

conferences i/o

Attendee Training Guide

Conferences i/o is an Audience Response System That Will Allow You to Participate in Real-Time During Your Event

Ways to Participate



Ask Questions



Respond to Polls



Provide Evaluation Feedback

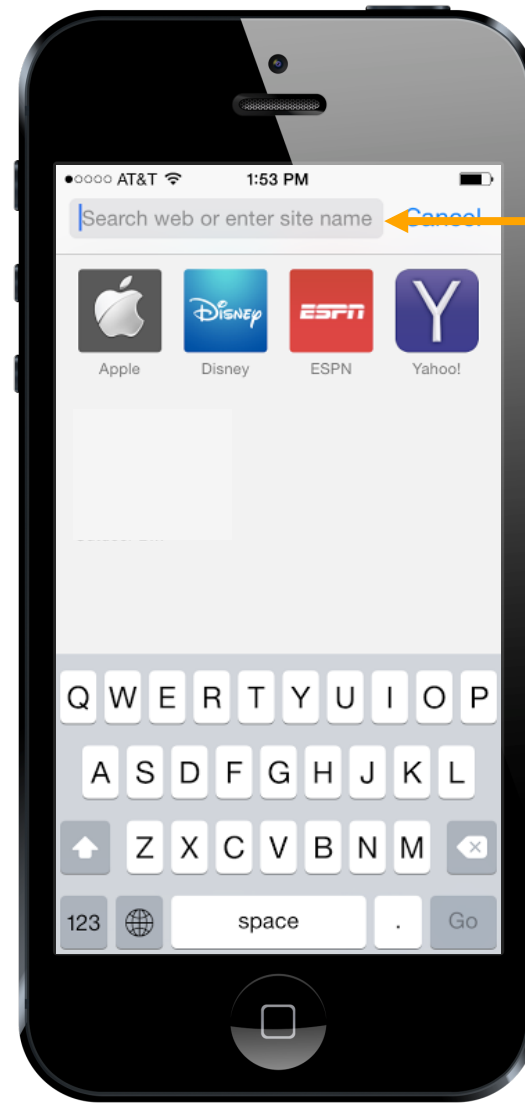


How to Access the App

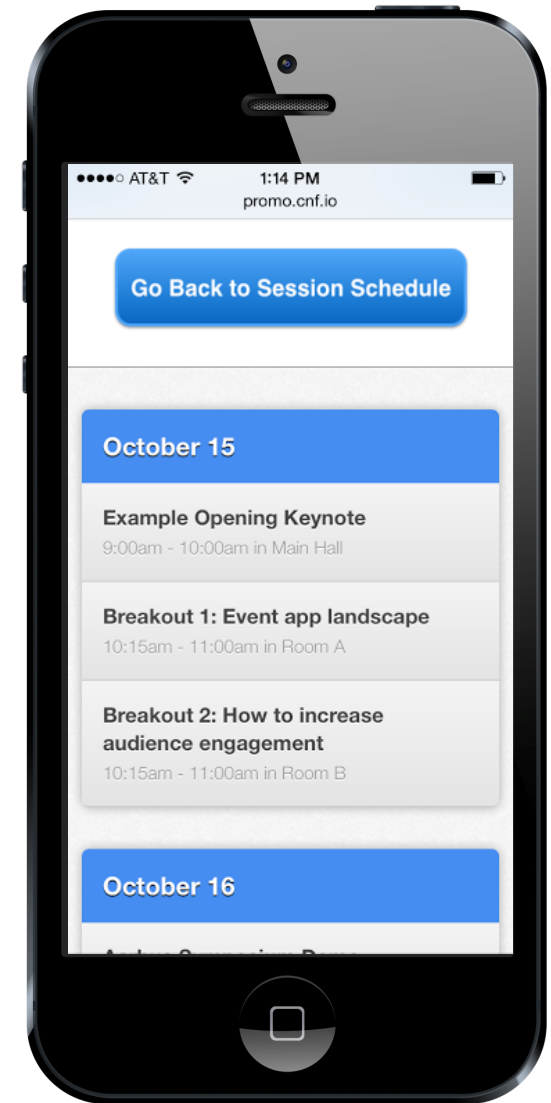
Conferences i/o is web-based, which means you can use any device with an internet browser (smartphone, tablet, laptop, etc.).



