VOTING GUIDELINES

- **Important:** Attendees voting in a session can only be included if discussed with the organizers prior to the Congress.

AT START OF THE SESSION

Step 1: Explain there will be voting / polling during the session and there are two methods to access it:

- Via the App - it appears in **Interactive Features** (the same place as 'Ask the Speaker' function)
  OR
- By scanning a session specific QR code - this will appear on the voting question slides but participants only need to scan this once.

Step 2: **Please emphasize, the question will only be shown when voting /polling starts.**

HOW TO ACCESS THE VOTING FEATURE

VIA the APP:

1. Click **PROGRAM** on the main menu
2. Click **Interactive Program**
3. Use the date and time to find this session and click on it
4. Click the **Interactive Features** button

Scan the QR code:

1. This will take you directly to the voting URL.

DURING THE SESSION

- You will be able to see in the session agenda when voting / polling takes place or you will request to show the voting slide. When you reach the voting section of the program:

  The technician will then show the question slide. The QR code will be on the slide so that people are able to scan and participate even latecomers.

- You read out each question and its answers to the audience and say: "**Please vote now**". At this point, the onsite technicians will open the voting in the app and the URL, and the attendees will begin submitting their answers.

- To end the voting, please announce "**The voting is now closed**" or say, "**Please close the voting**". This will be the cue for the onsite technicians to show an overview of the audience's responses.

- You may wish to briefly comment on the results.