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Intro to Conferences i/o

Presenters and event organizers use the Conferences i/o web-based tool suite to facilitate Q&A and engage their audience members through polls and surveys.

Audience members interact with session presenters and respond to poll questions via their personal mobile device. By opening a browser and navigating to the event's cnf.io URL they can participate in a session and interact with the presenter.

Admin, Moderator, Audience members

Admin

Individuals who sign in as an Admin can access any session as a Moderator in addition to making changes that impact the overall event.

To sign in as an Admin, select Sign Into Admin from the sidebar and enter the Admin password. Don't see Sign Into Admin in the sidebar? Go to [Event Name].cnf.io/admind/login

Moderator

Individuals who sign into a session as Moderator can create poll questions, facilitate Q&A, and make changes in that session only.

To sign in as Moderator, select the session from the Home page > click **Sign in to Moderate** > enter the Moderator password.

Audience members

Individuals attending the event can join sessions and participate by navigating to the event's URL. No login credentials are required.

FAQ

Q: To open a poll in PowerPoint, do I need to use a specific tool or method to advance to a live content poll slide?

A: No. Presenters advance to the live content poll slide the same way they advance to any other slide.

Playbook: Audience Polling

Polls will automatically open to audience members on their devices and on the main screen when the presenter advances to the live content poll slide.

Q: I've already added my live content poll slide to PowerPoint but I want to use it at a different point during my presentation. Do I need to do anything in Conferences i/o?

A: No. In PowerPoint, click and drag the live content poll slide to the new point in your presentation. Nothing additional needs to be done in Conferences i/o.

Q: I need to edit a poll question and/or the audience response choices. After I make the changes in Conferences i/o, do I need to download a new version of the live content poll slide?

A: No. Follow the steps for [editing a poll question](#) in section #2. The live content poll slide will be updated with the changes automatically.

Q: How can I be sure the Conferences i/o PowerPoint add-in has been installed?

A: [Confirm add-in installation](#)

Q: How can I test the poll before it's used in a presentation?

A: [How to Test Poll Questions](#)

Create a new poll ([3-minute walkthrough video](#))

1. Go to the event's Conferences i/o website (*example: myevent.cnf.io*)
2. Select the session > click **Sign in to Moderate** > enter the Moderator password.
3. Click **Create Poll**:



4. Enter the poll question

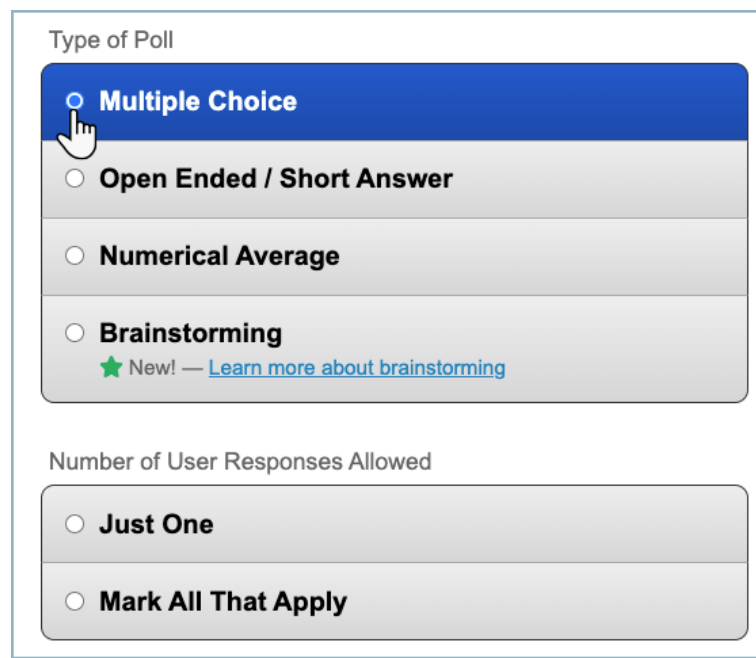
5. If you'd like to add an image to the poll, check the box for **Add an image to this poll**
 - a. Drag and drop the image file into the box OR click the box to locate the image file on your computer > click the file > select **Open**
 - b. Note: The image will be displayed along with the poll question on audience mobile devices

Choose a poll format (*Multiple choice, Short answer, Numerical average, Brainstorming*)

1. Multiple Choice

- a. Select the number of choices an attendee can select:

Just One or **Mark All That Apply**:



The screenshot shows a web interface for configuring a poll. It has two main sections. The first section, titled 'Type of Poll', contains four radio button options: 'Multiple Choice' (which is selected and highlighted with a blue background and a hand cursor), 'Open Ended / Short Answer', 'Numerical Average', and 'Brainstorming'. Below 'Brainstorming' is a green star icon followed by the text 'New! — [Learn more about brainstorming](#)'. The second section, titled 'Number of User Responses Allowed', contains two radio button options: 'Just One' and 'Mark All That Apply'.

