

# Interactive sessions manual

EAACI offers speakers the possibility to interact with the audience. The official EAACI Congress App provides a voting function. This guide aims to explain how the system works and gives some recommendations to speakers.

A voting functionality is available in your session. Therefore, you are invited to use this functionality in your presentation, if you wish. It is very easy and participants enjoy it.

## HOW DOES IT WORK?

### Before the session

Insert a questions-and-answer list directly in your PowerPoint presentation:

1. One slide with the question and suggested answers (from 2 to max. 5 possible answers)
2. (if needed) one slide with the correct answer underlined

When uploading the presentation at the Speaker Service Centre, these slides with will be tagged and automatically a “start vote”-button will be inserted in the slide which you can then activate yourself during your talk. Please see further below for detailed “*interactive speaker guidelines*”.

### The audience needs...

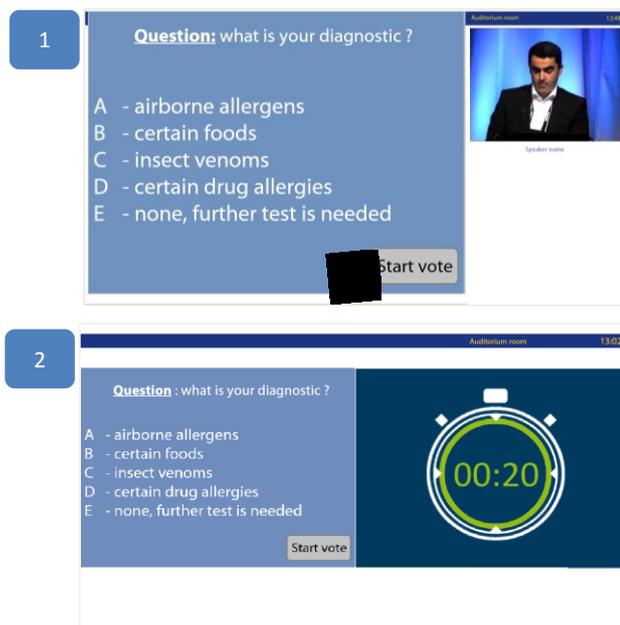
- ...to be connected to the EAACI Wi-Fi network
- ...to install the EAACI Congress App

### During the session

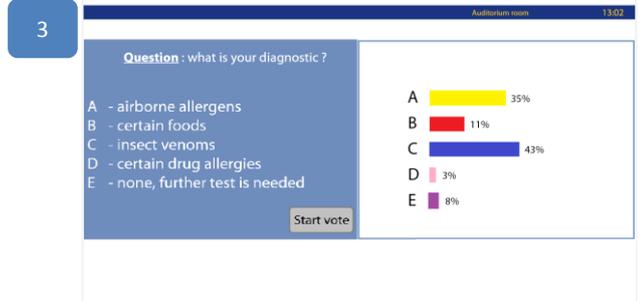
Please inform your session chairpersons that you will be doing a poll. They can then remind the audience at the start of the session how to participate in the vote: (smartphone + Wi-Fi connection + app downloaded).

1. When **you** want to start the vote during the presentation, just click on the “start vote”-button.
2. The screen in the room will be split in two:
  - On the left side, the speaker presentation (questions and answers)
  - On the right side, the **countdown** to vote

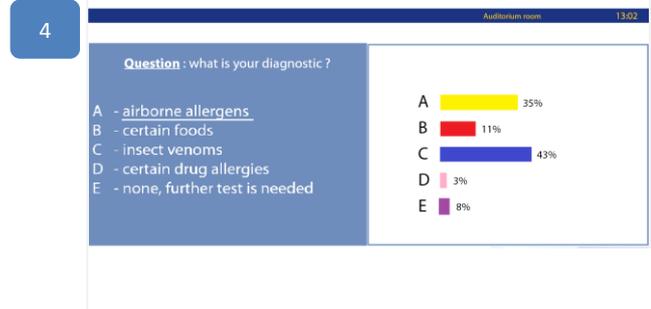
Meanwhile the audience votes with their smartphone through the mobile app.



3. When the countdown is at 00:00, **the vote is closed and the results appear automatically** on the right-hand side of the screen.



4. After commenting on the audience results, you can continue to the next slide and show the correct answer to comment on it.



5. The screen comes back to the **original set up** (PowerPoint slide with video of the speaker - see point 1) when you continue in the presentation.

## INTERACTIVE SPEAKER GUIDELINES

### PowerPoint format

1. Prepare your PowerPoint presentation as specified in the speaker guidelines **in 16:9 format**.
2. Create 1 (or 2) dedicated slide(s) in your presentation
  - Slide 1 with the question and suggested answers.  
To be as clear as possible, we suggest you to write the word "question" on your slide.
  - Slide 2 with the correct answer underlined (if not animated on slide 1)

Question: what is your diagnostic ?

A - airborne allergens

B - certain foods

C - insect venoms

D - certain drug allergies

E - none, further test is needed

Example Question Slide 1

### Question format

- The question should be written as a simple text
- From 2 up to 5 answer options are possible.
- **New this year! Several answers can be chosen.**
- Answers should be listed **A, B, C, D, E**.

Question : what is your diagnostic ?

A - airborne allergens

B - certain foods

C - insect venoms

D - certain drug allergies

E - none, further test is needed

Example Question Slide 2

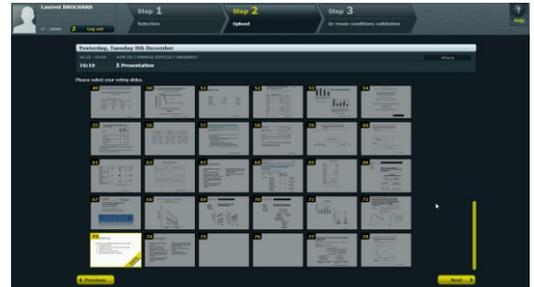
Several questions can be asked during your presentation and several slides can be inserted in between each question. However, no slide should be inserted between Question slide 1 and Question Slide 2).



## Presentation upload

Each speaker participating to an interactive session should go through the Speaker Service Centre:

- at least 2h before the session (**no online upload possible**),
- to upload their presentation,
- to tag slides with questions. By selecting slides, a “start vote”-button will be automatically inserted, the number of possible answers will also be required (from 2 to max 5)



At the Speaker Service Centre, you will be welcome to test the system in a dedicated “interactive session” area. A technician will be here to explain the process and assist you if needed.