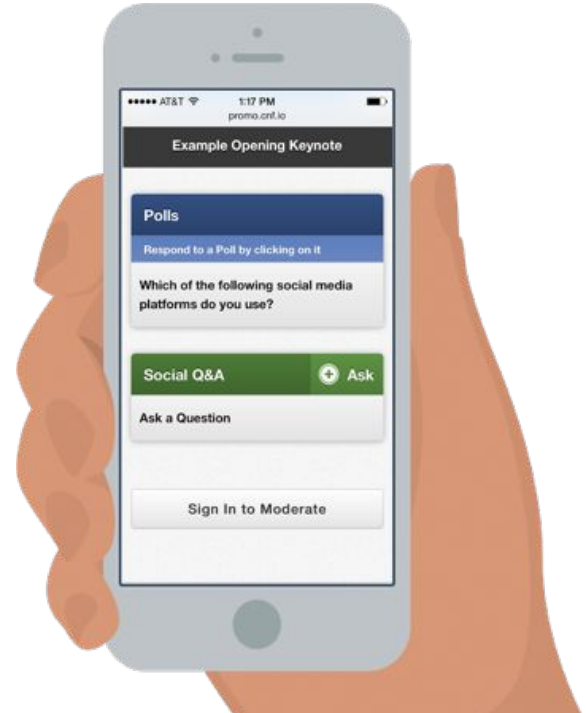




Speaker Training Guide

With Conferences i/o, you'll be **interacting** and **engaging** with your attendees in real-time



How Attendees Participate

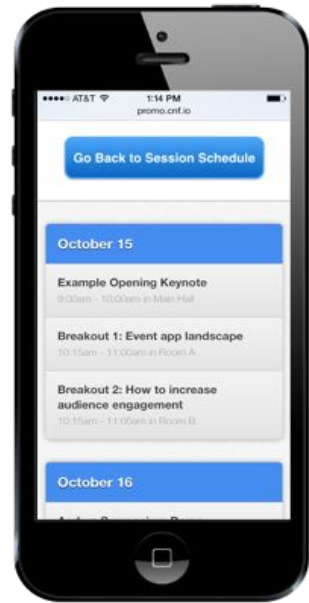
Attendees navigate to the event URL using any device with an internet browser (smartphone, tablet, laptop, etc.). There's nothing they need to download or install.



