



How to introduce Poll Everywhere to the audience

Make it easy for everyone to participate

Preparing to present an activity

Get started quickly with these steps, or jump to the full [Best Practices Checklist](#).

- ❑ **Create activities** on your [Activities](#) page. Group the activities you will present into a single group and order them according to how you will present them. If you're using the [Poll Everywhere app](#), arrange activity slides accordingly.
- ❑ **Test each activity** in your presentation beforehand using the computer that will project your presentation, especially if that computer is not the one you used to create the presentation. If you are using PowerPoint, make sure you're logged into your Poll Everywhere account in PowerPoint on the computer you will be presenting from.
- ❑ **Make a script** for your introduction. The person who introduces the tool (MC, keynote, instructor, etc.) should be comfortable with Poll Everywhere and know how it works so they can teach the audience. Try an icebreaker activity to get the audience ready.



Presenting an activity

Explain what's going to happen

Example script

“Now I’m going to ask for your opinion. You’ll use your phone, tablet, or laptop to respond. Please pull out your phone or tablet so you can participate, but remember to keep them on silent.

You’ll participate by sending a text message or visiting the URL from any web browser. You don’t need to download anything.”

2. Demo an icebreaker activity

“Let’s do a quick question now to get the hang of it. Everyone take out your device and tell me – have you been to this conference before?

(If responding via SMS) Start a new text message. You’ll put the phone number or five digit code in the ‘to’ line. Type in this username followed by your answer in the body of the message.

(If responding via the web), visit [pollev.com/\(username\)](https://pollev.com/(username)). Wait for the question to appear, and respond with a tap.”



Presentation aids

On the following slides, you will find graphics to help everyone participate.

Customize these graphics to match your presentation. Be sure to include:

1. The five-digit response number (or full phone number in some non-US locations) if you're allowing SMS responses.
2. Codes or keywords particular to your activity if you're allowing SMS responses. (Response instructions may change if you use keywords voting.)
3. Your response page address (pollev.com/yourname) if you're allowing web responses.

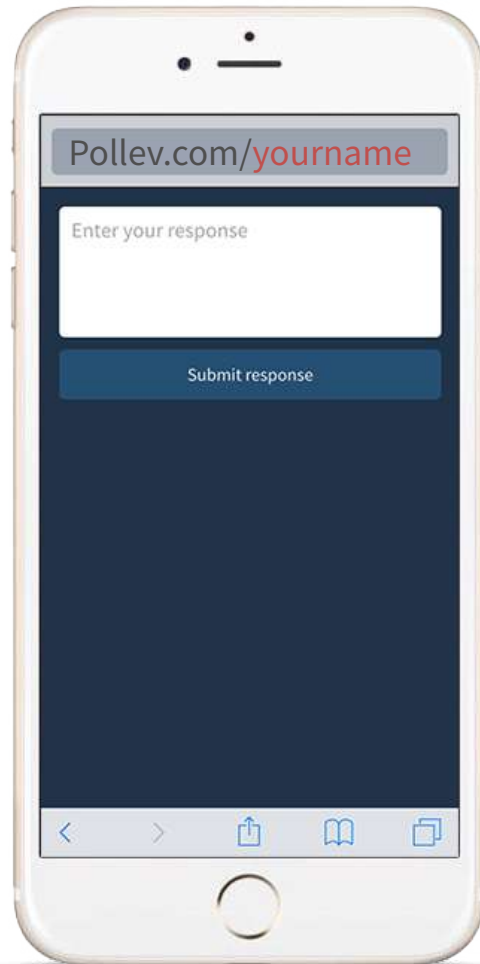
Using the presenter session (the ability to vote with A, B, or C rather than a keyword)? More information is available in the [User Guide](#).

Using reserved keywords (the ability to respond with keywords you choose rather than auto-generated codes)? Make sure the feature is enabled in your account by visiting the [reserved keywords features page](#).

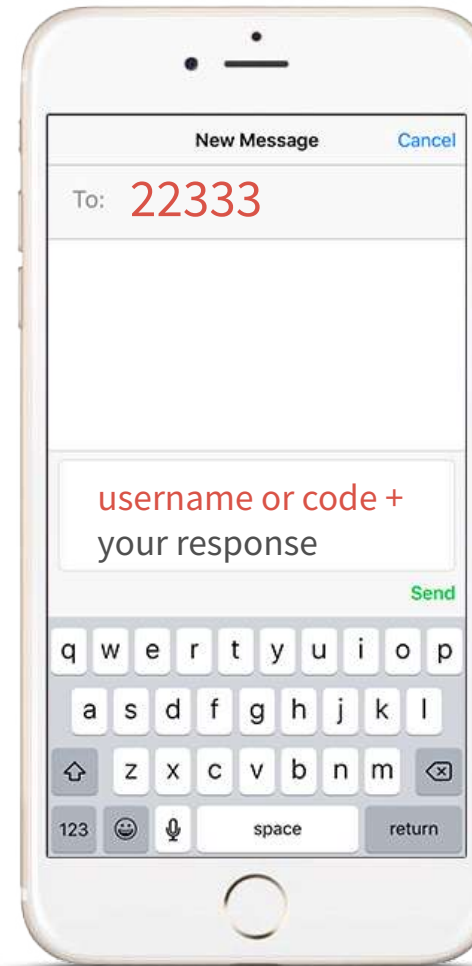
Not sure whether to use presenter session (default) or keywords? Visit the relevant section of the [User Guide](#).