- b. If appropriate, check the box for [This Poll has a Correct Answer](#).
- c. Enter each response option in the appropriate fields (Choice 1, Choice 2, etc.)
 - i. If using more than three possible answers, additional Choice boxes will be added automatically as you enter answer options. (i.e., As you begin entering Choice #3, a Choice #4 box will be added)
- d. Results format options (how you'd like the poll results to be displayed)
 - i. Pie chart: best option for polls with only 2-3 possible responses
 - ii. Bar chart

Playbook: Audience Polling

iii. Enhanced Bar Chart

2. Open ended/Short Answer


Type of Poll

Learn more'." data-bbox="185 275 679 401"/>

a. Results format options (how the poll results will to be displayed)

- i. Word Cloud
- ii. Wordle
- iii. List
- iv. Thought Bubbles

b. Single response or allow multiple responses:



3. Numerical Average

The screenshot shows a 'Type of Poll' interface with three radio button options: 'Multiple Choice', 'Open Ended / Short Answer', and 'Numerical Average'. The 'Numerical Average' option is selected and highlighted in blue. Below the options, a text box explains: 'Numerical Average polls require two whole-number anchor points, like 1 to 10, or 10 to 1. By default, Conferences i/o produces a list of options for attendees to choose from, but when there are more than 10 possible responses, attendees are prompted to input their choice in a text field.' Below this explanation are two input fields: 'First Response Value' with the number '1' entered, and 'Last Response Value' with the number '25' entered.

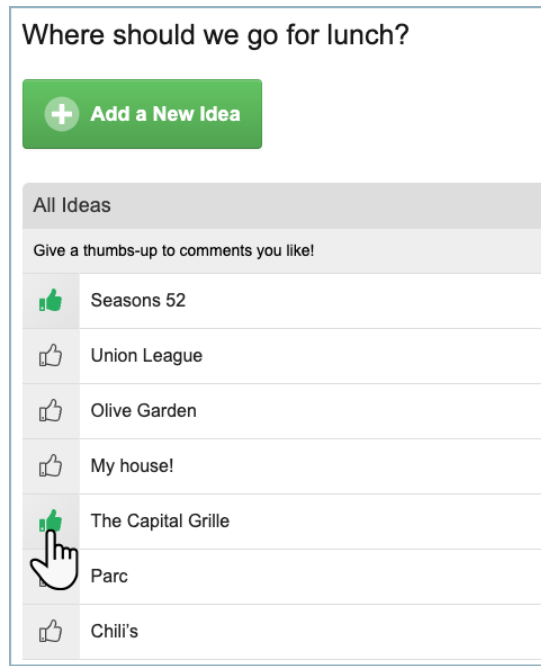
- a. Results displayed as an average sum
- b. Enter the **First Response Value** (the lowest possible number an audience member can enter) and the **Last Response Value** (the highest possible number an audience member can enter).
 - i. Poll example: *How many years have you been an RN?*
 1. First response value: 1
 2. Last Response Value: 25

4. Brainstorming


The screenshot shows a 'Type of Poll' interface with four radio button options: 'Multiple Choice', 'Open Ended / Short Answer', 'Numerical Average', and 'Brainstorming'. The 'Brainstorming' option is selected and highlighted in blue. Below the 'Brainstorming' option, there is a note: '*Beta — There are a few limitations. [Learn more](#)'.

- a. Audience members can add their ideas and thumbs-up the ideas of others:

Playbook: Audience Polling










Where should we go for lunch?

