



POLL EVERYWHERE: SPEAKER GUIDE

IMPORTANT: Do **NOT** run/test your presentation in presentation mode while signed into Poll Everywhere during live session times! As all speakers are using the same system, your test could disrupt a live presentation.

Live session times are:

Thursday, March 18 – 12:00PM – 4:30PM EDT

Thursday, March 25 – 12:00PM – 4:30PM EDT

Thursday, April 15 – 12:00PM – 4:30PM EDT

Thursday, May 6 – 12:00PM – 4:30PM EDT

Thursday, June 24 – 12:00PM – 4:30PM EDT

STEPS IF ON WINDOWS...

[\(Jump to Steps If on a Mac...\)](#)

STEP 1: DOWNLOAD POLL EVERYWHERE TO POWERPOINT

You need to download the Poll Everywhere App to **the computer you will be presenting on**.

[Click for download instructions for Windows.](#)

STEP 2: SIGN IN TO POLL EVERYWHERE APP

When you sign into Powerpoint you will now see a Poll Everywhere tab across the top. Click the “Log in” icon.



Sign in using the following credentials:

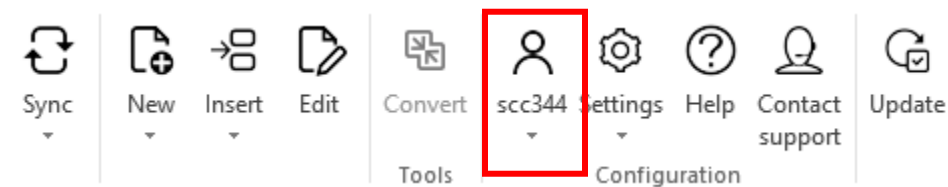


Username: events@secretariatcentral.com

Password: Speaker20

STEP 3: PRESENT QUESTION SLIDES

REMINDER: Do NOT run/test your presentation in presentation mode while signed into Poll Everywhere during live session times! As all speakers are using the same system, your test could disrupt a live presentation. If you want to review your presentation, please log out of Poll Everywhere first (the Poll slides will still be visible, but not active). To log out, go to the Poll Everywhere tab in the taskbar, click the account button (scc344) and then “log out”.



Log back into the account before presenting live!

During your live presentation, you are responsible for running your MCQ slides. The Poll Everywhere controls are only visible when you are in presentation mode and appear when you hover your mouse over the right top corner.

Respond at PollEv.com/scc344
Text **SCC344** to **37607** once to join, then **A, B, C, or D**

2. What is the capital city of Canada?

a) Toronto	
b) Regina	B
c) Ottawa	C
d) Vancouver	D

Visual settings
Activate
Show responses
Show correct
Lock
Clear responses



At the beginning of each day, the moderators will prompt attendees to activate Poll Everywhere so they already have their browser ready. Once you get to the MCQ slide and activate the poll, it will be live and they will be able to respond.

Click "Activate" to allow participants to submit their responses. Typically proceeding slides activate when you get to them, but check to make sure each is activated when you get to it.

Allow a few seconds for participants to respond. In the bottom right corner you will see a live count of the number of responses.

When ready, click "Show responses".

Then click "Show correct" to show the correct answer.

Note: If you test out the controls during a practice run, be sure to go back through your presentation and unclick all "Show responses" and "Show correct" to reset your slides.

STEPS IF ON A MAC...

You will need to share your DESKTOP screen, not just your window in order for participants to see the live results so make sure you turn off any computer notifications/close documents you don't want seen.

STEP 1: DOWNLOAD POLL EVERYWHERE TO POWERPOINT

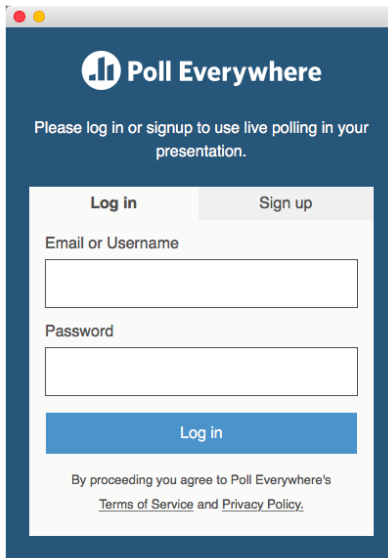
You need to download the Poll Everywhere App to **the computer you will be presenting on**.

[Click for download instructions for Windows.](#)

STEP 2: SIGN IN TO POLL EVERYWHERE APP

Open the Poll Everywhere application in your Applications folder or menu doc and log in.





The screenshot shows the Poll Everywhere login interface. At the top, there is a logo and the text 'Poll Everywhere'. Below this, a message reads 'Please log in or signup to use live polling in your presentation.' There are two tabs: 'Log in' (selected) and 'Sign up'. Under the 'Log in' tab, there are two input fields: 'Email or Username' and 'Password'. A blue 'Log in' button is positioned below the password field. At the bottom, there is a small text line: 'By proceeding you agree to Poll Everywhere's [Terms of Service](#) and [Privacy Policy](#).'

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Password: Speaker20

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Log back into the account before presenting live!

Poll Everywhere opens as its own window on Mac instead of within PowerPoint. Keep the app open and logged in in order to present. Open your presentation in PowerPoint and start presenting. **Share your desktop screen (not just the window).**

During your live presentation, you are responsible for running your MCQ slides. The Poll Everywhere controls are only visible when you are in presentation mode and appear when you hover your mouse over the right top corner.

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