



Faculty Guide to Using the Audience Engagement System During a Presentation

Preparing Your Computer to Conduct Poll Questions:

1. **For Windows computers:** Prepare your laptop to show Poll Questions by downloading the **Conferences i/o** add-in to THE COMPUTER YOU WILL USE FOR YOUR PRESENTATION.
 - a. Download the Windows PowerPoint add-in. Instructions are found at <https://help.conferences.io/support/solutions/articles/5000599879-installing-and-upgrading-the-windows-powerpoint-add-in>.
 - 1) If you do not have administrative rights to the computer, you will need help from your IT department.

Note: You may download the add-in to any Windows machine on which you would like to view your poll questions.

2. **For Mac computers:** Follow the instructions in [Appendix A](#) below.

Conducting Poll Questions During Your Session:

1. Make sure you follow the initial instructions in **Preparing Your Computer....**
2. Use the presentation slide deck returned to you by the AAFP staff (Windows machine) or the online slide deck (Mac machines); otherwise, you will not be able to conduct the polls. This slide deck contains:
 - a. The poll questions slides coded so the questions can be answered on learners mobile devices.
 - b. Your ending Question and Answer slide linked to the questions learners have asked during your session.
 - c. The required CME conflict of interest slide.
 - d. A reminder slide to complete the session evaluation.

Note: If any slides need to be changed / added to the deck, talk to a PDW-RPS staff member (800-274-2237, ext. 6705) before making changes to ensure the poll will still work.

3. In slide show view, when you see your Poll Question & Answer Options slide. Review the question and all the answer options with the audience.
4. Advance the slide to open the Poll. You must advance the Poll Question & Answer Option slide so that the learners can select their answer on their mobile device.
 - a. If the Poll Question has no correct answer, as learners answer and submit their choice(s), the results will show on the PowerPoint slide. When you feel learners are finished, just advance the slide.

Note: Learners must SUBMIT their answer in order to be seen.
 - b. If the question has a correct answer, learners will have 20 seconds to select and submit their answer. (You will see the timer count down on the presentation screen.). The correct answer will be highlighted when the time is up.

Note: Learners must SUBMIT their answer in order to be seen.

Reviewing and Answering Questions During Your Session:

1. To project the questions the learners have submitted, click the link on the Question and Answer slide while still in slide show view. The link will take you to the Conferences i/o web page containing the questions. Questions will appear with the most “liked” questions at the top of the list.

Note: You may discuss the questions in any order. You may also ignore any question if you choose.

About the Audience’s Experience:

- The audience will access the AES from any device that has access to the web through the PDW RPS app.
- The learners will see how everyone has answered as soon as they click on submit.

Obtaining Poll Question reports after the symposium:

1. After PDW and RPS, staff will send you reports of all your poll questions with the learners’ responses and the questions asked by the learners.



Presenters Using a Mac for AES Presentations


1. Go to the Conferences IO URL aafp.cnf.io.
2. Select the session you will be presenting (See example below)

58 - Medicare GME Payments: Background and Basics
12:30pm - 1:30pm in Chicago B

3. At the URL:

 <https://aafpbre.cnf.io/sessions/tz16/#!/dashboard>

Backspace through the # sign and enter **moderate** (See example below)