1. Open a web browser (Safari, Chrome, etc.)

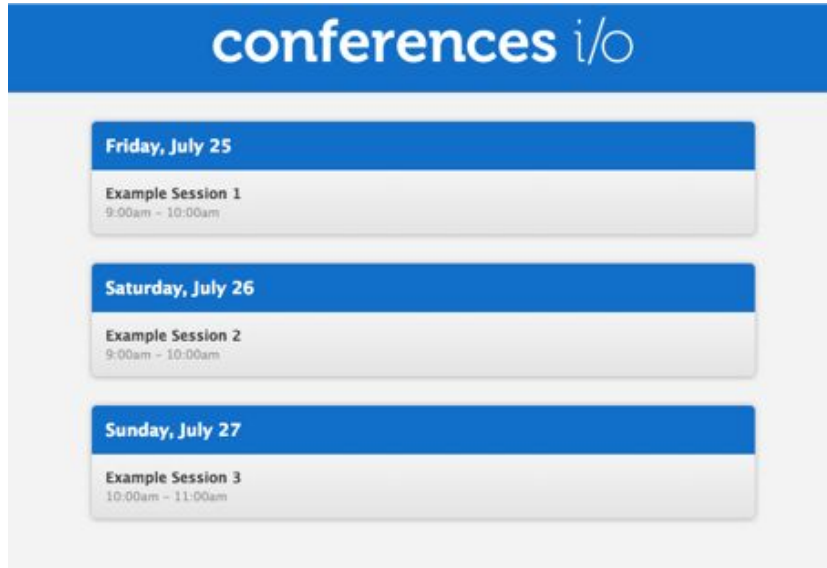


2. Enter the URL in the browser bar

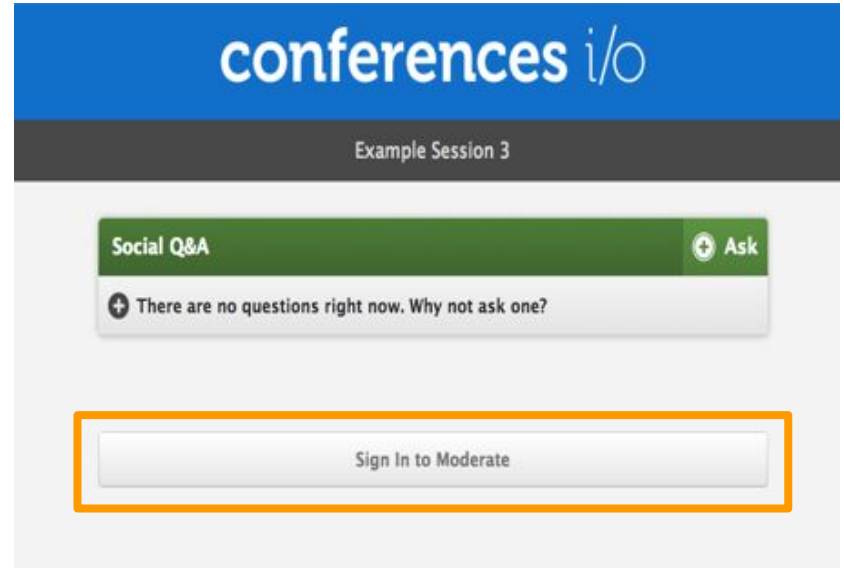


3. Click or tap on the session on the Home page

Sign in as a Moderator



Navigate to the URL for your event and select your session from the home page



Click the “Sign in to Moderate” and enter the password

Moderator Basics

As a Moderator, you'll have access to additional functionality:

Create Polls ➔

Manage Q&A ➔

Session Settings ➔

The screenshot shows the 'conferences i/o' interface for 'Breakout Session 2'. It features three main functional areas for moderators: 'Polls' (blue header with a '+ Create' button and a '+ Create a Poll' link), 'Social Q&A' (green header with a '+ Ask' button and a message 'There are no questions right now. Why not ask one?'), and 'Session Settings' (dark grey header). At the bottom, it indicates the user is signed in as a moderator and that 1 person is online.

