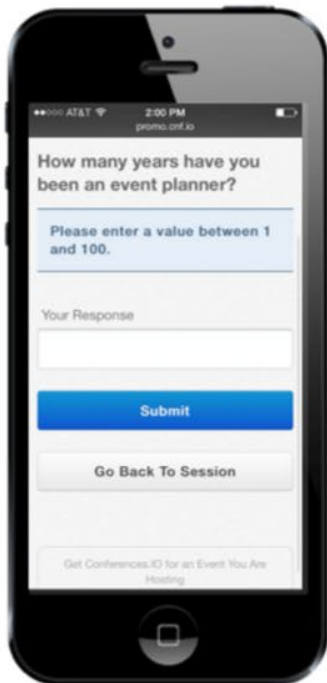
Open Ended Poll Type

Use one word to describe how you feel today

anticipatory awesome **blessed** **cold** curious ecstatic
encouraged energetic **energized** engaged
excited exhilarated expectant fantastic grateful
great happy hungry inspired motivated optimistic
positive **relieved** sleepy super **tired** wonderful
wunderbar

Results can be displayed in a simple running list or in a “Word Cloud”

Numerical Average



Results will display the overall average of all the responses

Adding polls to a PowerPoint Presentation

There are two methods to add poll slides into your slidedeck.

Method #1 – Use the “Download All Live Content Slides” button which creates a PowerPoint file for you. The file will contain your special Poll slides. Copy/paste these slides into your presentation. This is the recommended method. See [this video](#) for a quick tutorial or click to next slide for written instructions.

Method #2 – Use the “Insert a Slide” button to add each poll, one at a time, into your Presentation. For written instructions, skip to slide 25.

Adding polls to the PowerPoint Presentation (Method #1)

1. Click on **Session Settings**.



Session Settings

2. Select **Add Live Content to PowerPoint**.

Presentations

 Add Live Content to PowerPoint or Keynote Presentation

 Presentation Mode (Runs in Browser)



Add polls to the PowerPoint (Method #1 cont'd)

3. In the list of supported platforms, choose either Windows PowerPoint Add-In, or the Mac App (based on the type of computer you use).
4. Click the dark button entitled “**Download All Live Content Slides**”
5. Open the PowerPoint file that is generated for you.

Add polls to the PowerPoint (Method #1 cont'd)

6. In the list of supported platforms, choose either Windows PowerPoint Add-In, or the Mac App (based on the type of computer you use).
7. Click the dark button entitled “**Download All Live Content Slides**”
8. Open the PowerPoint file that is generated for you.

Add polls to the PowerPoint (Method #1 cont'd)

9. Follow the directions on the first slide, which indicates that you can either copy & paste or drag & drop the 'Live Content' slides in this PowerPoint file into your destination presentation.
10. Skip to slide #29 in this deck to continue with how to test your polls.

Adding polls to the PowerPoint Presentation (Method #2)

1. Click on **Session Settings**.



Session Settings

2. Select **Add Live Content to PowerPoint**.

Presentations

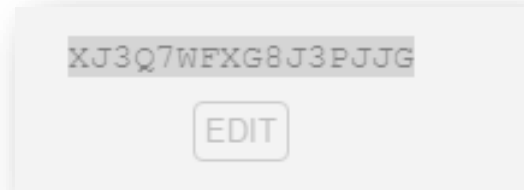
 Add Live Content to PowerPoint or Keynote Presentation

 Presentation Mode (Runs in Browser)



Add polls to the PowerPoint Presentation (Method #2 cont'd)

3. Scroll down the page till you see your poll questions listed.
Highlight and copy the **SLIDE CODE** for the desired poll.

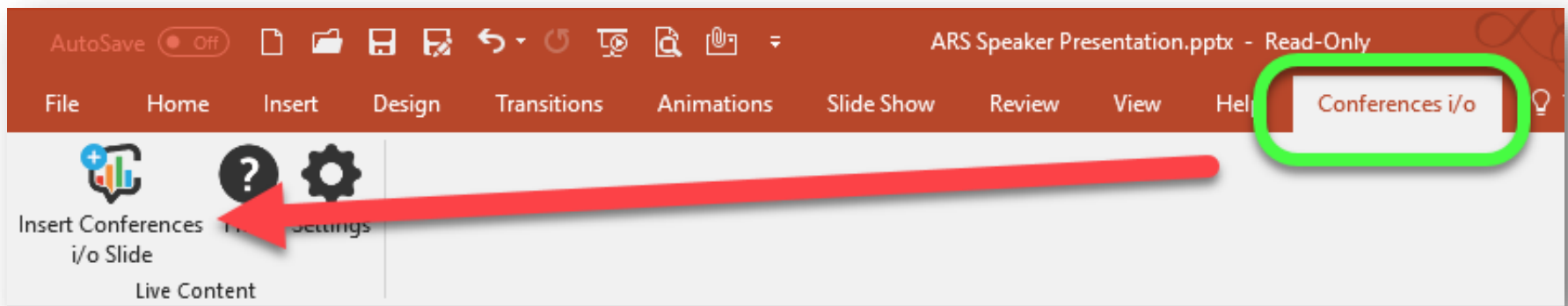


4. Go to your PowerPoint Presentation.
5. Select the slide location of where you want to place the Poll.

Add polls to PowerPoint (Method #2 cont'd)

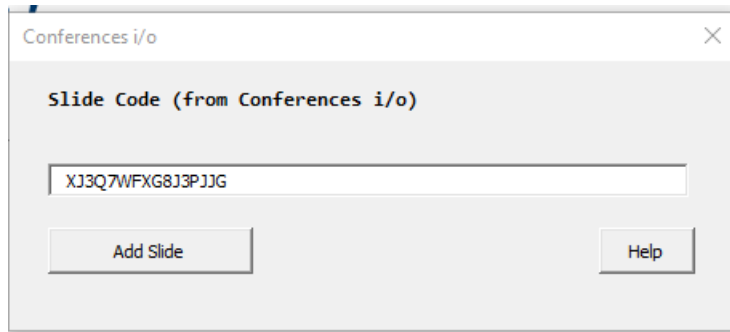
6. Go to the **Conferences i/o** menu

7. Select **Insert Conferences i/o Slide**.



Add polls to PowerPoint (Method #2 cont'd)

8. Paste **Slide Code**.



9. Click **Add Slide**.

10. Repeat until all polls are entered in desired location(s).

Now Let's see the End Result!

Note: to test, you must have the PowerPoint add-in installed as mentioned previously

1. Open your browser on your cell phone or tablet
2. Go to _____**.cnf.io**
3. Click on your session
4. Start your PowerPoint slide show and test your polls