 Add a New Idea

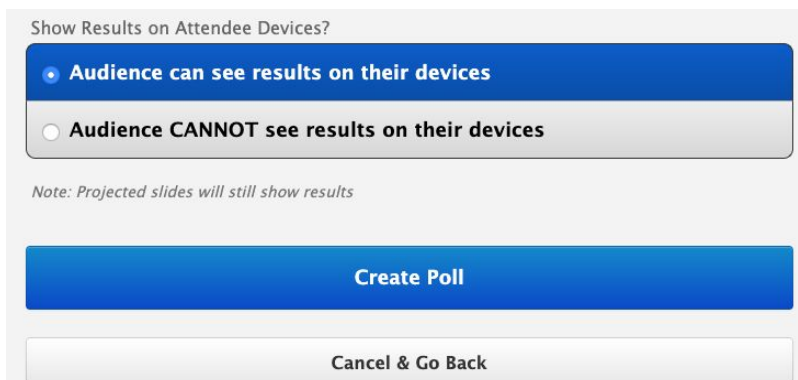
All Ideas

Give a thumbs-up to comments you like!

	Seasons 52
	Union League
	Olive Garden
	My house!
	The Capital Grille
	Parc
	Chili's

Audience device display settings

1. Choose where the poll results should be displayed:
 - a. **Audience can see results on their devices:** Poll questions and results will be displayed on audience members mobile devices in addition to the main screen.
 - b. **Audience CANNOT see results on their devices:** Poll results will be displayed on the main screen only.



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


Cancel & Go Back

Complete the process

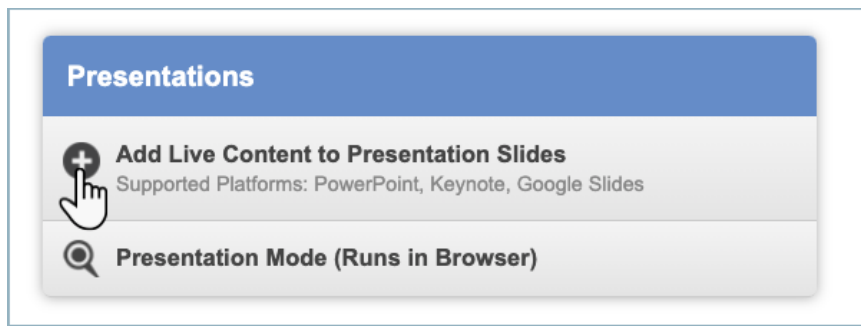
1. To complete the process, click **Create Poll**.
 - a. Repeat the steps above for each poll question you'd like to add to your presentation.

When all the polls have been created, move onto the next step...

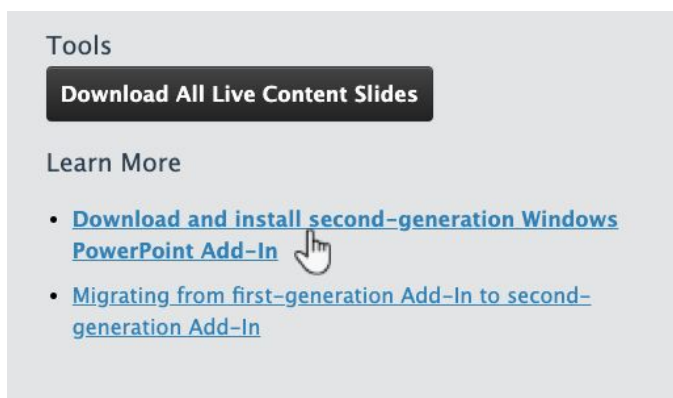
Install the Conferences i/o PowerPoint add-in

 Computers that will be projecting Live Content slides (i.e. poll slides) onto the main screen must install the [Conferences i/o add-in for PowerPoint](#).