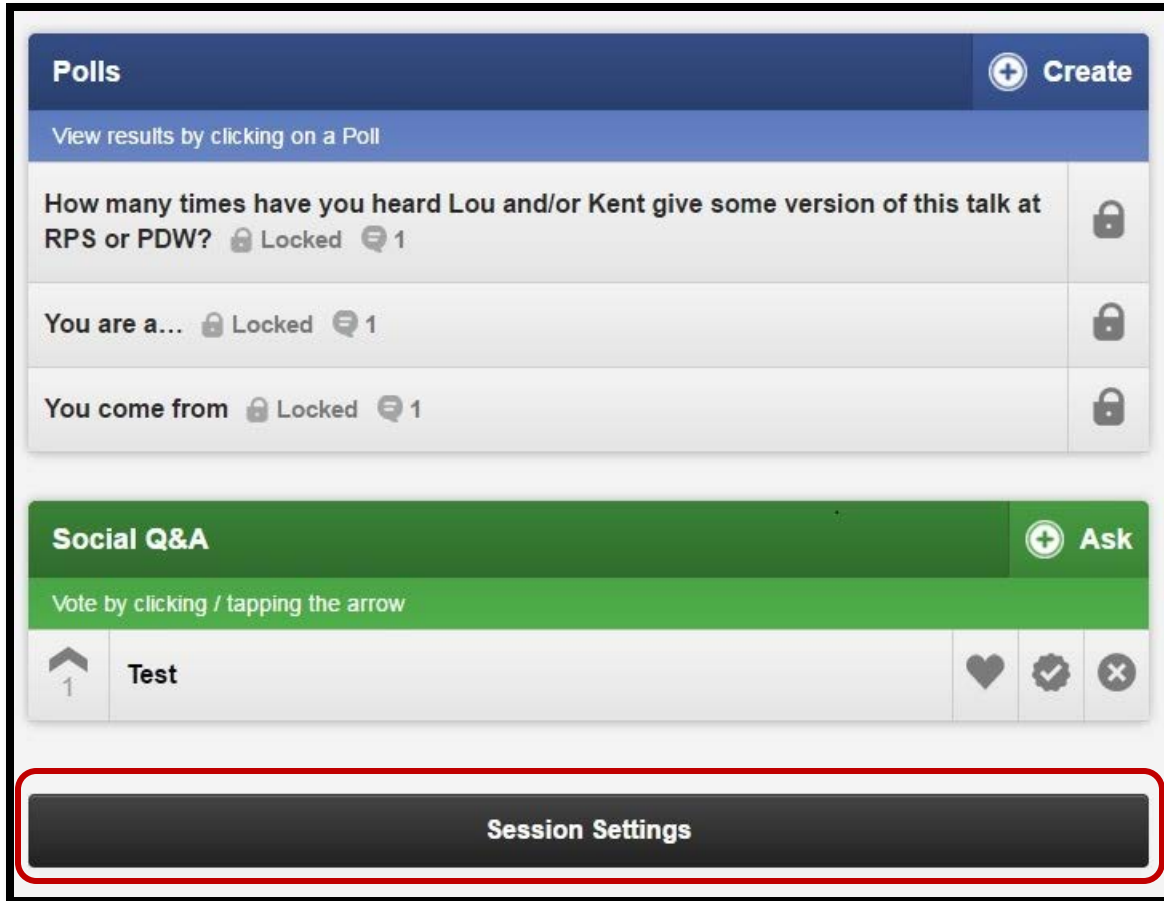
 <https://aafpbre.cnf.io/sessions/tz16/moderate>

4. On the Enter Moderation Password screen, enter the Moderator Password: **aafpmoderate**

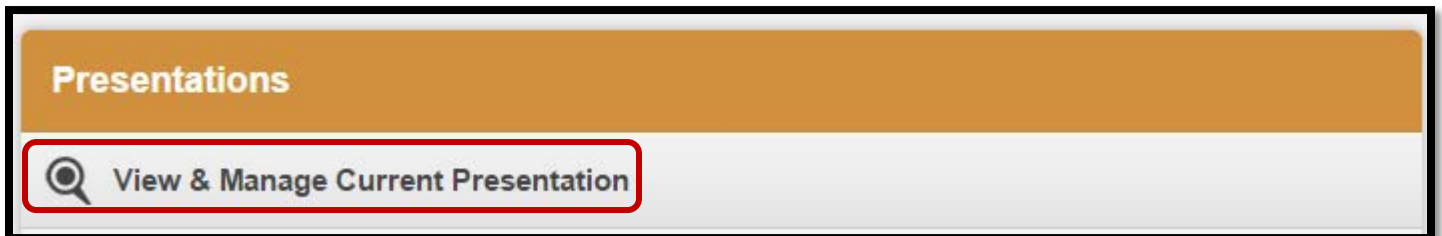
Enter Moderation Password

Moderator Password

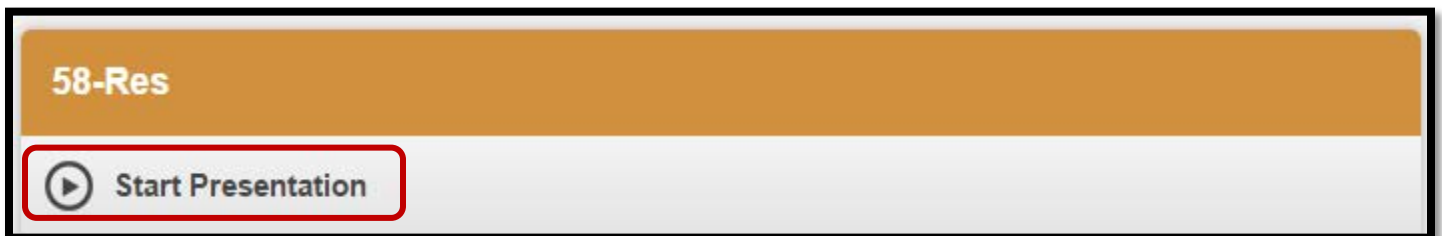
6. On the screen that shows Polls and Social Q&A, scroll down and click on **Session Settings**



7. On the Session Management screen under Presentations, select **View and Manage Current Presentation**



8. On the Presentations screen select '**Start Presentation**'



You are ready to present! When you get to the slide with the poll question, it will show on the presentation screen and on the attendees' device.