1. Open up your web browser (Safari, Chrome, etc.)



2. Navigate to **ficpa.cnf.io** in the URL bar



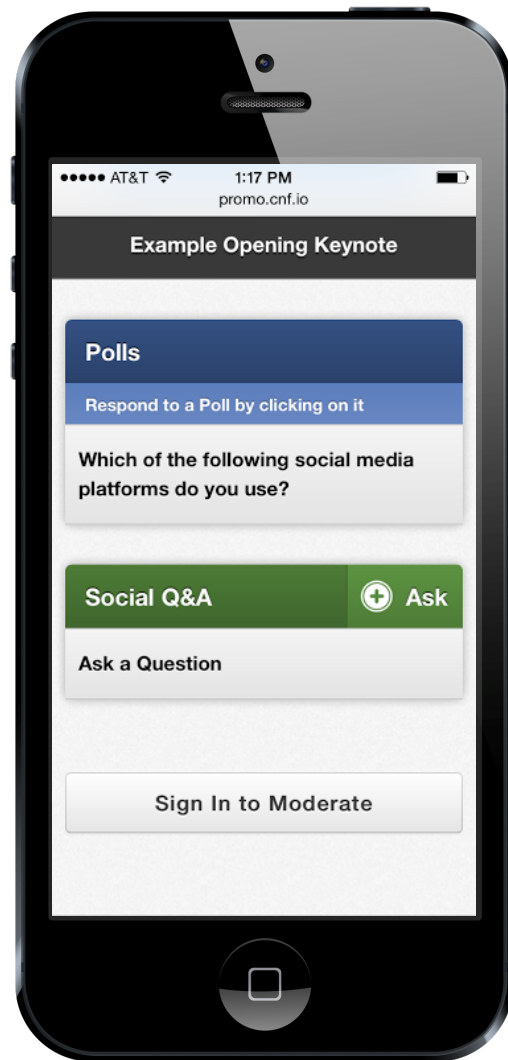
3. Simply click / tap on the session that you want to join

How to Use Social Q&A

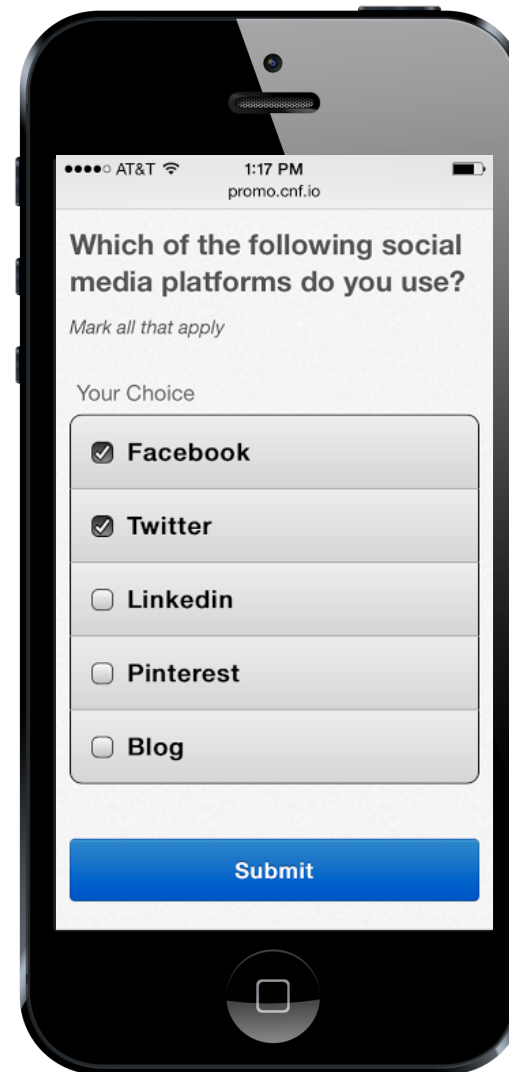
1. Click the “Ask” button to submit a question
2. You will be able to see the questions that other attendees are asking
3. If you see a question that you want answered, up-vote it by clicking on the arrow on the left-hand side of the question
4. The most popular questions automatically rise to the top.



