



# 10 Top Tips For Getting the Most From Your Voting Slides

## 1 Write everything in PowerPoint

We can handle all PowerPoint versions. Intersperse your presentation slides with slides containing a question. No need for any plug ins.

## 2 One Question per slide

Not every slide will contain a question but when do you wish to ask your audience keep just one question per slide.

## 3 Have an introductory question slide

This overcomes any reluctance or technophobia.

## 4 Make the question slides simple

A single choice answer is available using the handsets. The participant can change their mind by simply pressing another button – the system remembers and records only the last button press.

## 5 Set your answer options as A, B, C

You can use multiple answers from A to H. By setting your slides to show a letter next to each option that will match the letters on each button of the handset.

## 6 Left justify your answer options

The graph of the results look best when displayed to the right of the answer options. By keeping the answer options to the left of the slide you allow room for the live results graph on the day.

### HOW DID YOU TRAVEL TO SHEFFIELD TODAY?

- A** Travelled Alone by Car
- B** Car Share
- C** Public Transport
- D** Walked or Cycled
- E** Other



## 7 Keep it simple

Phrase your questions and answer options in a clear, concise and unambiguous fashion. A question that is subject to various interpretations will only serve to confuse the audience. A bit of careful consideration in advance will avoid any misunderstanding.

## 8 Don't animate the answer options

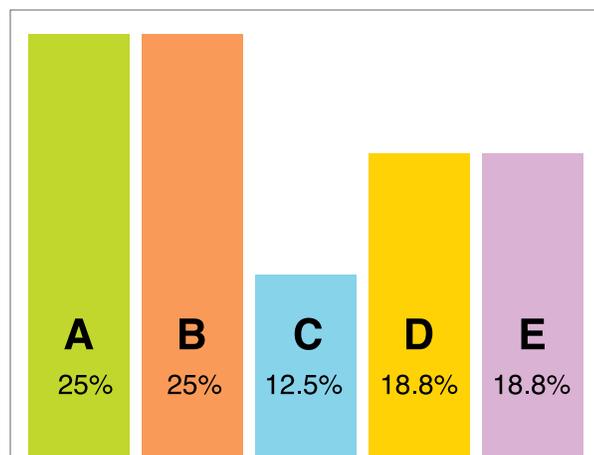
This has the potential to cause continuity issues on a voting slide. A simple list of options is preferable.

## 9 To share or not to share

The system will gather all the responses but you can choose to share the information with your audience as a graphical onscreen feedback or not. All the responses are recorded so you will get full reports at the end of the session. Many sessions share the results with the audience to generate discussion or to show that the meeting is being "fair and open". You may need to prepare for unexpected results in the voting!

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## 10 Be prepared

We can handle changes before and during the sessions but having the PowerPoint presentations in advance is a great help.

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