

# POLLING SYSTEM FOR SATELLITE SYMPOSIA

## Introduction

The CTI polling tool offers a user-friendly interface, making it easy for both organisers and participants to navigate and interact with the polling system. Attendees can conveniently use their smartphones, tablets, or laptops to respond to questions, provide feedback, and vote on multiple-choice options. Real-time results are instantly displayed once all the questions have been answered.

By implementing Polling during these sessions, participants can stay engaged, and real-time feedback can be collected.

## Material Required for Setup

The following material is required for the polling system set-up:

- Your company logo, in JPG or PNG format, in high resolution
- Questions and Answers in a Word Document:
  - Questions: no character limit, no question number limit. Please specify the question type (please refer to the “Polling format” paragraph for further information)
  - Answers: for each question there is a maximum of 5 answers

To ensure a smooth preparation, we kindly request that you provide us with the necessary material **no later than 7 days prior your Industry Satellite Symposium**. In case the material is provided after the deadline, the time for review and revision will be limited and not guaranteed.

## Polling format

We can setup three different kind of polls:

- Single Select - Participants can select only one answer
- Multiple Choice - Participants can select multiple answers
- Numerical Average - Participants can provide numeric responses

## Review & Approval

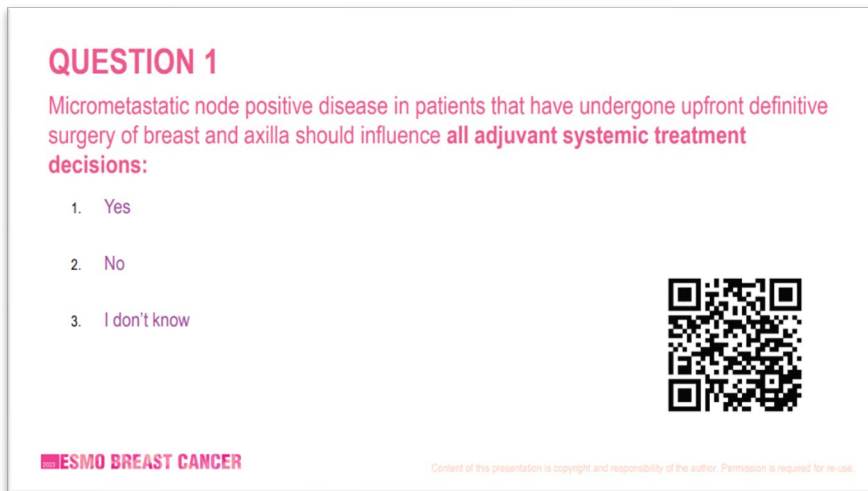
Once setup is completed, we will jointly review the setup and material to ensure everything is in order. Alternatively, we can provide you with the necessary materials for you to independently review and test the setup at your convenience.

## Participants' Access

During the session, participants have two options to access the polling questions:

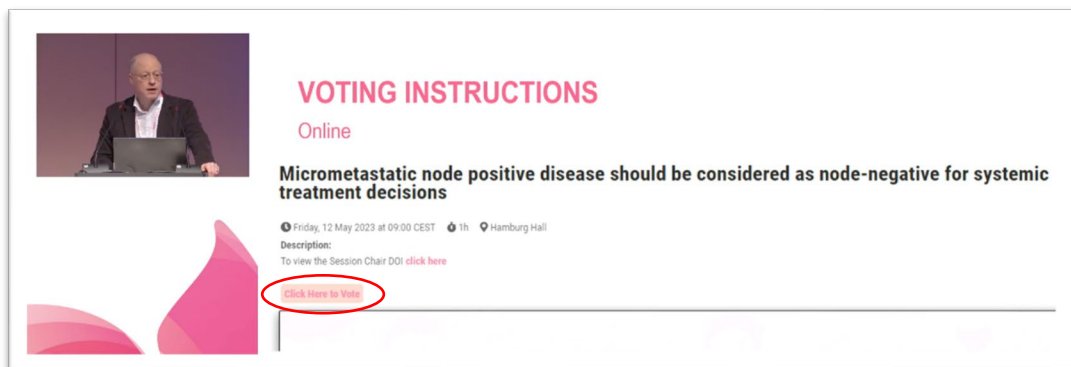
- **Onsite in the session room**  
Once the poll is set up, a QR code taking to the polling page will be provided. The QR code can be printed and distributed to the meeting participants within the room, or simply included in the speakers' slide deck.  
When the voting takes place, delegates can conveniently scan the QR code using their mobile devices (such as phones or tablets) to access the polling questions directly from the session room.