SOCIAL Q&A

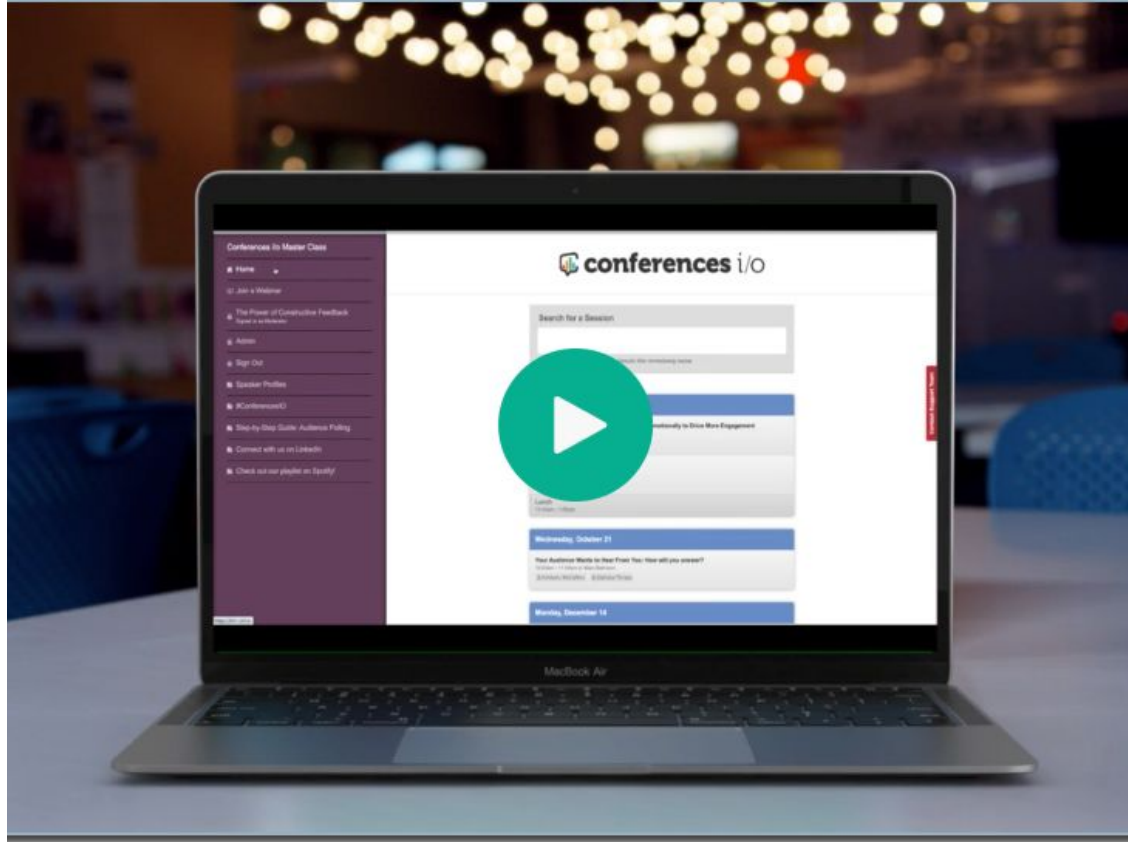
How it works

1. Attendees submit questions during your session.
2. Attendees can see and upvote questions other audience members have asked.
3. The most upvoted questions will appear at the top.



Moderate Q&A

Play
Video →



Q: Where can I see the questions?

On your mobile device or the computer you're using to project your presentation slides. Open a new browser and go to your Conferences i/o web-app. Select the session from the **Home** page.

We'll cover more about projecting Q&A or Poll results on the big screen later in the training.

FAQ

Q: Should I wait until the end of my session to answer questions? What if I run out of time?

Running out of time isn't unusual. If possible, we recommend stopping periodically (every 20 min. or so) to respond questions. This not only allows you to answer more questions (which your audience will appreciate), but it also keeps your attendees more engaged in the content you're presenting.



Tip: *This can be helpful when assessing audience comprehension.*

FAQs

Q: Can I pre-populate a few questions I think my attendees might ask?

You sure can! That's a great way to get the ball rolling for the attendees once they join the session.

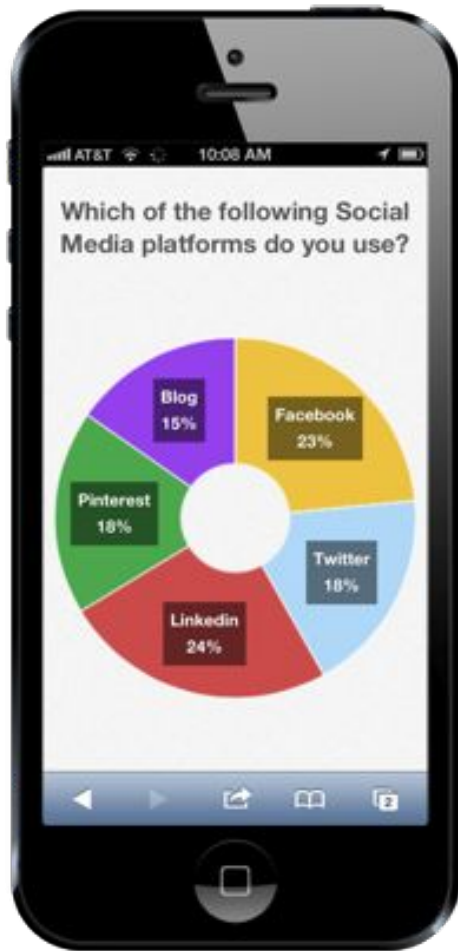


Tip: You can even send the session link to attendees to ahead of time invite them to submit and upvote questions before the event. Some speakers use this to their advantage by adjusting their presentation to make sure they're covering talking point attendees are interested in.

