

“Preparation is Key to Success.” –Anon

Helpful Tips

YOUR ROLE AS EVENT ORGANIZER

Even though CP Wireless handles the majority of the details of your event, your role as the event organizer is still crucial. Here’s what you will need to provide in order to have the most effective, efficient event possible:

- Meeting agenda with the order of presenters
- Each presenter’s questions and answers
- Background template for questions and graphs
- Indicate which answers are “correct” in multiple-choice situations
- Attendance roster, if used
- Team names and/or colors, if any
- Contact information [address and phone] of meeting facility
- Contact information [phone] for audio/visual service provider
- Accommodations for CP Wireless technician
- That’s it! We take care of everything else.

FYI

We program your questions and answer choices into the system in the specific order as directed by you and display them in the same order.

Adjustments to questions/answers or the order of presentation may be made on-site time permitting; however, a break in the meeting may be required if there are extensive changes.

If you have a meeting theme, slogan or logo, please advise CP Wireless at least 5 business days in advance of your program. You may provide a background graphic. Please contact us regarding the format requirements. We will use this as the background for your questions and answers. We can also provide a common background upon request.

ABOUT THE QUESTIONS

Your questions and answer choices must be submitted to CP Wireless five business days prior to your event.

1. Questions may be asked at the beginning or end of your presentation. They also may be asked throughout the entire presentation.
2. The questions and possible answers will appear on the screen. Your presenter may read the question and possible answer choices aloud to the audience or paraphrase what is on the screen. Or the audience can be asked to read the question and possible answers. In lengthy programs you may want to use all of these different methods to some degree.
3. Questions may be multiple choice, yes or no, true or false. They may have specific correct answers or be a general survey. There may be as many as 10 multiple choices, however 3–5 is best. Different types of questions may be asked during the same presentation. Questions should be concise. Screen space is limited. Good-looking visuals contain as few words as possible.

ABOUT THE QUESTIONS (CONTINUED)

4. The buttons on the wireless audience response keypad are numbered from 1 through 10. The numbers 1–5 are also identified as A, B, C, D and E. The 1 and 2 button also say “yes” and “no” respectively. Each keypad sends an independent signal to the computer. All the signals are gathered, sorted and compiled by the computer.
5. Tell the audience to enter their responses. There may be a countdown timer on the screen or an audio countdown to signify the polling period. The polling period can be selected by you based on the number of people in your audience, the length of time allowed for your program and the pace at which you want them to answer. This can be as little as one second and as much 60 seconds. We suggest from 10 to 15 seconds as an average pace. You may decide not to have any visual or audio countdown and simply tell the audience when to enter their answer and when their time is up. This can act as the CP Wireless technician’s cue to open and close polling.

Remember: Whichever method of polling/timing you select must be communicated to CP Wireless 5 business days prior to your event.

6. The CP Wireless system accepts the last answer a participant enters during the polling period. To change an answer, just press the button with the new choice. It overwrites the first response. It is not necessary to press the “clear” button unless the light stays on for more than 15 seconds.
7. We can display your results after each question or after a group of questions has been answered. Team scores for test or contest questions and those questions with a correct answer, should have results displayed periodically. Results for survey or evaluation questions, or those that ask for an opinion or rating, should be displayed after each question. We show the results in the form of a horizontal or vertical bar graph. Pie charts may be used for some results. It’s your choice.

EXPLAINING TO YOUR AUDIENCE HOW THE SYSTEM WORKS

Your presenter should cover the following points when explaining to the participants how to use the CP Wireless audience response system.

1. The keypad makes all participants an integral part of the meeting. It gives them the ability to interact with the entire group as well as the presenter.
2. Participants should leave the keypad on the table in front of them or on their chair upon leaving.
3. After being presented all the information and/or question, participants respond by pressing the corresponding button on their assigned keypad. Each keypad sends an independent signal to the computer. All the signals are gathered, sorted and compiled by the computer.
4. If keypads are assigned by an individual, information will be gathered by that individual.

EXPLAINING TO YOUR AUDIENCE HOW THE SYSTEM WORKS (CONTINUED)

5. During intervals in the presentation, there will be questions displayed on the screen. After each question and possible answer choices have been read, participants will be instructed to enter their answer. When using an audio countdown timer, the music will begin. Or, if a countdown timer is being used, the timer will start.
6. Participants will have so many seconds [you determine the amount of time] to enter the answer. All responses should be entered quickly before the music or timer stops. If the response is not entered before the music or timer stops, the computer will not receive the answer. Answers can be changed. Just press the button of the new selection and it will overwrite the previous answer. Remember: This must be done within the allotted time or it doesn't count. There is no need to press the clear button unless the light on the keypad stays on for more than 15 seconds. If a participant doesn't answer, it's counted as a wrong answer.
7. The light on the keypad blinks to confirm a response. This indicates the computer has recorded the answer selection.
8. At the end of the program, the results will be known immediately. To close the program, the CP Wireless technician can display total team scores and/or top ranking keypads as you determine necessary.