Poll Everywhere Event Preparation Checklist

☐ Create activities for the event and test them as a participant to ensure they can access the presenter's response URL without issues.

☐ Make sure to clear test responses and unlock activities after testing. Feel free to edit the visual settings to add customization and branding.

☐ Gather your script and notes to introduce your activities. It's important to inform your participants about the live voting element.

☐ If you're presenting activities through a slideware app (PowerPoint, Keynote, or Google Slides), make sure you have downloaded and installed it on the presenter's device. To download: polleverywhere.com/app

☐ If presenting in a slideware app, make sure the activities in the slide deck were added by the individual who will be presenting at the event (you cannot prepare a slide deck for another presenter).

☐ Make sure to run through the slide deck to ensure your slides are displaying correctly on the projector or big screen.

☐ If you have a moderator for your presentation, make sure to test the shared moderation link before the event.

☐ Make sure the bandwidth requirements are covered (the venue is aware of the audience size, and the presenter's computer is hardwired, if possible, or has a separate WiFi network).

☐ Test your activities by sending sample responses as a participant from inside the venue.