Audience Polling

How it works

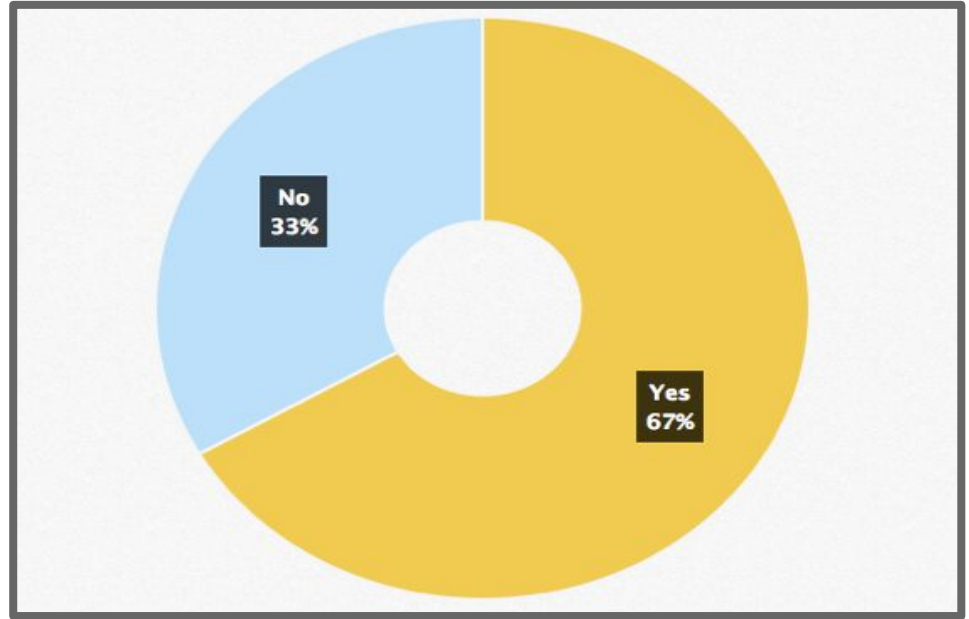
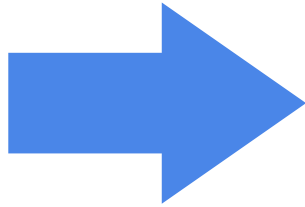
1. Create your poll questions prior to the event.
2. You'll be controlling when polls are visible and when and how often attendees can respond.
3. When a poll is opened, it'll be displayed automatically on attendees' devices where they can enter and submit their response.
4. The poll results will be displayed graphically, in real-time.



Four poll format options

1. **Multiple Choice**
2. **Open Ended**
3. **Numerical Average**
4. **Brainstorming**

