

Chairing with Slido

What is Slido?

Slido is an interactive online tool used to facilitate live audience polling during presentations and anonymous submission of questions from the audience. It provides a powerful way for presenters to drive meaningful conversation with delegates during sessions. Delegates are able to connect to the Slido website using their own mobile devices (e.g. laptop, tablet, or smartphone) and participate in the polling or questions for the session. Slido will be used to administer Q&A in all sessions, however it is up to each individual presenter if they wish to also use the audience polling feature.

Questions

Slido assists to maximise the effectiveness of Q&A time as participants are able to submit questions anonymously and decide which questions they'd most like to discuss using a "like" function. As the chair, you will monitor these questions throughout the session and read them to the presenter at an appropriate time in the presentation. Please check with the presenter before the session starts if they would like to take questions throughout their presentation or at the end only.

Audience polling

Live polling is a great way to engage the audience and vary the dynamics of the session. It can be used to warm-up the delegates, collect valuable insights from the audience, and get real-time feedback. Polling questions are multiple-choice and can either display results live as they come in, or only after everyone has submitted their responses.

What to expect on the day

You will have an iPad from which you can monitor incoming questions throughout the session, and your QLS events organiser will be in the back of the room with a laptop to administer Slido and assist should any issues arise. Your chairnotes will include information to assist you in explaining Slido to the audience and invite them to connect and participate in questions and/or polling. The following page with tips for managing questions on the day will be available in hardcopy with the iPad on the day as a quick-reference guide.

Please note, no data obtained via questions or polling will be retained.

Questions

You will be supplied with an iPad from which you can monitor incoming questions throughout the session and read them out to the presenter at an appropriate time in the presentation. That may be at the time the question is asked if it is particularly relevant to the current speaking point, or at the end of the session. Please check with your presenter prior to session commencement if they have a preference for when they wish to take questions.

Audience polling

Polling will be facilitated by the QLS events organiser from the back of the room. The polling question and results will display on the presentation laptop and projection screen, as well as on each delegates' personal device so that they can participate by answering the question.

Managing questions on the day

1. Questions asked by the attendees will appear on the right of the screen

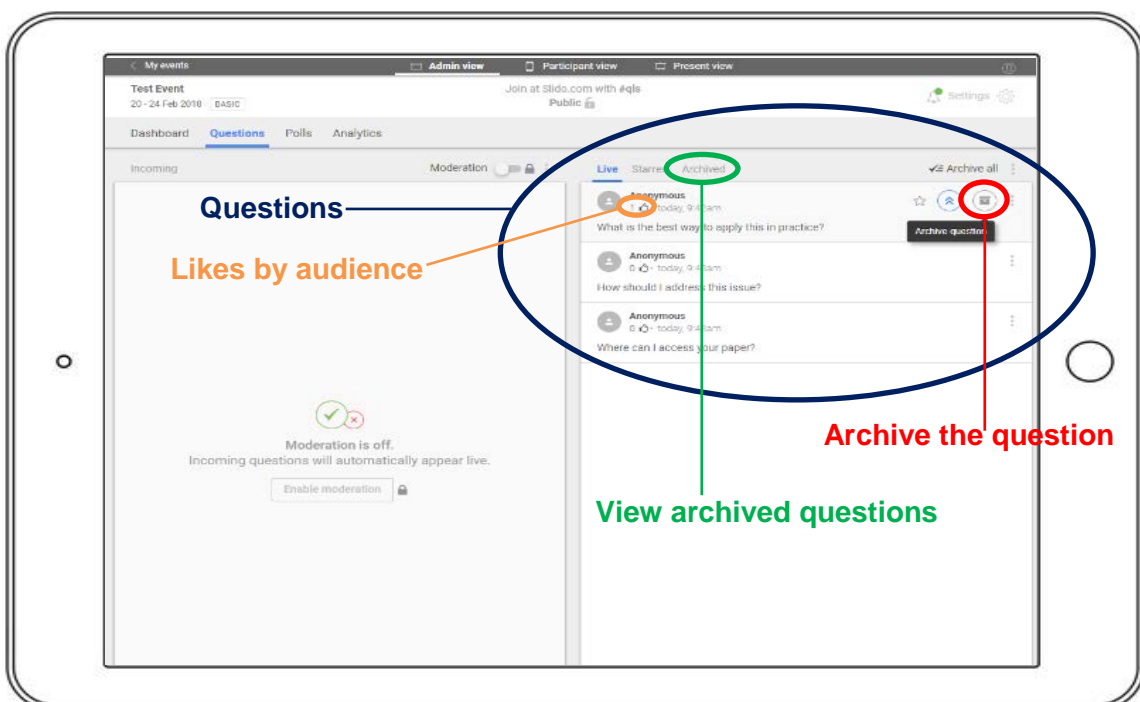
- Questions will always be submitted anonymously, however should there be a name in the question text, please do not read it out.
- If a question is inappropriate, archive it straight away so it does not appear on delegate devices.
- If a question is popular it will receive votes from the audience, which will move it higher up the list so it can be answered sooner (the number beside the thumbs up symbol is the number of likes the question has received).

2. Read the question to the presenter at an appropriate time

- The presenter **cannot** see the questions.
- Any participants using Slido on their personal devices **can** see the questions.
- If a question is relevant to the information the presenter is currently speaking about, you may wish to ask the question at the time, alternatively you can leave all questions until the end of the session.
- If there are too many questions for the amount of time remaining in the session, use your discretion to choose one or two of the most relevant questions. It is important the session still finishes on time.

3. Archive the question once it has been answered

- Clicking archive will remove the answered question from the list so that you are better able to manage the outstanding questions.
- To view questions once they have been archived, click “Archived” at the top of the list of questions. To return to the list of new questions, click “Live”.



What do delegates see on their devices?

