



Presenter Instructions: Using the ARS During a Presentation

Introduction: The purpose of this document is to assist AAFP presenters in using the Audience Response System (ARS) Poll Questions and Q&A during a presentation.

Goal of the Audience Response System: The ARS keeps the audience engaged in your interactive lecture and allows you to adjust the scope and emphasis of your presentation. You can use poll questions to learn about your audience, assess their current knowledge, gauge their understanding of the content and more.

NOTE: PowerPoint 2010 or later with the Conferences i/o add-in downloaded must be used to open and test ARS presentations. The add-in may be obtained at [Windows PowerPoint Add-In Installation & Instructions – LCvista Knowledge Base](#). Downloading may require assistance from your IT department.

After downloading the add-in, go to the Conferences i/o tab in PowerPoint, select Settings and uncheck the box “Use ping for checking internet connection.”

Using ARS:

1. Your presentation will be loaded onto the laptop provided in your workshop room. The deck will contain:
 - a. Your coded poll question slides for audience members to answer on their mobile devices.
 - b. A slide that reminds attendees to complete the session evaluation.

Note: Changes to your deck cannot be made after submission or onsite.

2. In slide show view, when you advance to a slide with a poll question, take the time to review the question and the answer options. This helps ensure the audience understands the question, knows what to do and can answer more quickly.
3. Advance the slide to open the poll. The audience will not be able to see the question and answer on their mobile devices until you advance to the poll question slide.
 - a. For polls without correct answers:
 - The poll will open on devices. Attendees will be able to select and submit an answer(s). Advance the slide to see the results displayed.
 - Once the desired number of responses have been received, discuss the results with the audience.
 - Advance the slide to open the next presentation slide.
 - b. For poll questions with correct answers:
 - The poll will open on devices. Attendees will be able to select and submit an answer(s).
 - Answers will show on the PowerPoint slide once you advance the slide and close the poll. When the poll is closed, the correct answer(s) will be highlighted on the slide.
 - Discuss the results with the audience.
 - Advance the slide to open the next presentation slide.

Note: An audience member must **SUBMIT** their answer for it to be recorded and seen.



Presenter Instructions: Using the ARS During a Presentation

Reviewing and Answering Questions During Your Session:

1. During your lecture, in addition to answering polls, the audience can electronically submit questions in the app.
2. Questions will appear on the presentation Q&A slide near the end of the deck, with the most liked questions listed first. You will not be able to scroll through questions on the screen, but you can use your mobile device to view all submitted questions.

Note: You may address questions in any order. If a question has already been addressed, is repetitive or is not appropriate for discussion, you may choose to skip it.

Important Notes:

1. Changes to your deck cannot be made after submission or onsite.
2. Please **do not** try to test your slides unless you have the add-in installed on your computer; doing so will deactivate the ARS capabilities of the prepared presentation.
3. Once the add-in has been installed, you may test your presentation. If you enter test data and want it erased, you must email rlarsen@aafp.org.