#AHA24

American Heart Association

Scientific Sessions 2024

Speaker Presentation Creation and Upload Instructions

American Heart Association.

American Heart Association. 100 YEARS Bold Hearts

Your Presentation

- Powerpoint Creation.
- Optional Audience Response Question Integration.
- Presentation Upload.

PowerPoint Creation

- Create your presentation in PowerPoint.
- We encourage the use of the AHA24 Presenter Slide Deck (PPTX) template to develop presentations that can be downloaded here: https://professional.heart.org/-/media/PHD-Files/Meetings/Scientific-Sessions/2024/speakers-and-moderators/AHA24-Presenter-Slidedeck.pptx
- Create your polling questions (ARS) on slide(s) in the presentation where you would like.

  Question Types:

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

- Upload your presentation into Orchestrate.

Note: Polling is not mandatory. The choice to include polling in your presentation is entirely up to you the speaker.

POLLING QUESTION TYPE 1

Question goes here

Multiple choice options go here.

Multiple Choice Questions are the most often used question type. There is no limit to the number of choices, but we recommend 4 – 6 choices for a typical Multiple-choice question.

Indicate the correct answer in the notes section and we will program the question to show the correct answer.

Default results display is a Bar chart.

We will use a 15 Second countdown then the results will automatically display on screen.

Polling is active on the next slide

POLLING QUESTION TYPE 2

Question goes here

The second most popular question type is the Word Cloud, use this Open Ended/Short Answer type question. This style of question has 4 display types. Indicate in the notes your desired display, options are:

1. Word Cloud – Good for **SINGLE** word answers
2. Wordle – Similar to Word Cloud also good for **SINGLE** word answers. Results are displayed slightly different than a word cloud
3. List – Just displays a list of responses – good for **MULTI-WORD** answers
4. Thought Bubble – Good for **MULTI-WORD** answers, nicer display than the list

We will use a 30 Second countdown then the results will automatically display on screen.

Polling is active on the next slide

POLLING QUESTION TYPE 3

Question goes here

Numerical Average or Likert Scale type question.

Can be used for Likert scale 1 – 5, 1 – 7 where the answer will be a single number - the average of all responses. It can also be 1 – 100 to get a percentage and again the result is a single number.

Simple example question: On a scale of 1 – 5 how would you rate this presentation? The users get a multiple-choice options listing 1, 2, 3, 4, and 5 but the result is displayed as a single number.

We will use a 15 second Countdown clock then the results will automatically display on screen

Polling is active on the next slide

POLLING QUESTION TYPE 4

Question goes here

Brainstorming type question.

This poll is an open-ended type poll where the users submit responses and those participating can upvote other responses submitted and the results will be displayed based on the number of upvotes each choice receives.

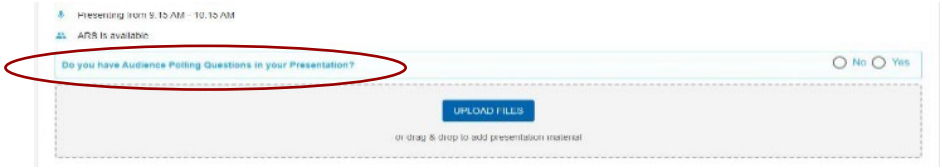
Simple example is asking the group where we should go to dinner, audience start responding with restaurant names if you see one you like, you can upvote it and move it to the top of the list.

We do not use a countdown for this question type, results will display as users input responses and other upvote their favorites. Leave this poll open as long as you need.

Polling is active on the next slide

Presentation Upload and ARS Confirmation

- 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?”.



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

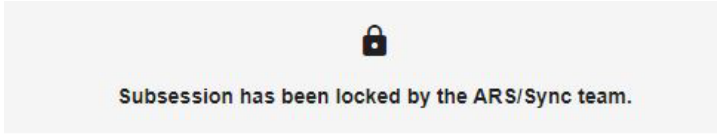
- If you do not select YES or NO for ARS before uploading you will get the following error message:

Please contact programparticipant@heart.org if you did not receive an e-mail with instructions to upload your PPT slides.

Presentations Due 48 Hours Before Session Start Time.

- **Presentations with Polling will need to be received 48 hours BEFORE your session start time.**

- **Once we receive your presentation, we will program your questions and 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 in **Chicago** and visit the **Speaker Resource 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 or 45 seconds, the results will then display on screen, discuss the results, then advance when you are ready to continue your presentation.

Audience Participation

Will be through AHA Conferences mobile app.

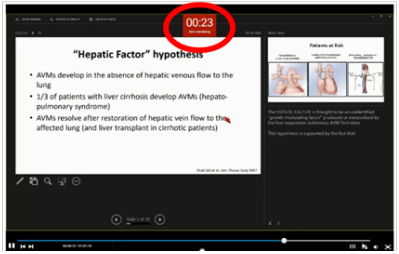
- In-Person Attendees will participate by navigating to the session in the mobile app.
- Polling will activate a 15 second countdown timer for attendee participation.
- Audience Questions will be submitted to and directed by session moderators.

Moderator Room Control

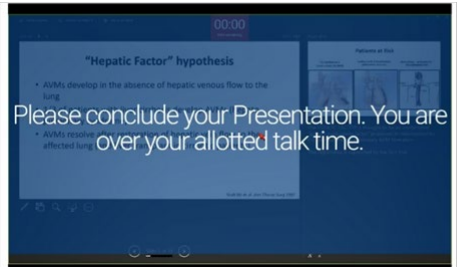
- Session Moderators will have the ability to communicate with you through the presentation computer at the lectern via a timer display and private messaging.

- NEW for 2024. Presentations will automatically close once your timer reaches 00:00.

Presenter Lectern View



Presenter Lectern View



Assistance

- When you arrive in Chicago, please visit our Speaker Resource Room in N426AB.

  Hours:
  Thursday, November 14, 2024 | 1:00pm-6:00pm
  Friday, November 15, 2024 | 6:30am-6:00pm
  Saturday, November 16, 2024 | 6:30am-6:00pm
  Sunday, November 17, 2024 | 6:30am-6:00pm
  Monday, November 18, 2024 | 6:30am-3:00pm

- Our team will be available to assist you with making any updates to your presentation, incorporating polling, as well as give you the opportunity to preview your presentation in the session room setup.

THANK YOU

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