Quick Guide for Speakers & Panelists
for the preparation of your workshops and thematic sessions

1. **Register all speakers & panelists** of your session into the system by sending us their name and emails.
2. **Configure a short Welcome Message** - When an attendee arrives, this welcome message will be displayed in the chat box.
3. **Configure your Polls and Surveys:**
   a. **Polls**: create up to 20 polls. Polls are launched, answered, and reviewed <u>during a session</u>. Type of poll can be either:
      i. Multiple choice with one answer
      ii. Multiple choice with multiple answers
   b. **Survey**: Add up to 25 questions to a survey. Surveys are sent <u>after your session ends</u>. Survey question type can be:
      i. Multiple choice with one answer
      ii. Multiple choice with multiple answers
      iii. Rate on a scale (customizable between 1 and 10)
      iv. Short answer

   [Learn more about Polls and Surveys](#)

4. **Handouts:** distribute up to 5 files during your session. Each file must be less than 100MB. [Learn more about handouts](#)
5. **Videos**: engage your audience by adding mp4 and YouTube videos and playing them live during your session. Videos should be at least 720p and no larger than 4GB. [Learn more about video sharing](#)

Please send these elements at least 10 days prior to your session at
sustainableplaces@r2msolution.com