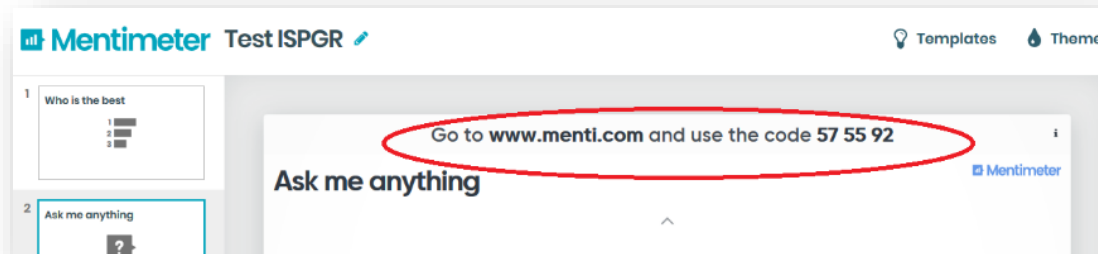# ISPGR Symposia audience response system

The co-chairs are recommending the use of Mentimeter for any interactive symposium sessions at the 2019 ISPGR World Congress. Instructions and further details on using Mentimeter have been outlined below for use of the 'basic' free version, which includes x2 questions, x5 quizzes and x1 Q&A per individual presentation. Given that presentation times are relatively short, we recommend limiting your interactive response questions to the above.

Please note that this information is being sent out to all symposium organisers 3 months in advance of the Congress to give ample time for presenters to familiarise themselves with the system and create an interactive session in advance of the event. We also intend that familiarisation in advance and forward planning will minimise any technical issues onsite.

You may use another audience response system to help create your interactive session if you wish, but please note that assistance with any technical issues onsite will be very limited.

Instructions for creating slides using Mentimeter:

1. Create a login [here](#)

2. Once logged in, hit the '+ New Presentation' button

3. Choose a name for the presentation
   (please note that the voting pace of all presentations is automatically set to 'presenter pace', meaning delegates can only participate when you move the slide deck forward)

4. Select a 'quick slide' as a holding slide and populate with a title or image (to ensure no one can access the first question until you want them to)

5. Select from the 'question type' slides and populate with your questions/quizzes
   a. Questions:
      i. For each question, you can choose whether to hide results from delegates or see the results appear in real time - click on the Customise tab to access this feature
   b. Quizzes:
      i. The default time for answering a quiz question is 20 seconds. You can increase or decrease the time using the arrows
   c. Q&A slides:
      i. Please note that these questions will not be moderated. It is your decision whether to allow the questions to pop up on the main screen as they come in, or vet each question and select the questions to answer

6. Once you have created your presentation, there will be a unique 6 digit code assigned to it. Delegates will be required to enter this unique code into their personal handheld device to access and answer your questions. The simple instructions and access code are at the top of every Mentimeter slide (see screen shot below). It is therefore vital that you relay this information to those participating in your individual talk. You can add this information as a footer to all your PowerPoint slides, as well as your Mentimeter holding slide to ensure that all delegates are alerted to this information before any interactive polling begins.

ISPGR Symposia audience response system

Instructions for presenting using Mentimeter:

1. When you're ready to begin your presentation open both your PowerPoint slides and your Mentimeter slides (make sure everything else is closed down or minimised). To enable present view for your Menitmeter slides, click on the blue 'Present' button in the top right corner of the webpage
2. You must manually move the slide deck forward after each question
3. To seamlessly move between your own PowerPoint slides and the Mentimeter slides, please see below:

Incorporating Mentimeter into your presentation slides without a plugin:
Mentimeter works best when used directly in your web browser, and this is how 99% of users choose to run their presentations. To combine Mentimeter with your PowerPoint presentations, please read the following:
PC: Use Alt + Tab to seamlessly switch between the two programs - Activate full-screen mode and close all other programs for a flawless transition.
Mac: Use Option + Tab to seamlessly switch between the two programs - Activate full-screen mode and close all other programs for a flawless transition.
For Mac, you can also use multi-touch gestures (three or four finger swipe) to move between full-screen apps.

Incorporating Mentimeter into your PowerPoint presentation as a plugin:
If you have Office 365, then you can download the plugin by clicking on the link below. The plugin will work on any Windows computer running PowerPoint 2016. https://www.mentimeter.com/app/powerpoint