



## Q&A and Voting Manual

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The official EAACI Congress App provides a voting function. The present Voting Guide shortly explains how the system works and gives some recommendations to the chairs and speakers of the symposium.

### VOTING - HOW DOES IT WORK?

Have a look at our demonstration video: click [here](#)

#### Before the session

Insert a questions-and-answers-list directly in your PowerPoint presentation:

1. One slide with the question and the suggested answers (from 2 to max. 5 possible answers)
2. (if needed) one slide with the correct answer underlined

The “start vote” button will be only visible on the lectern computer in the room. Make sure to inform the audience that you will start a poll so they can prepare their mobile.

**Please see further details below.**

#### At the start of the session

Please inform your session chairpersons that you will be doing a poll. Before each question slide, please remind the audience to be ready to start to vote on the mobile app before you click on the “start vote” button.

The audience needs...

- ... to know that you will use voting during the symposium (we recommend to add a slide explaining the process to the delegates)
- ... to connect to the free EAACI WiFi network
- ... to install and open the EAACI Events App

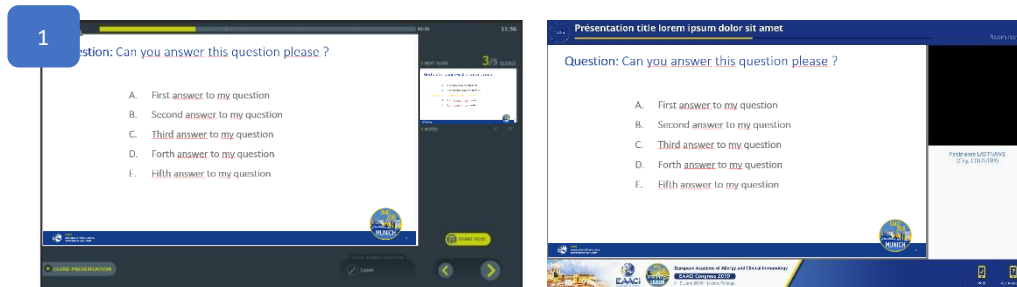
The audience can access the voting for your symposium as follows:

- Open EAACI Events App and select the EAACI Congress 2019
- Click on the button “Vote & Ask” on the start screen
- Click on the session room the symposium is taking place
- Click on “Vote”



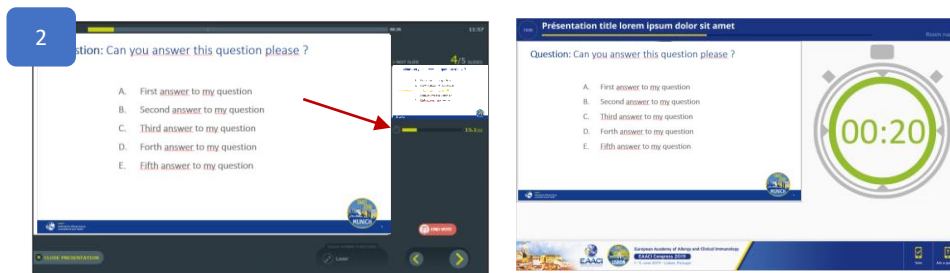
## During the session

1. When **you** want to start the vote during the presentation, just click on the “start vote”-button on the right bottom side of your screen.

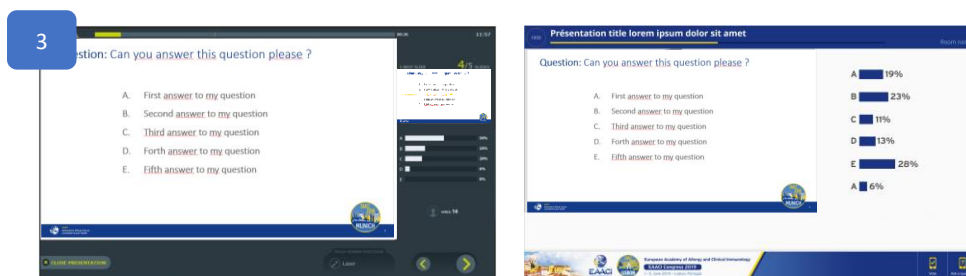


2. The screen in the room will be split in two frames:
  - On the left side: the speaker’s presentation (questions and answers)
  - On the right side: the **countdown** to vote