1. In the session, click **Session Settings > Add Live Content to Presentation Slides**:



2. Select **Windows PowerPoint** or **Mac app** > click **Download and install PowerPoint Add-in**:

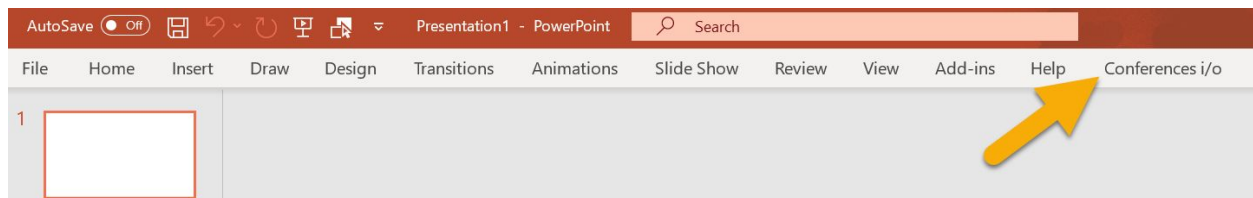


Playbook: Audience Polling

- a. A new tab will open in your browser and you'll be redirected the Conferences i/o support page that includes three (3) versions of the PowerPoint add-in:
 - i. The first option in the table is the universal and most up-to-date version.
 - ii. Click the link to download the PowerPoint add-in file.
 - iii. To install the add-in, Unzip (extract) the downloaded ZIP file.
 - iv. Click on Conferences i/o PowerPoint Add-In Installer and follow prompts from the Setup Wizard.

Confirm installation

1. Open Windows PowerPoint
2. If successful, you should see a **Conferences i/o** menu item, located next to **Help**:

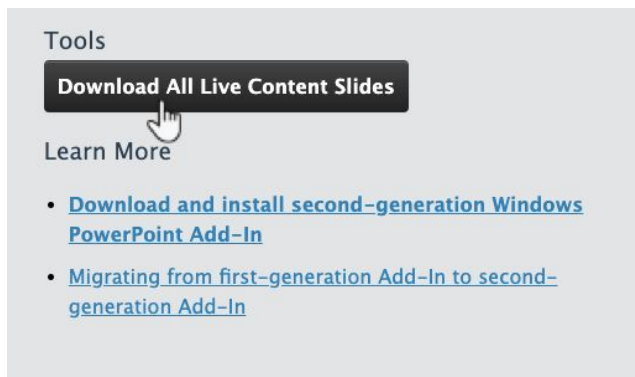


Note: If PowerPoint was opened during the installation of the add-in, close and reopen the program.

Add live content poll slides to a PowerPoint slide deck

1. On the **Session Settings** page in your Conferences i/o web-app, select **Add Live Content to PowerPoint or Keynote**.
2. Under the **Supported Platforms** heading, choose either **Windows PowerPoint** or **Mac app**.

3. Click **Download All Live Content Slides**:



4. Open the Conferences i/o PowerPoint file.

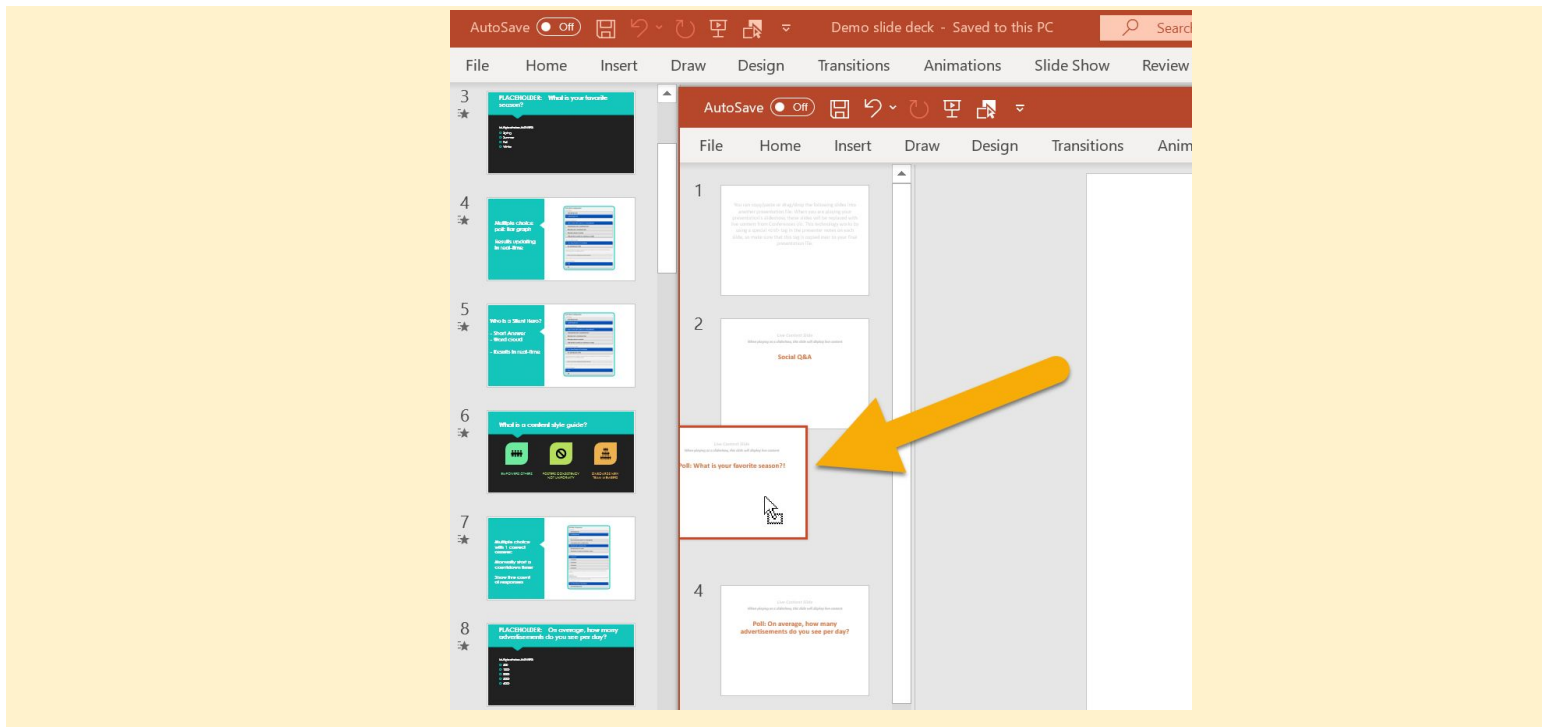
a. You have the option to skip the first 2 slides

