

Instructions for Voting System at Industry Sessions

As a speaker or convenor of a session that will use online voting, please find the following instructions on how the system works. This shall help you to prepare for your presentation(s). We kindly advise you to read the following information carefully.

The mobile voting system is fully integrated into the provided presentation management system. Therefore, please include the voting slide into the presentation(s) and upload them online or at the Speaker Service Center on-site. Our check-in team will setup the voting system based on the orders and review all uploaded presentations per session. In the session room the speakers will control your presentation and the voting process themselves.

Participants can vote via their own mobile device by scanning the shown QR-Code. Therefore, we strongly recommend reminding the participants at the beginning of your session to have their mobile devices ready.

Please follow the next steps to ensure a smooth running of your interactive voting session:

STEP 1: SUBMIT YOUR QUESTION(S):

- The voting system will be activated through your own PowerPoint slides. Therefore, please **include your voting question(s) directly in your PowerPoint presentation and have them activated by a technician on-site at the Speaker Service Center.**
- For each voting question you can provide a maximum of 8 possible answers. The answers should have a maximum length of 256 characters, but short questions and answer options are recommended.
- Place each question on a single slide in the presenter's slide deck, together with the possible answers, in the foreseen order within the presentation.
- You cannot use any animations/videos on the voting slide(s).

STEP 2: BEFORE YOUR VOTING SESSION:

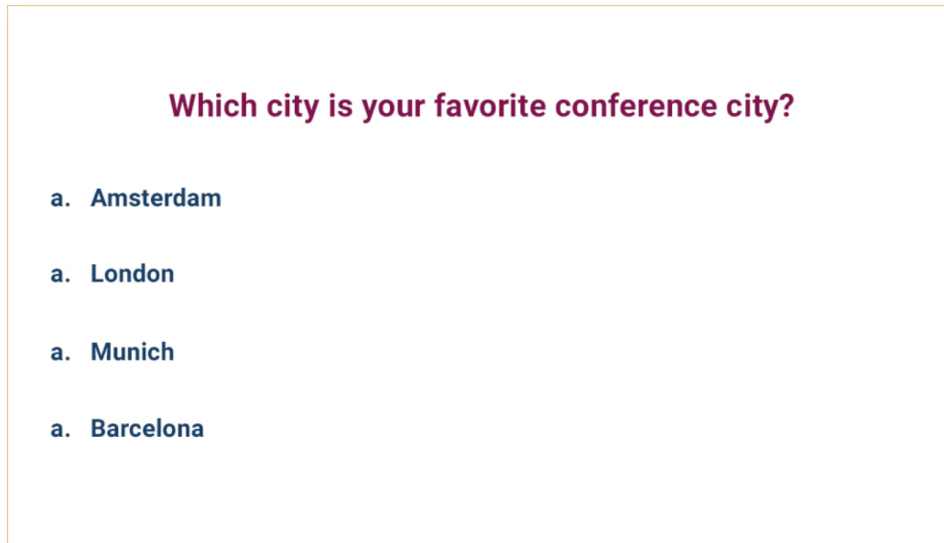
It is essential for each speaker or convenor/company representative to come to the Presentation Helpdesk Center (Speaker Service Center) the day before the session/rehearsal, so our technicians can brief you, activate and revise all questions with you and to make sure everything will run smoothly.

STEP 3: DURING YOUR VOTING SESSION:

