ASK A QUESTION + VOTING

Introducing the "ask a question" tool

- Please explain that in addition to asking questions via the microphones in the room your session includes the possibility to ask questions through the Congress app.

You can access the ask a question Tool via the iPad on the Chairman table. Questions from the audience will pop up in the middle of the screen. You can decide on your own, which questions you want to take into the discussion.

Voting

Before the session

- Please ask the speakers before the congress to include the voting question(s) and answers in their presentation

Questions and answers need to be submitted until May 30, 2022 – 12:00 CET to the organising secretariat: battestin@mondial-congress.com

During the session

Please explain to the delegates that your session includes voting and that they can participate through the Congress app:

- They only have to click on the session and once voting is live, they can participate
- Voting questions will be displayed on the screen in the session room through the speaker's presentation and in the app on their mobile device

Keyphrases for the technicians

- **"You can vote now"**
  - The technicians will open the voting in the background.
    - We recommend leaving voting open for about 30-40 seconds
    - Due to the streaming delay for the online participants this is crucial to include everyone
- **"Please Close the voting"**
  - The technicians will close the voting
- **"Please show the results"**
  - The technicians will switch to the results, and you can continue to discuss the results
- **"Let's get back to the presentation"**
  - The technicians will switch back to the presentation

Using the key phrases will ensure that the technicians and the audience exactly know what is going on. Your support here is crucial for a smooth session.

Final thoughts

Preparation is everything!

- Switching between the Voting questions and the results is no problem at all
- The technicians just need to know the exact moment when to do that
- The speakers that use voting during their presentation should include the questions and possible answers directly in their presentation.

If you have technical questions, feel free to ask the room attendant.