



Have Questions? Freeman A/V – Email: ARS-support@freeman.com - Reference Conference name in the e-mail

Power Point Creation

1. Create PowerPoint just as you would normally.
2. Create your polling questions (ARS) on a slide in the presentation where you want them.
3. Upload your presentation to the PM Site with provided Link.

Question Types

1. Multiple Choice – Bar Graph
2. Open Ended/Short response – Word Cloud
3. Numerical Average – Average of responses
4. Brainstorming Question

Audience Polling Services Confirmation

1. When you log in and your session is designated as an ARS session you will see **“Do you have Audience Polling questions in your presentation”**



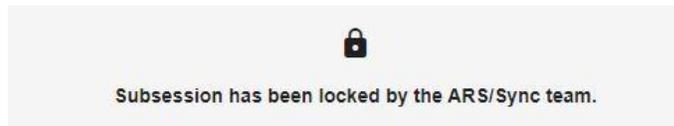
2. Answer YES or NO if you are going to have Polling questions in your presentation



If you do not select Yes or No for ARS before uploading you will get the following error message



3. Once we program your questions, we will lock the profile.



Notes about notifications and what we do for you.

1. We will program the questions and insert the Polling response slides into your presentation following your questions.
2. We will add **ARS** to the beginning of your file name to indicate that the file is ready for live response.
3. You may receive an e-mail saying a file has been deleted, do not worry that is just our team replacing your file with the programmed version.
4. At this point, we will **LOCK** your file to prevent you from uploading a new file replacing the programmed version. You may however download the programmed version from the server and make any changes to that file or request that we unlock your file to upload a new file.
5. When you arrive at the meeting and visit the **Speaker Ready Room**, you can also log in and make any changes to the file on the server.
6. If you need to change a Polling Question or answer choice you **MUST** see one of the ARS Team on site!
7. During your presentation when you arrive at your PowerPoint question slide simply read the question and possible choice to your audience and then advance to the polling slide, the polling will be open for 15 seconds, the results will then display on screen, discuss the results, then advance when you are ready to continue your presentation.

Visit the Speaker Ready Room to make any last-minute updates and rehearse the Polling section of your presentation.