

Instructions of how the app works

1. Search for "NECTM9" on Google Play or the App Store and download.
2. Enter an email address where you can receive a onetime code.
3. Code sent to this email address, sender Ventla.
4. Enter the code in the app and click next.
5. "Select event" will appear. Press "NECTM9" and then "Join".

The information is updated in the app over time. By clicking on the program, you can see the different sessions in the schedule. At the bottom of each session, there are two options: *Poll* and *Send a question to the speaker*.

How does the *Poll* function work for you as a lecturer?

For you as a speaker, there will be a computer available with your presentation. The moderator is provided with a computer or tablet and manages the voting together with a technician.

Through the polling function, you can ask questions to the participants that they can vote on through the app. The simplest way to use the poll is to include a question in your presentation with different answer options that participants vote on by choosing one of the options A-F that appear in the app. You can use up to six answer options in the app, but it is okay to use fewer than that. A template for how to pose questions in the presentation is:

What is your favorite color?

- A: Red
- B: Green
- C: Yellow
- D: Blue
- E: Orange
- F: Pink

Participants see the question on the screen in the room and vote by clicking on Poll in the app under the current session, all according to the above description. In the app, only the option "A" will appear, and NOT "A: Red", which indicates that the speaker should follow the instructions in this document precisely. The moderator, together with the technician, is responsible for when it's time to show the results of the vote or when it's time for the next question. It is possible to pose more questions in your presentation. Then place the questions on different images/slides in your presentation in the order you want to show them.

How does *Send a question to the speaker* work?

In the app, participants can ask questions to the speaker during the presentation. All questions that come in through the app are the moderator's responsibility to decide when and if the question should be brought up to be answered by the lecturer, or alternatively discussed by the participants.

The moderator's task

The moderator has access to a IPAD logged in as an administrator where the moderator can see the questions asked via the app and the results of the voting via the Polling function.

–To travel is to live –