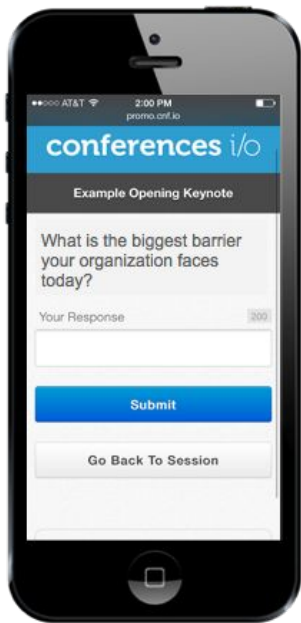
Multiple Choice



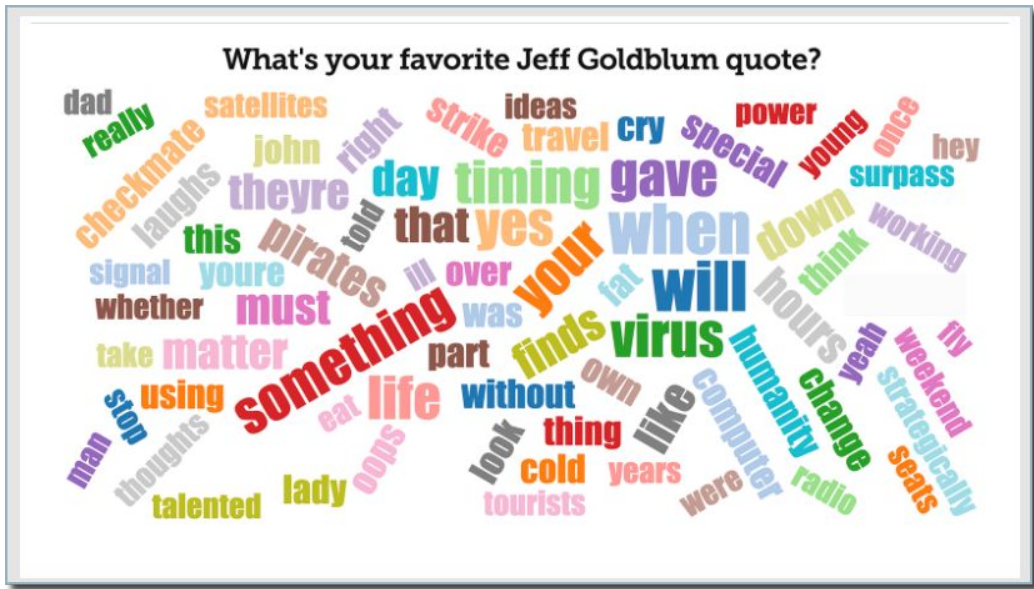
Attendees choose a response from a list of options

Results are displayed as either a **Pie Chart** or **Bar Chart**

Open Ended

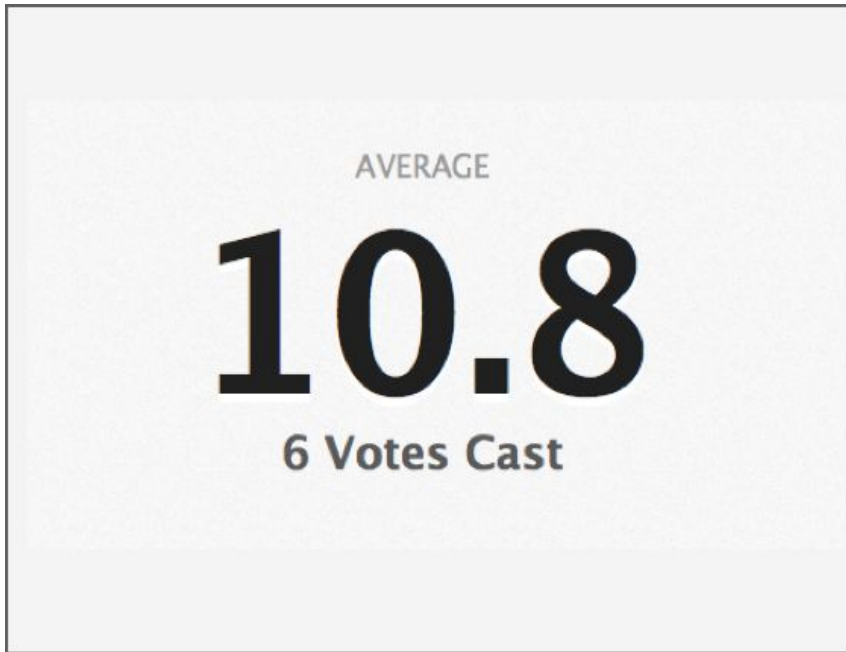
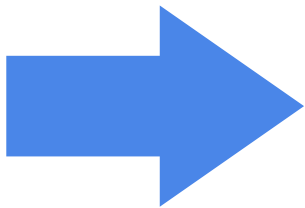
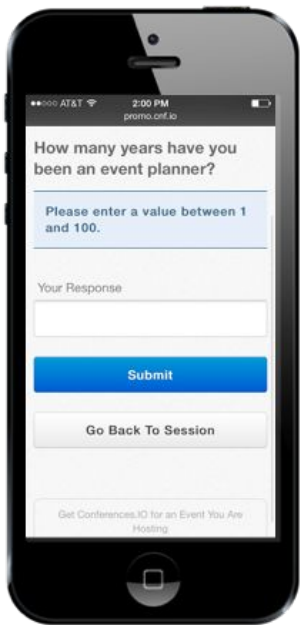


