



Webcast Participant Instructions for Polling Questions

Overview

The CMS 2014 Medicare Advantage & Prescription Drug Plan Fall Conference & Webcast will feature interactive polling to allow webcast participants to interact throughout the conference. Webcast participants will be able to interact and respond to presentation-related questions as well as ask their own question. Please note that questions will not be answered during the webcast for webcast participants. Additionally, webcast participants will be able to evaluate sessions immediately following the presentation using the polling technology.

This document provides instructions on how to view the conference webcast and use the ResponseWare® polling technology to submit responses. The document lists instructions and tips based on the **device setup** of the user. Review the *Optimal Participation Experience* section below for more details.

Optimal Participation Experience

Select the link below that matches your device setup.

1. [**If You Have a Workstation with Multiple Displays \(More than one monitor\)**](#)
You will view the conference in one monitor and submit responses to polling questions in the other monitor.
2. [**If You Have a Computer \(Laptop or Desktop\) and a Mobile Device \(Smart Phone or Tablet\)**](#)
You will view the conference from your computer and submit responses to polling questions using a mobile device.
3. [**If You Have a Computer \(Laptop or Desktop\) Only**](#)
You will view the conference in one tab or browser window and submit responses to polling questions in another tab or browser window.

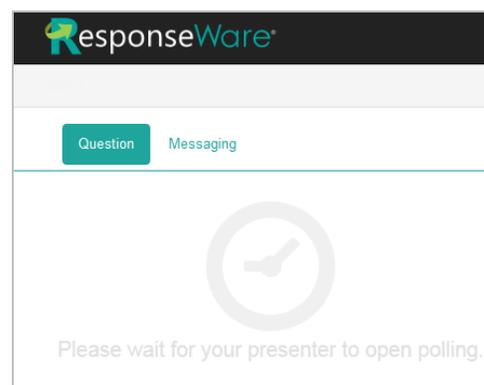
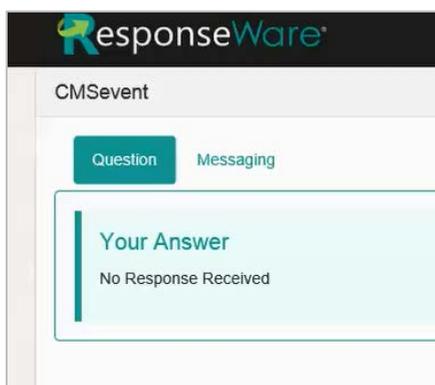
Note: Using an Ethernet connection instead of Wi-Fi may increase the webcast streaming speed and prevent delays. If you experience any technical issues, please send an email to CTEOTechSupport@cms.hhs.gov. For general questions or comments, please send an email to CTEO@cms.hhs.gov.

If You Have a Workstation with Multiple Displays

1. **Open** an internet browser and launch <http://www.cms.gov/live> to view the USTREAM player or YouTube in the first display.
2. **Open** a new window of an internet browser and launch www.rwpoll.com in the second display.
3. **Type** in the Session ID, **CMS2014**, and **select** the **Join Session** button.
Note: The Session ID is not case sensitive.

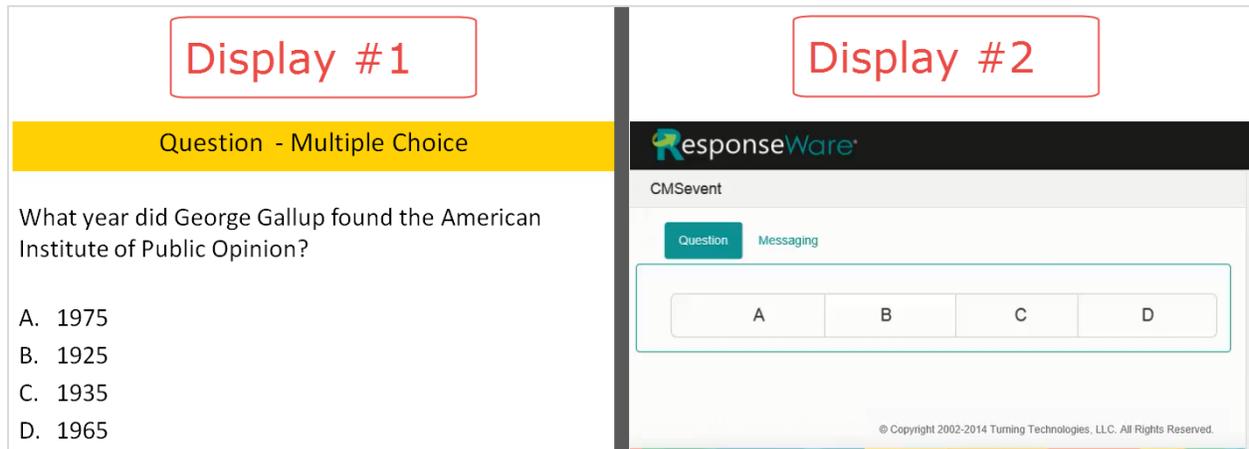


After logging in, you will see one of the following two screens. The presenters will provide further instructions of when to submit responses.

