

# Real-Time Polling Guidelines for Speakers

Dear [Speaker's Name],

We are excited to have you as a speaker at the upcoming [Conference Name]! To enhance interactive engagement during your session, we will be utilizing real-time polling. Please review the guidelines below to ensure a smooth experience:

## Polling Guidelines

1. **Preparation:** Familiarize yourself with the polling platform we will be using, [Polling Platform Name].
2. **Integrate Polls:** Incorporate polls into your presentation at key points to gather audience feedback.
3. **Timing:** Allow time for audience participation; consider using 1-2 minutes for each poll.
4. **Instructions:** Clearly explain how the audience can participate in the polls at the beginning of your session.
5. **Follow-up:** Discuss the poll results with the audience to encourage discussion and engagement.

## Technical Support

If you encounter any technical issues, please reach out to our tech support team at [Contact Information].

Thank you for your cooperation, and we look forward to an engaging session!

Best regards,

[Your Name]

[Your Position]

[Conference Name]