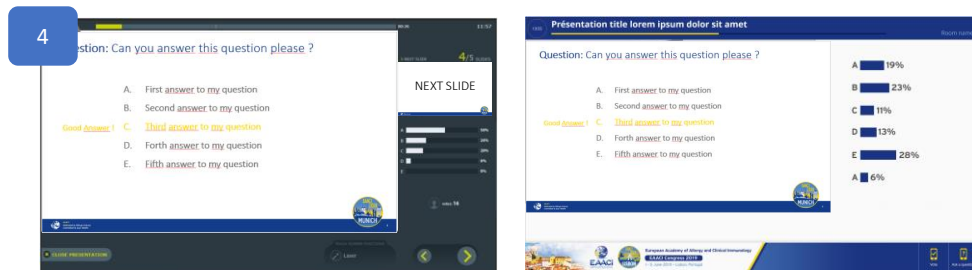
Meanwhile the audience votes with their smartphones through the mobile app.



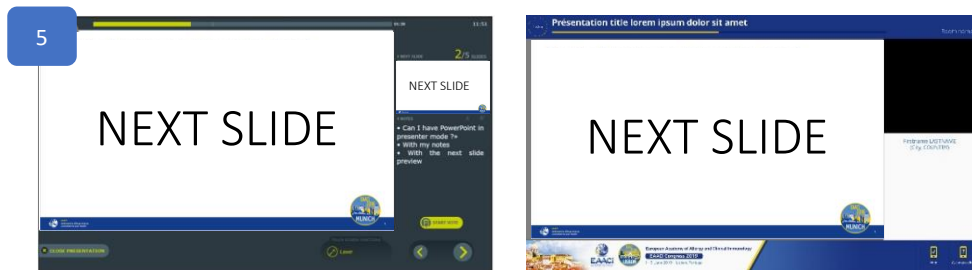
3. When the countdown is at 00:00 or the vote is closed and **the results appear automatically** on the right hand side of both of the screens.



- After commenting on the audience results, you can continue to the next slide and show the correct answer to comment on it (if you inserted one).



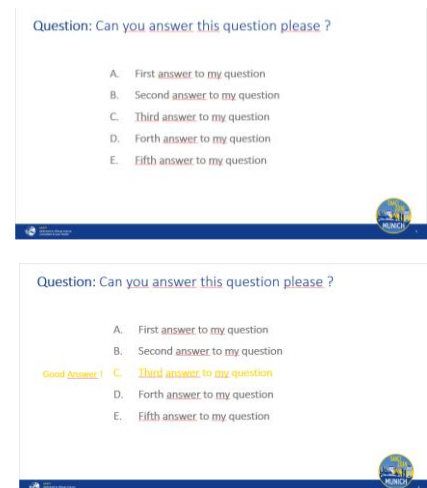
- The screen comes back to the **original set up** (PowerPoint slide with video of the speaker - see point 1) when you continue in the presentation.



## PREPARATION OF THE VOTING QUESTIONS

### PowerPoint Presentation

- Please prepare your PowerPoint presentation as specified in the Speaker Guidelines in **16:9 format**.
- Create 1 (or 2) dedicated slide(s) in your presentation
  - Slide 1 with the question and the suggested answers. To be as clear as possible, we suggest you write the word "question" on your slide.
  - Slide 2 with the correct answer underlined (if not animated on slide 1)



### Question format

- Questions should be written as a simple text
- From 2 to 5 answers options are possible
- Multiple answers could be correct
- Answers should be listed **A, B, C, D, E**

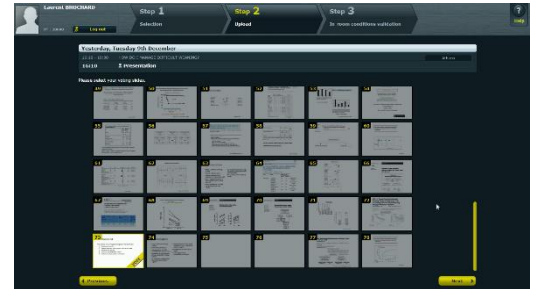


Several questions can be asked during your presentation and several slides can be inserted in between each question. However, no slide should be inserted between Question slide 1 and Question slide 2.

## Presentation upload

Each speaker participating to an interactive session should go through the Speaker Service Centre:

- at least 2 hours before the session (**no online upload possible**),
- to upload their presentation,
- to tag slides with questions. By selecting slides, a “start vote”-button will be automatically inserted, the number of possible answers will also be required (from 2 to max 5)



We hope our Voting Guide helps you with your preparation and wish you a smooth presentation at the EAACI Congress 2019 in Lisbon.

**GOOD LUCK!**