i. The first PowerPoint slide is instructional.

ii. The slide that follows can be used to project Social Q&A activity onto the main screen.

b. Each remaining slide is a poll question created in Conferences i/o.

5. Drag and Drop each Live Content Poll slide from the Conferences i/o PowerPoint file into the presentation's PowerPoint slide deck:



6. The live content poll slides are now embedded in the PowerPoint presentation.

Playbook: Audience Polling

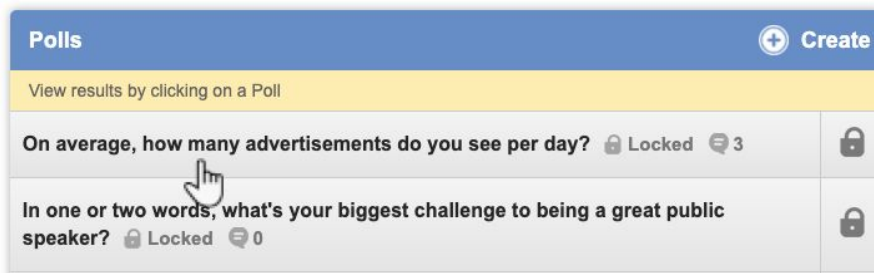
- a. Slides can be rearranged by dragging and dropping them anywhere you'd like within the presentation.

7. SAVE


Edit a poll question

Make changes to a poll that has already been added to a PowerPoint slide deck.

1. On the Home page, select the session and sign in as a Moderator
2. Click the poll question you'd like to edit:



3. Select **Edit this Poll**
4. Make any necessary changes and click **Save Changes to Poll**

 **The changes will be applied to the live content poll slide automatically.** You do not need to download an updated version of the poll slide or replace the existing slide in the PowerPoint presentation.

Edit on-screen poll behavior


Make changes to the on-screen behavior of a poll that's already been added to PowerPoint.

1. On the Home page, select the session and sign in as a Moderator

2. Click the poll you'd like to update:




3. Click **Configure Embedded Slide**
4. Make changes and **Save**

 **The changes will be applied to the live content poll slide automatically.** You do not need to download an updated version of the poll slide or replace the existing slide in PowerPoint.

