



### 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. There is a maximum of 5 possible answers per each polling question. Polls are launched, answered, and reviewed during a session. 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 after your session ends. 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 **before October 9<sup>th</sup> EOB**  
at [sustainableplaces@r2msolution.com](mailto:sustainableplaces@r2msolution.com)