Power Point Creation

1. Create PowerPoint just as you would normally.
2. Create your polling questions (ARS) on a slide in the presentation where you want them. Polling results will be displayed in a bar graph.
3. Upload your presentation to the PM Site with provided Link.

Audience Polling Services Confirmation

1. When you log in and your session is designated as an ARS session you will see "Set ARS Mode"
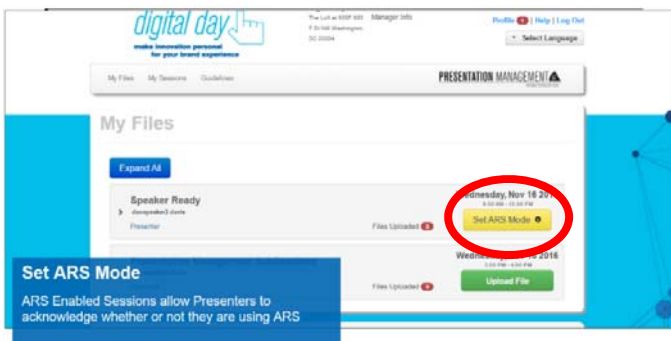
2. Answer YES or NO if you are going to have Polling questions in your presentation. Once your file has been uploaded and you selected YES to using the Audience Response System our team will process your file.
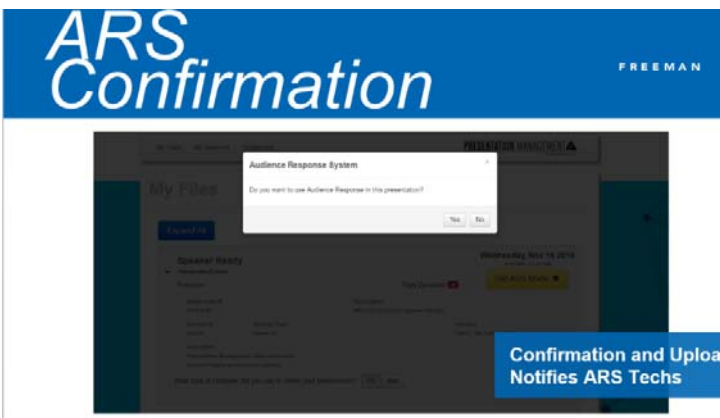
3. Once we program your questions, we will lock the profile.
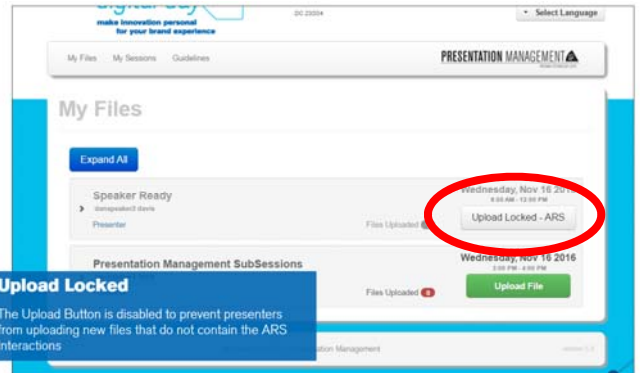
That's it we will take it from here.

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 PGD to the end of your file name to indicate that the file has been programmed 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 profile 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 you profile to upload a new file.
5. When you arrive in **Hong Kong** and visit the **Speaker Ready Room** you can also log in and make any changes to the file on the server.
6. 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, give your audience time to respond, (you will see the responses populating) discuss the results, then advance when you are ready to continue your presentation.

Visit the Speaker Ready Room to make any last min updates and rehearse the Polling section of your presentation.