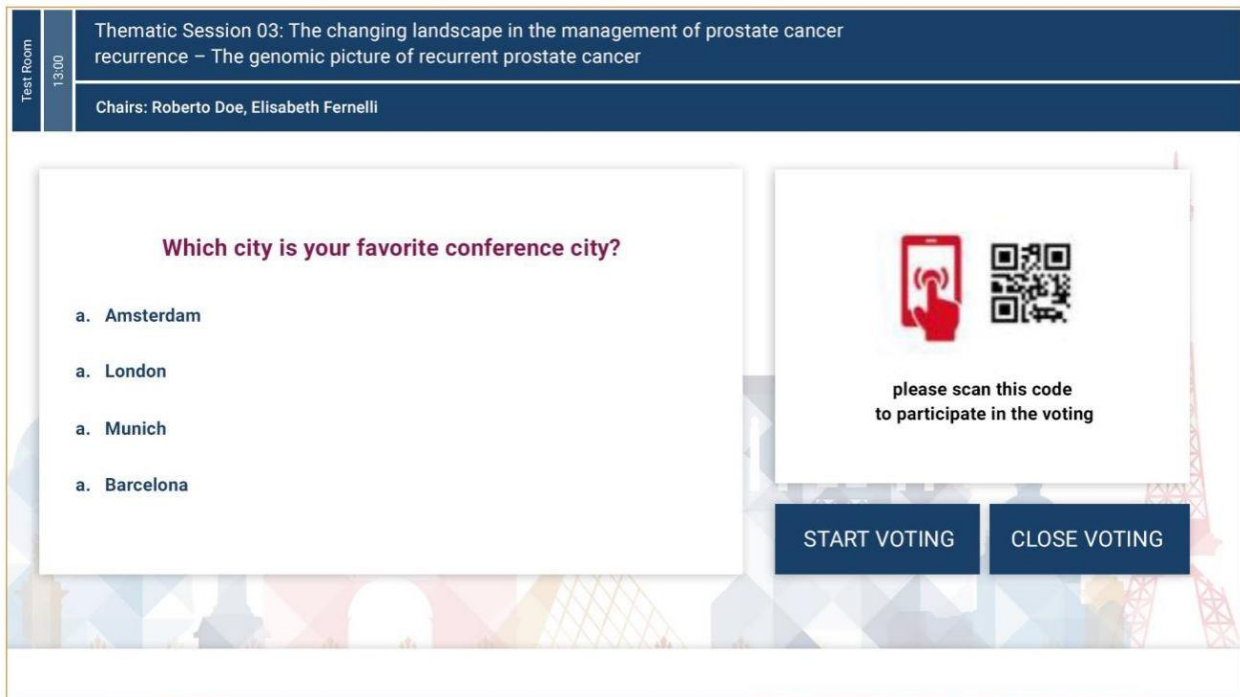
- Once a question slide of your presentation appears the layout will change (participants can already start to scan the code and open the virtual voting keypad), you can read out loud the questions and answer possibilities and as soon as you are ready you will need to click on the appearing button "**Start voting**". The audience can then vote via their mobile device.
- As soon as the voting is stopped, the results (percentage) will appear on your presentation and on the projection screen.
- You have the possibility to comment/discuss the result of each voting if desired.
- To redo the voting click on the button "**Reset Question**".
- To proceed to your next slide click on the button "**Back to presentation**".

EXAMPLE FOR THE MOBILE VOTING:

1: Screen display of your voting question slide inside your presentation.



2: Screen display of the active voting, start voting by clicking on "Start voting".



On-site delegates will be able to connect to any interactive feature, including the live voting system. The interactive voting engine can be reached via the general QR code, which will be printed on the registry badges. Another QR code will be displayed on the voting slide itself, which will redirect the delegate automatically to the dedicated question in real-time.

The specific voting QR code is created automatically by M-Events and displayed during your session whenever the voting slide appears. The view will automatically change.

After the speaker has started the voting ("press START VOTING"), the audience will have a countdown to vote. A button to show the results will appear after the countdown.

3: Screen display of the active voting while the audience votes via mobile device (countdown in seconds to the right)

The screenshot shows a voting interface with a dark blue header. The header contains the text "Test Room 13:00" on the left, "Thematic Session 03: The changing landscape in the management of prostate cancer recurrence – The genomic picture of recurrent prostate cancer" in the center, and "Chairs: Roberto Doe, Elisabeth Fernelli" on the right. The main content area is split into two panels. The left panel contains the question "Which city is your favorite conference city?" and four options: "a. Amsterdam", "a. London", "a. Munich", and "a. Barcelona". The right panel features a large red circular countdown timer with the text "18s left" in the center. The background of the interface has a decorative pattern of colorful geometric shapes.

