Q&A and Voting Manual

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. Sponsors are requested to forward this information to their symposia faculty.

Each speaker participating in an interactive session should go through the Speaker Service Center located in the Registration Area at least 2 hours before the session (no online upload possible).

View the demonstration video: click here

Before the session – prepare your slide(s)

Insert slide(s) in your presentation:

**Slide 1:** with the question and the suggested answers (from 2 to max. 5 possible answers)
We recommend writing the word “question” on your slide.

**Slide 2 (optional):** with the correct answer underlined (if not animated on slide 1)

At the beginning of the session – inform the audience

It is important to inform the audience that you will be doing a poll during your symposium.

The audience needs…

… to know that you will use voting during the symposium (we recommend adding 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 2020
- 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 – Q&A**

**Slide 1**

When you get to your question slide and want to start the vote during the presentation, please remind the audience to be ready to start to vote on the mobile app: “Get ready with your app to vote!”

Then click on the “start vote”-button on the right bottom side of your screen. The “start vote” button will be only visible on the lectern computer in the room.

The screen in the room will be split into two frames:

- On the left side: the speaker’s slide (questions and answers)
- On the right side: the countdown to vote

The audience votes with their smartphones through the mobile app - voting time is **20 seconds**
When the countdown is at 00:00 or the vote is closed, the results appear automatically on the right hand side of both of the screens.

Slide 2 (optional)

After commenting on the audience results, you can continue to the next slide and show the correct answer for further comments (if you inserted one).

The screen returns to the original set up when you continue within the presentation.
Instructions

Please prepare your PowerPoint presentation as specified in the Speaker Guidelines in 16:9 format.

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 and Answer slide.

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

Presentation upload

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Should you have any questions, please contact Ms Emma Delannée from CYIM: e.delannee@cyim.com

We hope this Voting Guide helps you with your preparation and wish you a smooth presentation at the EAACI Congress 2020 in London.

GOOD LUCK!