Attendees enter open ended, short answer responses



Results can be displayed as a **List**, **Word Cloud**, **Wordle**, or **Thought Bubbles**

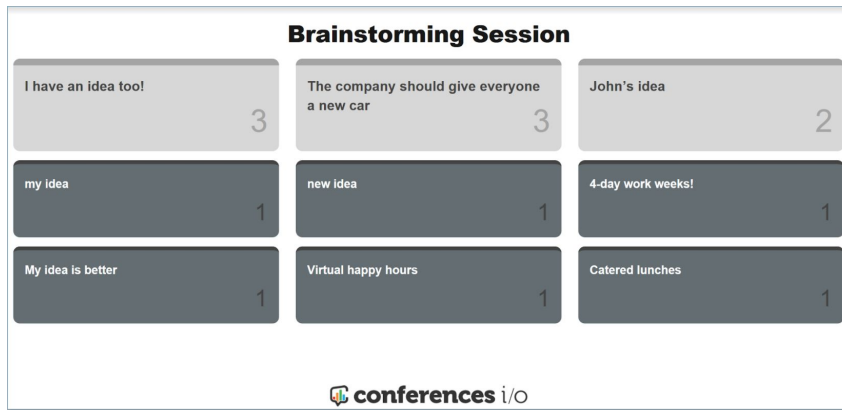
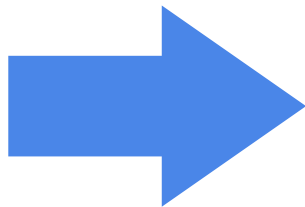
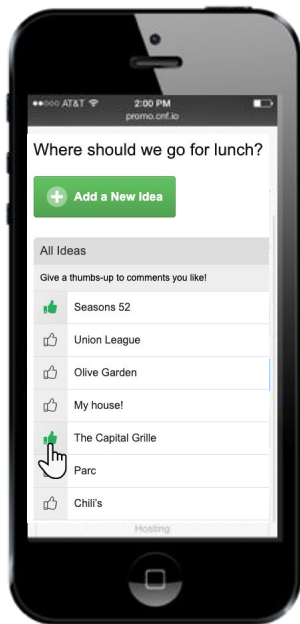
Numerical Average