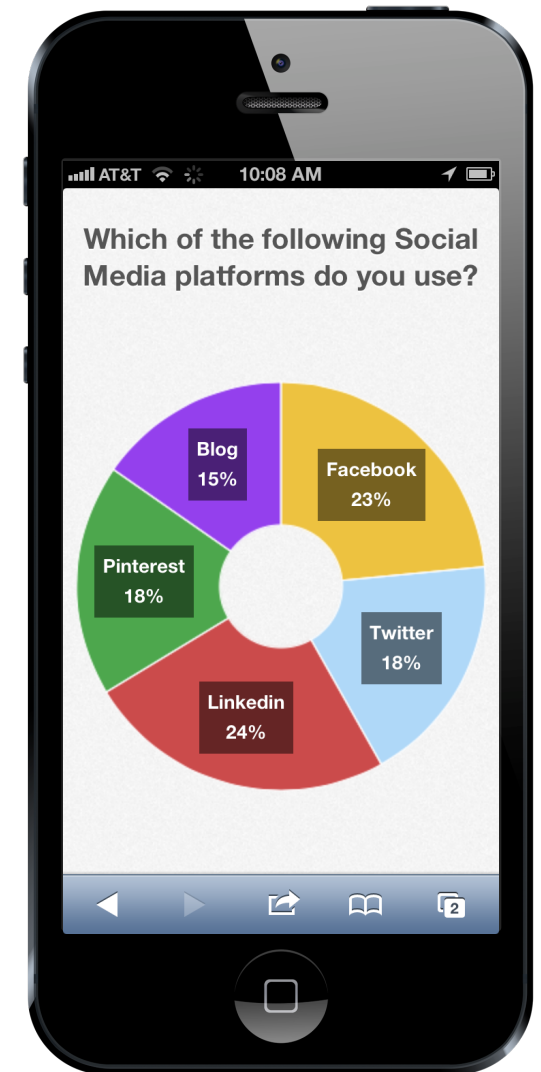
How to Respond to Polls



1. If Polls are available they will appear at the top of the page. Simply click/tap on a Poll to respond.



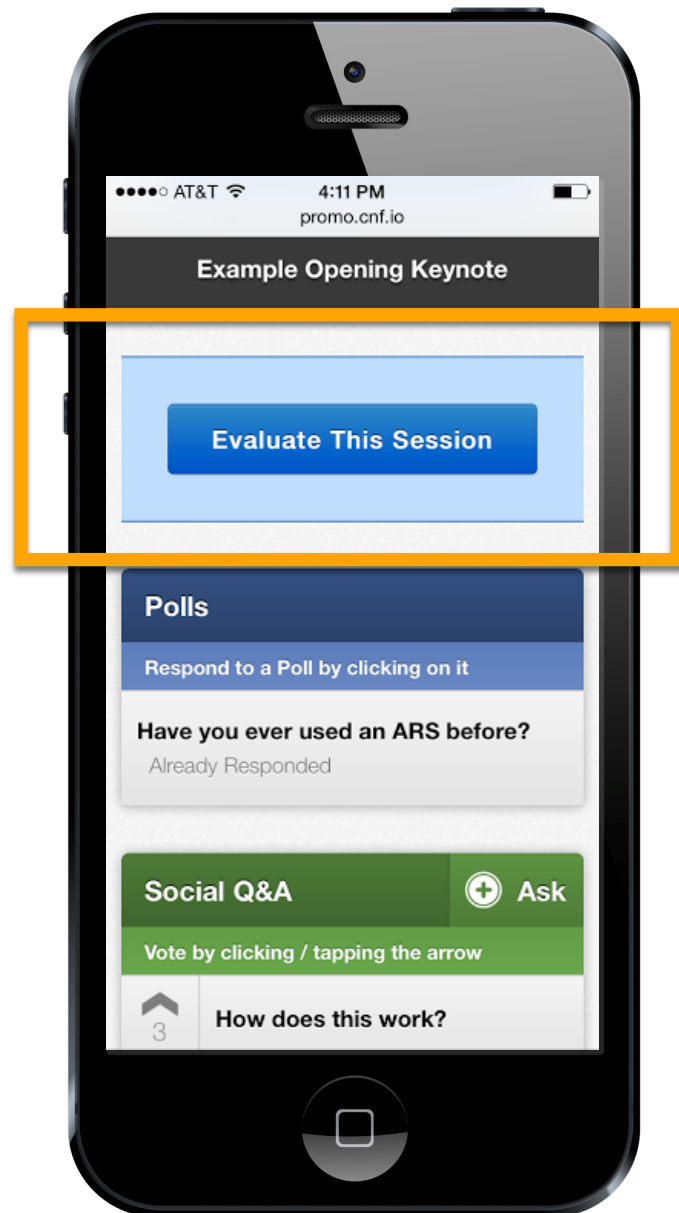
2. Choose your response(s) and hit "submit"