4: Screen display of the active voting showing the results in percentage

The screenshot shows the same voting interface as in the previous image, but now displaying the results. The question and options remain on the left. The right panel now shows a bar chart with four bars labeled A, B, C, and D. The bars represent the following percentages: A (70%), B (8%), C (20%), and D (2%). Below the bar chart are two dark blue buttons: "CLOSE VOTING" and "RESET QUESTION". The header and background are identical to the previous screenshot.

Click **“Close Voting”** to end the voting and proceed with your next slide, voting results will be saved or **“Reset question”** if you want to redo the vote.

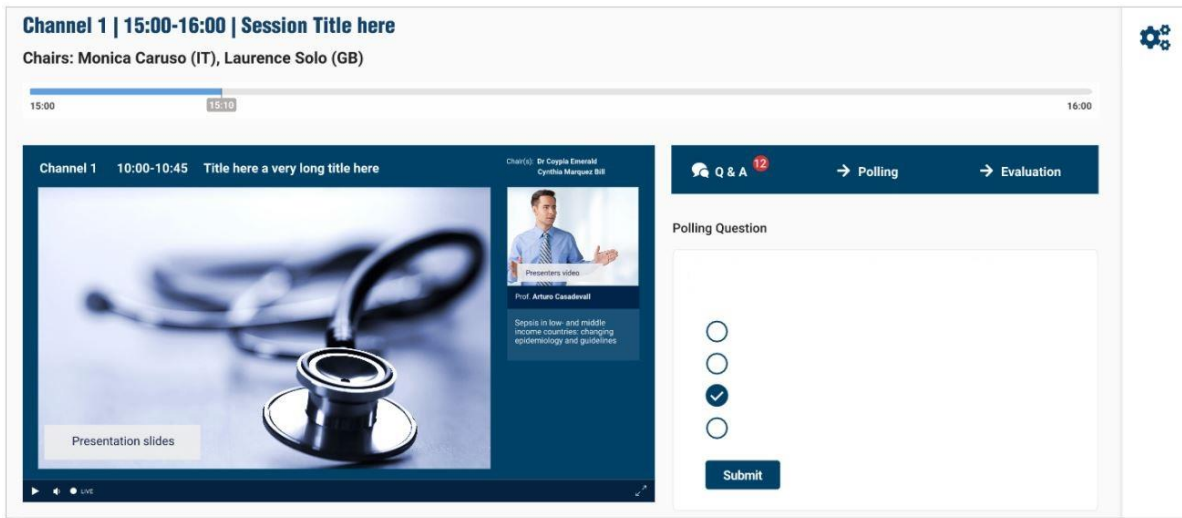
Voting results will be provided by M Events to each Company via a shared cloud folder within 2 weeks after conference end.

EXAMPLE FOR ONLINE DELEGATES:

Online delegates will access the voting via the Virtual Congress Platform.

The questions of the voting will be embedded and visible on the slides as explained above. On the side of the streaming view online audience will see buttons referring to the answer options.

In addition, online delegates will also be able to connect directly to the live voting system in real time by scanning with their own device the QR code displayed on the voting slide. Please refer to “On-site delegate” paragraph to follow the instructions of using the specific QR code leading to the dedicated question.



VOTING TESTING

We strongly recommend you to run a test of the voting function during your technical rehearsal (if booked). M Events technician will be present during the rehearsal and will assist you with all functionalities.

Please kindly be reminded that you need to pre-upload your presentations in advance via backend or at the Speaker Centre in order to test your presentations. We always recommend visiting the Speaker Service Center minimum 3 hours before rehearsal start to check any content.

If you have any technical questions related to mobile voting or your presentation, please feel free to contact us via industry@m-events.com.

With kind regards,

M Events Cross Media GmbH