Attendees enter a number within the range you've determined

Results displayed as an average sum of all responses

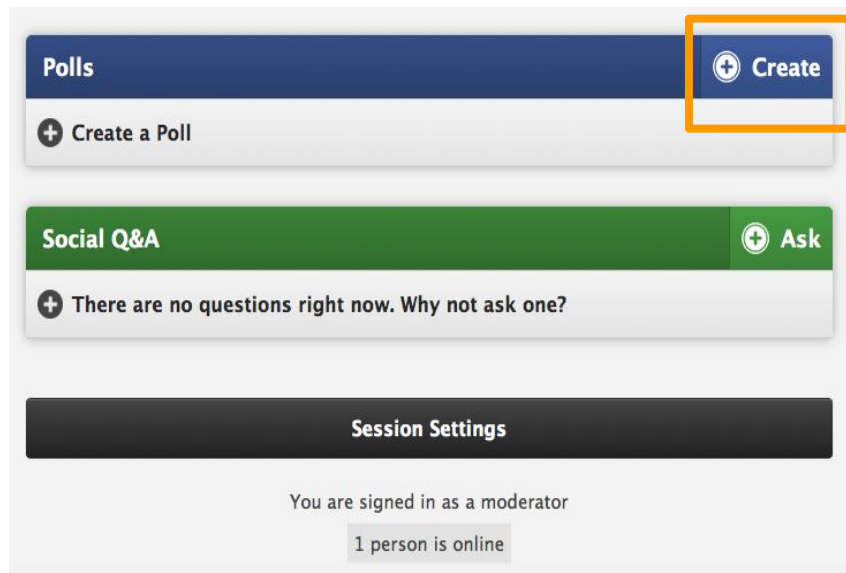
Brainstorming



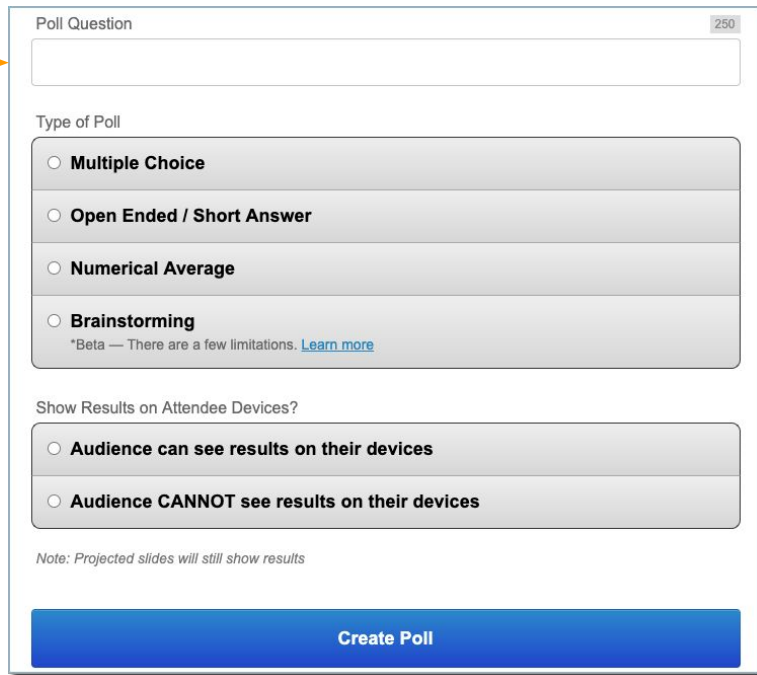
Attendees enter a number within the range you've determined

Results displayed as an average sum of all responses

Create a Poll



The screenshot shows a dashboard with three main sections: 'Polls' (blue header), 'Social Q&A' (green header), and 'Session Settings' (dark grey header). The 'Polls' section has a '+ Create a Poll' button. The 'Social Q&A' section has an '+ Ask' button and a message: 'There are no questions right now. Why not ask one?'. The 'Session Settings' section shows 'You are signed in as a moderator' and '1 person is online'. An orange box highlights the '+ Create' button in the 'Polls' section, with an orange arrow pointing to the poll creation form on the right.



The 'Create Poll' form has the following fields and options:

- Poll Question**: A text input field with a character count of 250.
- Type of Poll**: A list of radio button options:
 - ☐ Multiple Choice
 - ☐ Open Ended / Short Answer
 - ☐ Numerical Average
 - ☐ Brainstorming
 - *Beta — There are a few limitations. [Learn more](#)
- Show Results on Attendee Devices?**: A list of radio button options:
 - ☐ Audience can see results on their devices
 - ☐ Audience CANNOT see results on their devices
- Note**: Projected slides will still show results
- Create Poll**: A blue button at the bottom.

