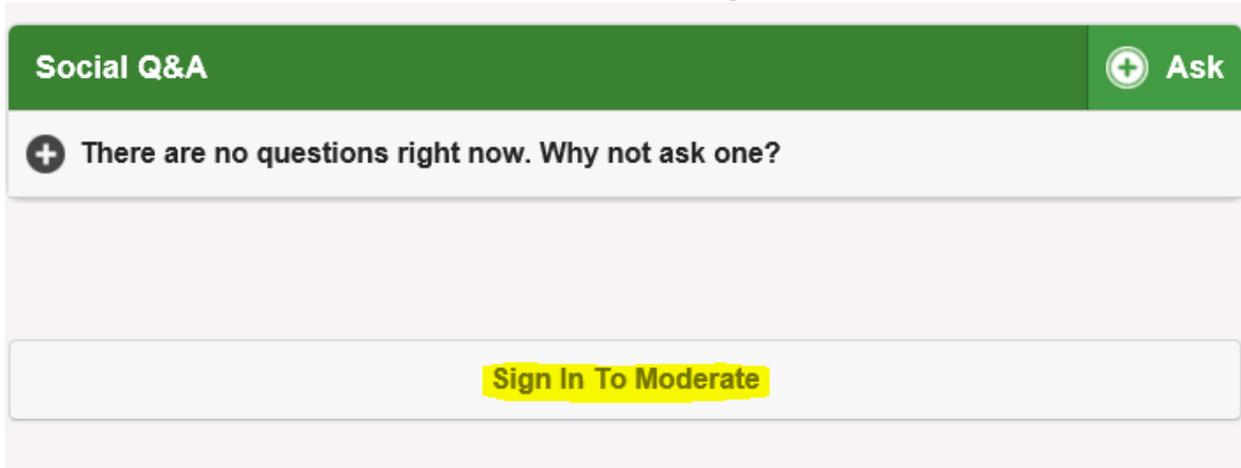


Speaker's Guide for 2015 COSHRM Conference
Using the polling feature for instant polling during your session.

It's easy to set up polls from your smart phone or computer for use during your presentation:

1. Navigate to <https://coshrm.cnf.io/> from your computer or open the mobile app on your phone. Now if using your phone select your session and select polls/survey.
2. Scroll to the bottom of the screen and click on Sign in to Moderate



3. Enter the moderator password: **polls**
4. Now click on the  under Polls to create a new Poll:



5. Create your polling questions. This should be easy following the steps on this page. For questions and detailed help guides navigate here <https://help.conferences.io/support/home>

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6. When asked about public visibility, always select Audience Can See Results. That way everyone in your audience (including you the speaker) can see the results of questions instantly when that are asked during your session:

Public Visibility of Results



Audience Can See Results

Audience CANNOT See Results

7. When you saved your polls, please unlock all your polls by clicking on the locks . It is recommended that you unlock all of your polls so they are always available. That way during your session you don't need to be logged in as moderator to activate them. Alternatively, if you don't want the audience to see polling questions ahead of time, you need to navigate to here on your browser <https://coshrm.cnf.io/> or access the poll on your cellphone (See #3 above) and be logged in as navigator and lock and unlock polls during your session.



Polls + Create

View results by clicking on a Poll

How many people do you think are affected by this reform? 0 

How awesome is this polling feature? 0 

8. Please Sign Out As Moderator.
9. During your presentation, you have choices as to how to run polling. You can open a web browser, click on your session and switch between your presentation and web browser to show the poll to the audience. Alternatively, you can run the poll directly from your cell phone and do not need to display on the main screen or login as moderator as long as your polls are unlocked. Simply ask the audience to click on your session and select Take Polls/Survey to view the polling questions on their cell phones.
10. Please remind all attendees at the beginning and end of your presentation to complete survey/evaluation at the end of your session by clicking on this button:



Evaluate This Session