

**SPEAKER INSTRUCTIONS FOR SYNC™**

Hello and thank you for participating in a speaking role at the CHEST Annual Meeting! We are excited to be featuring the second screen technology- Sync™ as our Audience Response System (ARS). Using Sync™ will increase engagement by allowing your audience to:

* Follow along with the content via their tablet, smartphone or laptop (slides will appear on their device).
* Respond to polls in the following categories:
  + Thumbs Up/Thumbs Down
  + Multiple Choice Polling
  + Agree/Disagree
  + Likely/Not Likely
  + Rating (e.g. 1-5, 1-10, 1-100)
  + Q&A
  + Mood Scale (with animated emojis)
* Submit questions anonymously. (We will be able to moderate the most applicable and appropriate questions.)
* Embed a PDF or link in your presentation that can be clicked on from the users’ device.
* Take and save notes that correspond with each slide.
* Access the slides after the session. (Unless certain slides are redacted from sharing)

**CREATING YOUR PRESENTATION FOR SYNC™**

1. Creating your presentation for Sync™ is easy! Simply create the deck as you normally would with your conference presentation template.

* In order to communicate and interact effectively in real time with all of the attendee devices it is necessary to build your presentations *without* animations, complex transitions or embedded videos. We will be loading the presentations as PDF’s into the system.
* If you have videos, please provide the source content and we will provide the equipment to seamlessly play your videos.
* If you have lists that you would normally build using animations, you can split your builds across multiple slides and the system will play it in a seamless build.

2. In the slide template, you’ll see example slides for each of the different participant interactions available. Simply type in your questions (1 question per slide), and we’ll do the rest. Be sure to place the interaction slides in the order you want them in your presentation. If you want the same interaction for multiple slides, copy and paste the sample slide and place it where you want it in your presentation. There is no limit to the number of interactive slides you can use. We recommend placing an interaction every 5 to 7 slides to keep your participants engaged.

3. Upload your final slide deck (completed with participant questions) to Presentation Management

The participant interactions will be built for you and we’ll provide a practice link that you may use to test your presentation from any computer, anywhere in advance of your session.

**ONSITE INSTRUCTIONS**

* We can coordinate a rehearsal time onsite to ensure that your presentation is ready to go and that you are comfortable with the flow. You will be using a normal presentation clicker and walking through your slides just like you normally would. We will be sharing a rehearsal sign up online, where you will be able to reserve a 30 minute time slot.
* On the day of your presentation, a unique URL will be assigned to your session that all attendees can access via their web browser on their smartphone, tablet or laptop. Sync™ will automatically push the slides to their devices as you move forward. It will also allow attendees to answer questions, ask questions, take notes and even receive a copy of your slides, if you permit presentation sharing.

Thanks again for your participation in using this great tool. The Sync™ team is standing by if you have questions or need assistance.

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