Copy a poll question from another session

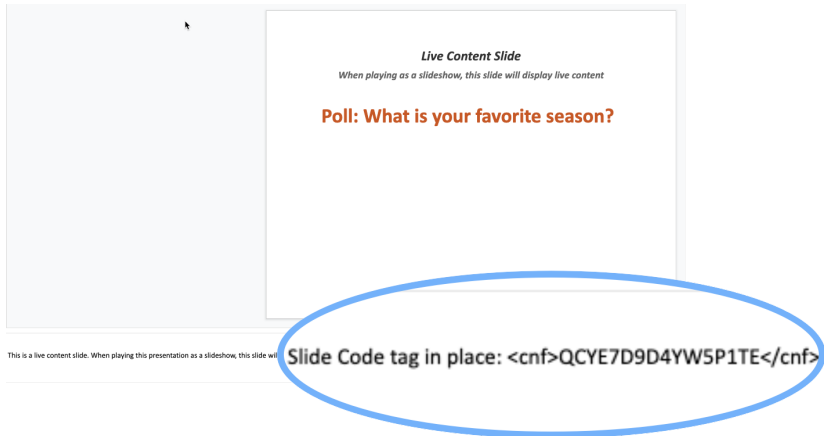
1. Sign into the new session as a Moderator
2. Click **Create** > scroll to the bottom and select **Copy Poll from Another Session.**
3. Click dropdown #1 and select the session from the menu that includes the poll you'd like to copy.
4. Click dropdown #2 and select the poll from the list.
5. Click **Copy Into This Session.**

How polls work during a presentation

 The presenter should run their slide deck in **Presenter View**. They can use the Notes section but should also be aware that the code contained in the Notes all **Live Content Slides** must be left intact:

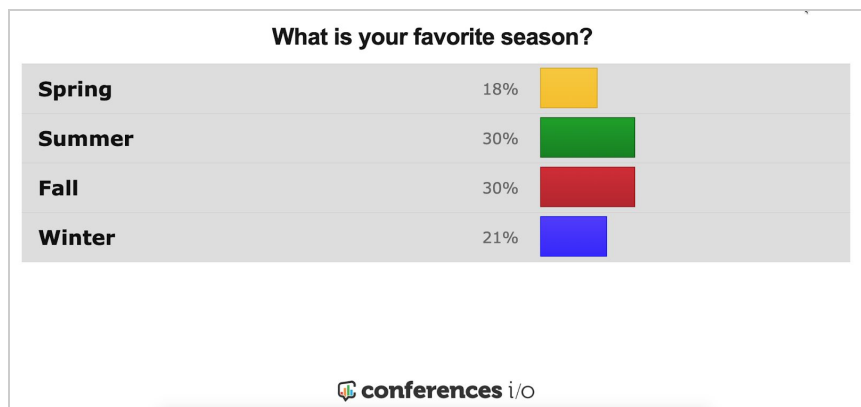


Playbook: Audience Polling



🚀 The slide code allows the PowerPoint add-in to recognize the slide as a live content poll slide.

When the presenter advances to a live content poll slide, the **poll will automatically open** on audience members' devices where they can submit their responses. Results will be displayed on the main screen:



When a presenter advances to the slide that follows their Live Content poll slide, the **poll will close** and audience members will be returned to the Social Q&A screen on their device.

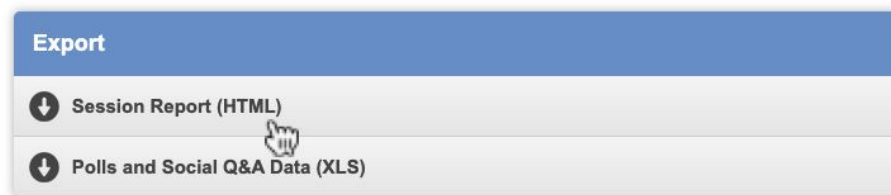
Manually advance to results or start a countdown timer

Presenters should also use the advance slide function (i.e. clicker, mouse, keyboard) when launching polls that include a countdown timer or polls that have been set to hide the results until the presenter manually advances to results.

- **Manually start a countdown timer:** Advance to the live content slide to open the poll and display the question. Advance again to start the countdown timer. The poll will close when no time is left.
- **Manually advance to results:** Advance to the live content slide to open the poll and display the question. Advance again to display the results. Advance again to close the poll and move onto the next slide.

After the presentation

1. **Remind presenters to export their session engagement report.** One of the benefits of incorporating Q&A and polling with Conferences i/o is the engagement data that's recorded automatically during the session.
 - a. Sign into the session as a **Moderator** and select **Session Settings**.
 - b. Download the reports shown in the **Export** window:



Troubleshooting: Powerpoint add-in and Poll slides