Responding with Poll Everywhere

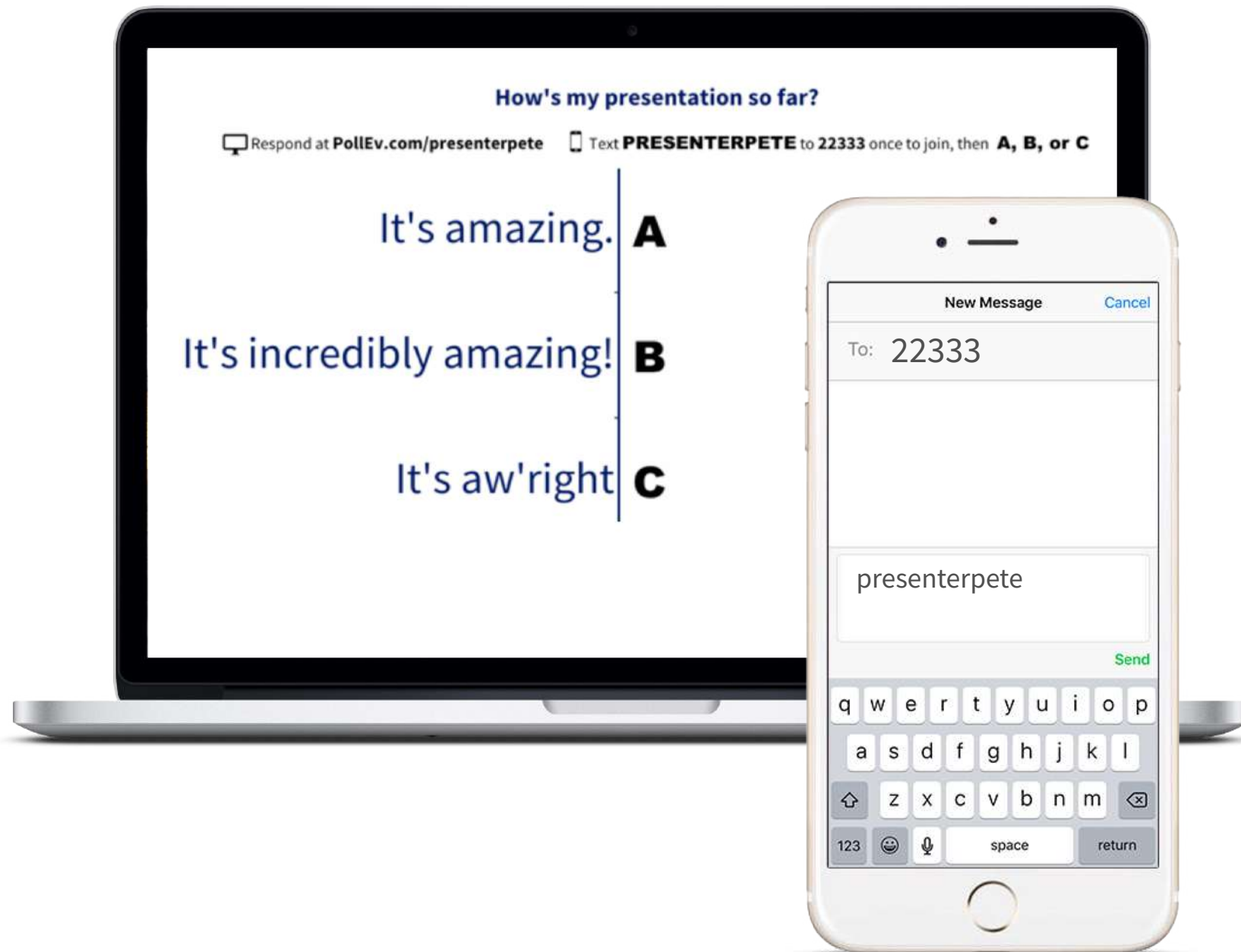


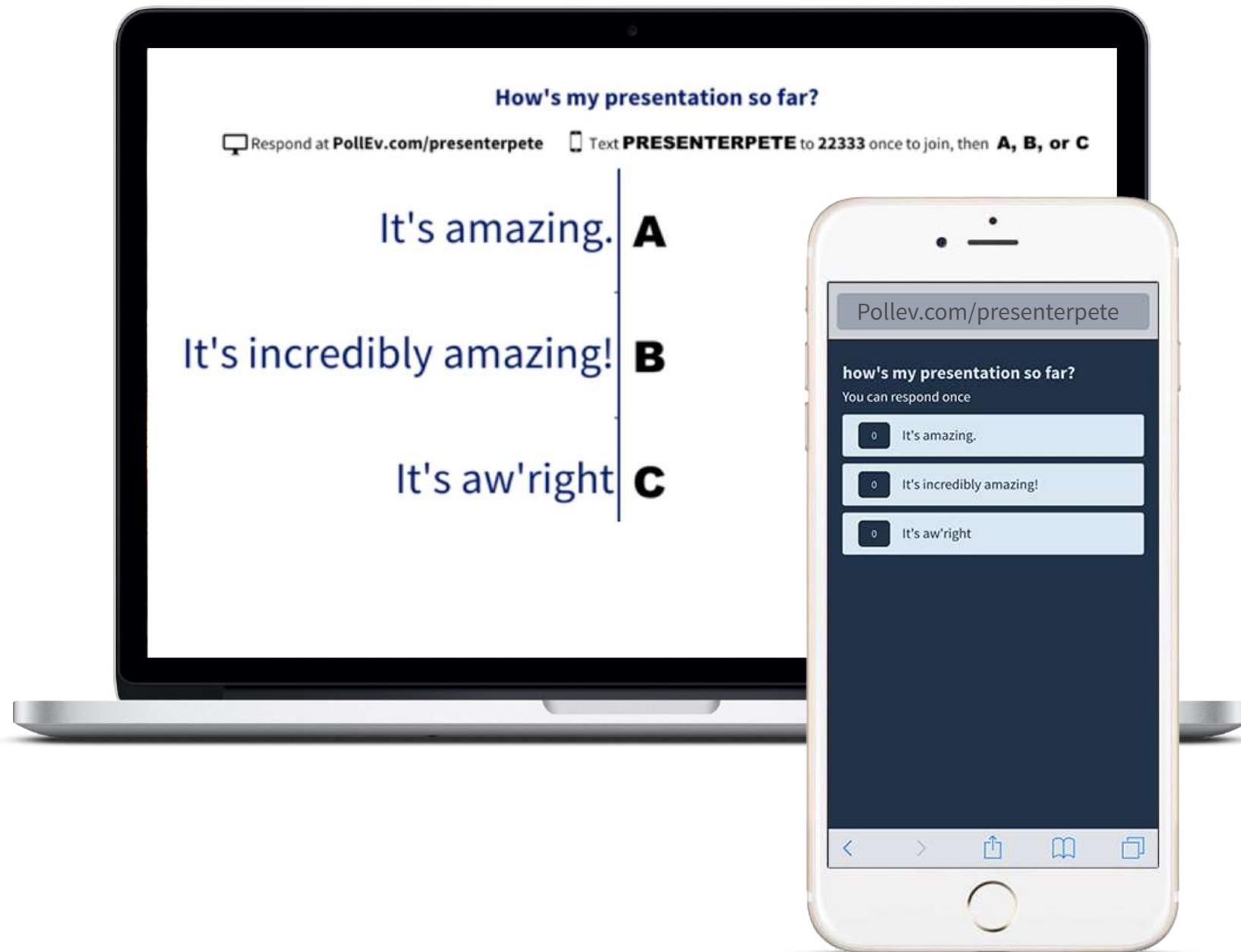
Web voting



Text voting







Best practices checklist

Use this checklist to ensure a seamless experience, every time.

- ❑ **Give instructions upfront.** Tell the audience they'll be asked to participate. Clear instructions set expectations and encourage participation. (See [slide three](#) for an example script.)
- ❑ **Create and test a practice activity.** Start your session with a practice activity — a simple, fun [icebreaker question](#) will do the trick.
- ❑ **Take it slow.** There's a natural tendency to rush during the silence that ensues when the audience is responding for the first time. Allow about 90 seconds for the practice round.
- ❑ **Mix it up.** Deploy an activity every 10 to 15 minutes to bring wandering minds back into the fold. To keep things fresh, mix up the activity type: try clickable image, Q&A, or word cloud.
- ❑ **Offer incentives.** Many presenters turn activities into a game, offering prizes for participation, to keep energy levels high.



What will this look like to the audience?

Advance to the next slide in Presentation mode to find out. (This is a live activity, so feel free to respond to see the chart update in real time.)

Will the audience love this engaging presentation?