Below is an example of how the polling question is inserted in the speakers' slide deck:

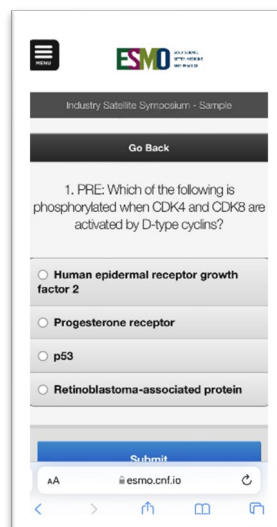


- **Virtual Platform**

If the session is being live streamed, we will add a button above the video player (see circled in red), which will be visible during the live stream. Meeting participants can simply click on the button, and a new tab will open, displaying the polling questions.



Below is a preview of the polling open on a mobile device:

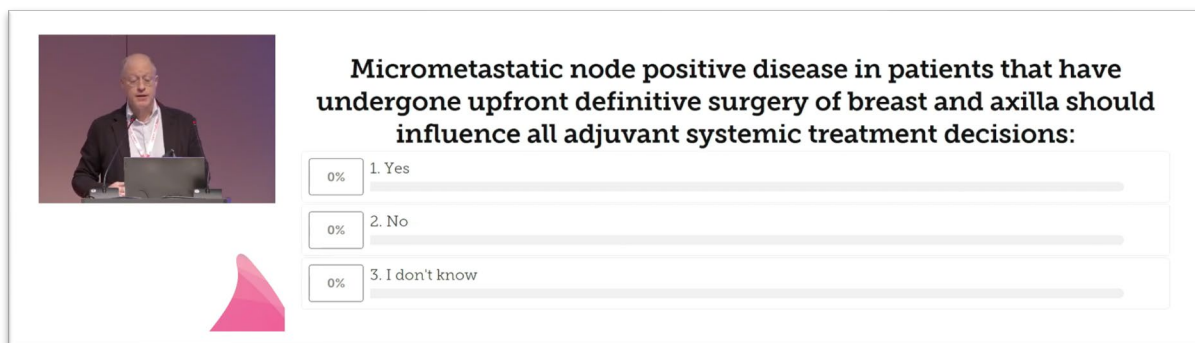


## Results

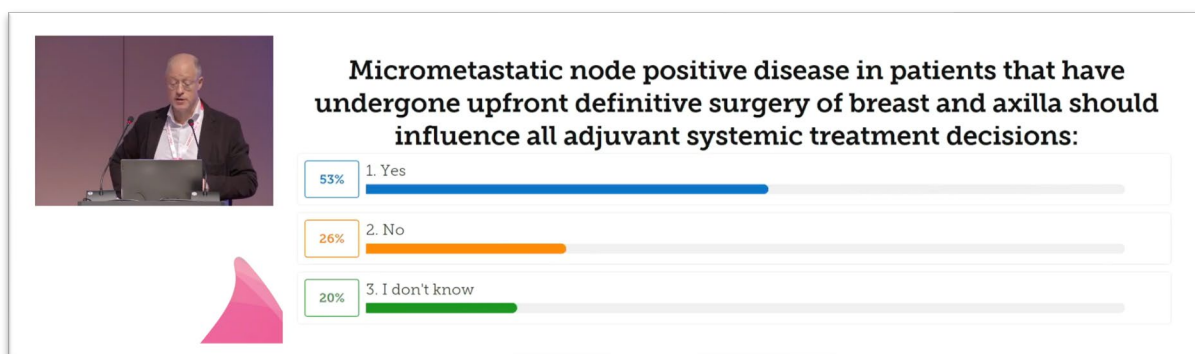
The polling results will be presented in individual Power Point slides. Once the poll is set up and approved, we can export the result slides (one per question) for you to incorporate into the speakers' PPT presentation. Alternatively, we are more than happy to offer on-site assistance at the Speaker Center.

These result slides operate in real-time. As the result-slide appears in the presentation, the corresponding question becomes available for users to answer within our tool. You will witness the dynamic movement of bars on the slide, representing the votes cast by the audience. Once the speaker proceeds to the next slide, the question will be closed within our tool, and no further votes can be submitted.

Before the results are displayed:



After the results are displayed:



## Reporting

An Excel report presenting the polling results will be provided after the congress. As we do not gather any personal information such as names and emails, the report will solely consist of essential data, indicating the number of individuals who voted for each answer option.