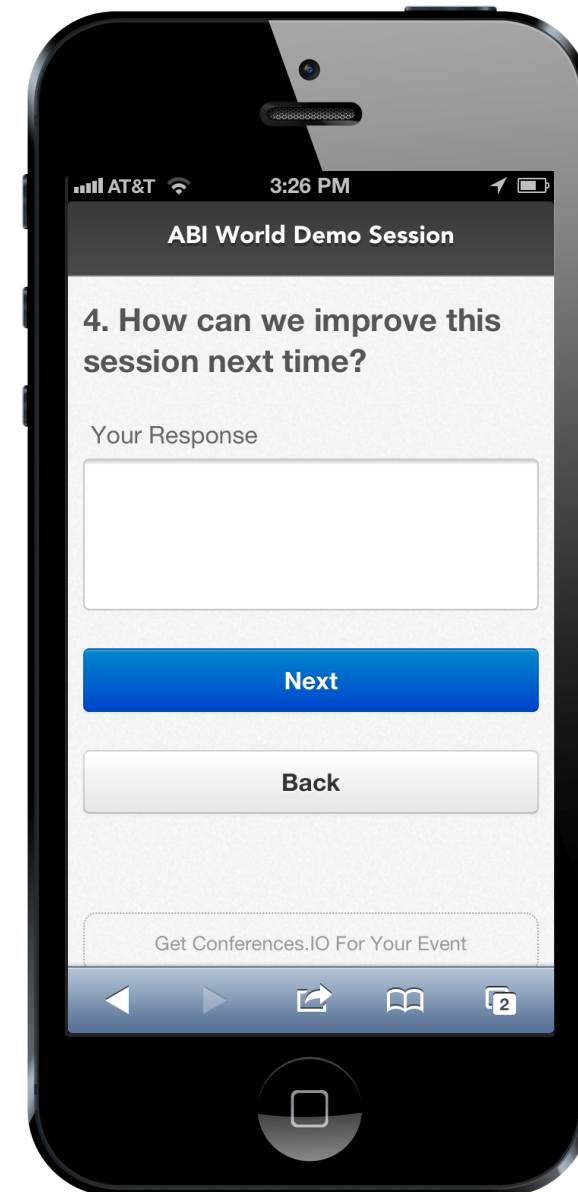
3. After responding you will be able to see the results on your own device!*

**Some Poll results may be hidden*

How to Submit Session Evaluations



1. At the end of the session, click/tap the button that says "Evaluate this Session"



2. Respond to the evaluation questions and hit "Confirm & Submit" when you're done

FAQ

Q: Do I have to be on WiFi to participate?

A: No. If your device has a data plan (3G, 4G, LTE, etc.) the app will work perfectly fine.

Q: Why can't I navigate to the URL?

A: Be sure you navigate to the site in the URL bar and not the Search Engine bar. Also, check your device's security settings, especially if it's a work device.

Q: Can I vote for my own Social Q&A question or someone else's question more than once?

A: No. You can't vote for your own question, nor can you vote for other questions more than once.

Q: Can I respond to a poll more than once?

A: No. Attendees can only respond to each poll one time, unless the moderator resets the Poll and starts over.

Q: Why can't I see the poll results on my own device?

A: Sometimes event organizers or speakers choose not to make poll results visible on attendee's devices. If so, you won't be able to see poll results on your own device.