Sign in as a Moderator
and click **Create**

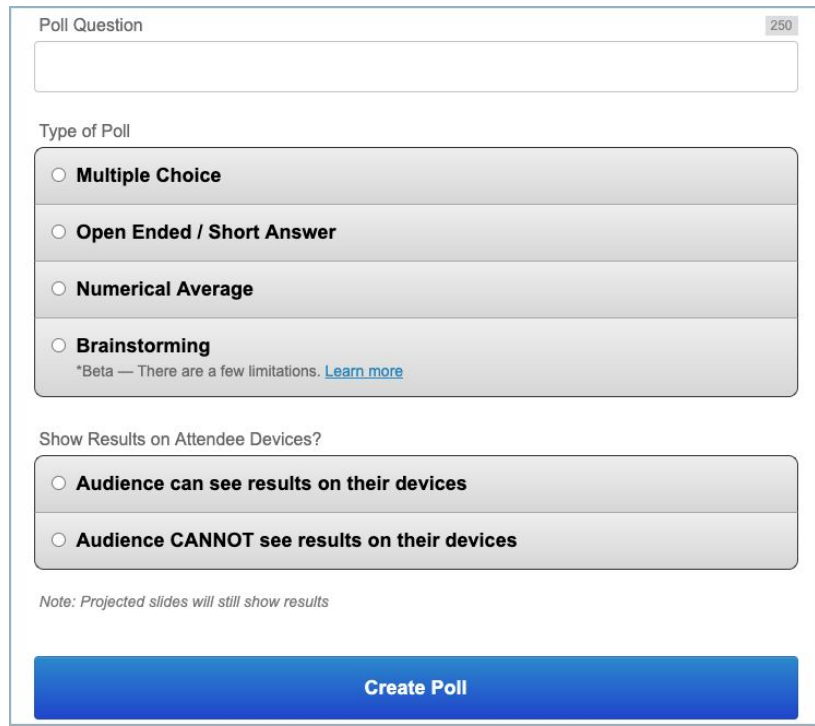
Create a Poll

Enter the question you'd like to ask attendees (e.g. "What's your favorite season?")

Choose the type of Poll question.

** Additional options will open up depending on the format you choose.*

Decide if you'd like to hide or display the poll results on audience devices.



Poll Question 250

Type of Poll

- ☐ Multiple Choice
- ☐ Open Ended / Short Answer
- ☐ Numerical Average
- ☐ Brainstorming
*Beta — There are a few limitations. [Learn more](#)

Show Results on Attendee Devices?

- ☐ Audience can see results on their devices
- ☐ Audience CANNOT see results on their devices

Note: Projected slides will still show results

Create Poll

Tips

- ★ For **Multiple Choice** questions w/ more than 4 possible answers: Choose the **Bar Chart** format – it's easier to read and looks better on the screen.
- ★ The **Word Cloud** and **Wordle** formats work best when responses consist of only 1-2 words. We recommend clarifying this in the poll question. For example, "*In 1-2 words, how would you describe our organization's brand?*"
- ★ We recommend displaying the results of poll questions on audience devices. The session is even more engaging when they can see the results updating right in front of them.

Q: How many polls question should I ask?

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.

Q: Can I Create New Polls On The Fly?

Absolutely. We recommend creating as many of your Polls prior to the session as possible but one of the great things about Conferences i/o is that it is very easy to create new Polls on the fly if you need to.

Project content onto the main screen

You'll be embedding polls directly into your presentation slides.
You'll never need to leave PowerPoint or Keynote.



Windows PowerPoint Add-in

About This Option



Embed Polls directly into your Windows PowerPoint presentation



Polls will automatically be pushed to attendees' devices



Requires you to download and install our Windows PowerPoint plugin on the presenting computer

[Show Me How To Install & Use](#)



Mac PowerPoint or Keynote Plugin

About This Option



Embed Polls directly into your Mac PowerPoint / Keynote presentation



Polls will automatically be pushed to attendees' devices



Requires you to download and install our Mac Presenter App on the presenting computer

[Show Me How To Install & Use](#)

conferences i/o

Mac PowerPoint and Keynote Integration

Thank you!

For more info, please visit
help.conferences.io