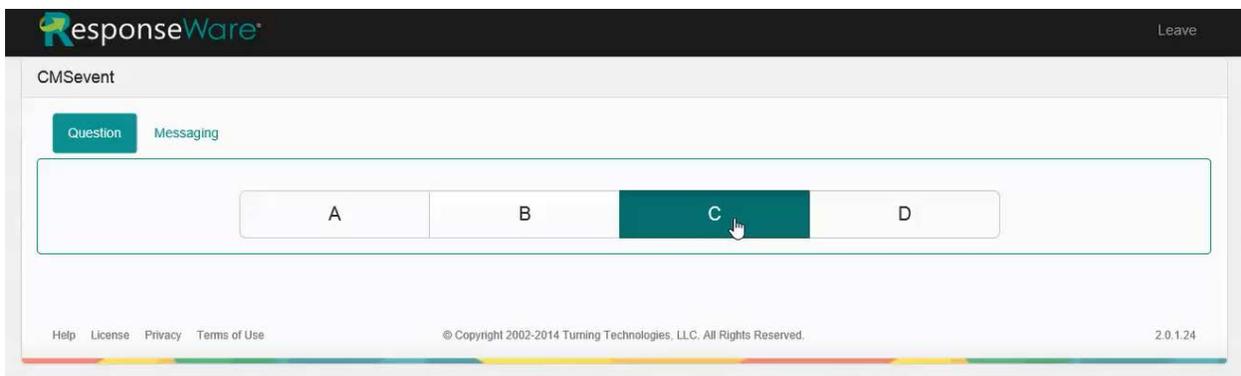


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Once a polling question is asked, it will be displayed in the presentation you are viewing in the webcast. You will see the question in your first display and the corresponding responses in the second display (which may or may not include question text).



4. **Review** the question in the presentation and determine your answer.
5. **Locate** the corresponding answer choice on the ResponseWare screen.
6. **Select** the answer choice in the ResponseWare screen to submit a response.



Submitting a Response

There is not a submit button. Selecting the answer choice submits your answer. The color will change to identify the answer you selected. When the poll closes, your last answer will automatically be submitted.

Changing a Response

You may change your answer choice by selecting a different choice as often as you would like until polling closes.

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Note: Responses submitted after polling closes will not be captured in the results.

After polling closes, the results will be displayed.

Display #1

Question - Multiple Choice

What year did George Gallup found the American Institute of Public Opinion?

A. 1975 0%

B. 1925 33%

C. 1935 67% Correct Answer

D. 1965 0%

Display #2

Question Messaging

Results

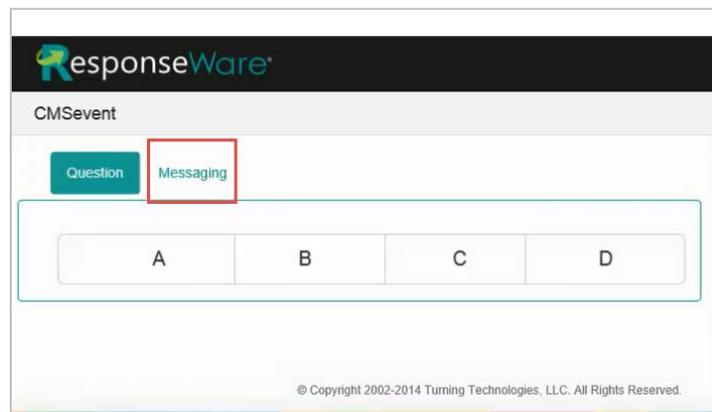
0% 33% 67% 0%

A B C D

Your Answer
C ← The answer you selected

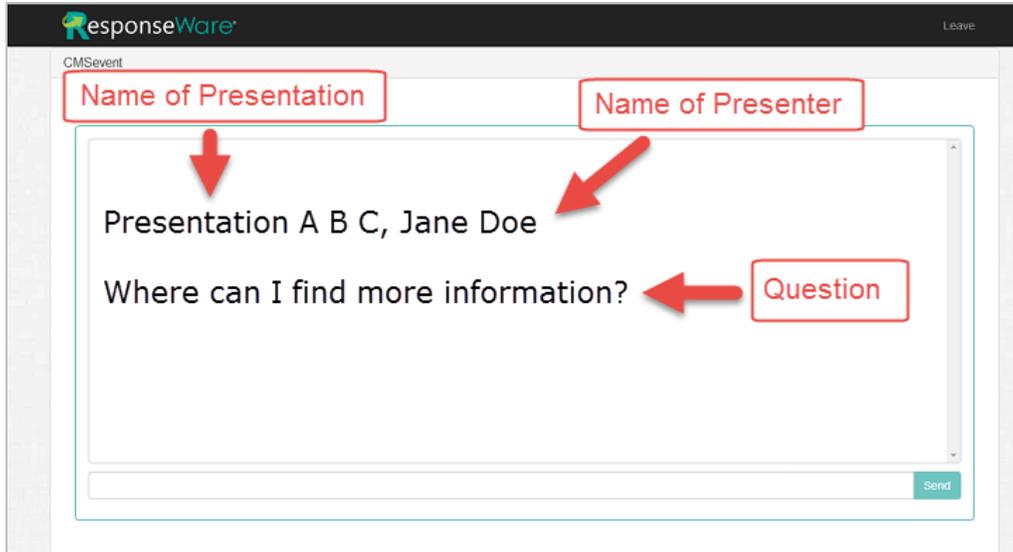
Display #1 shows the question results and the correct answer. Display #2 shows the question results and the answer you selected.

7. If you have a **presentation-related question** at any point, **select the Messaging** button on the ResponseWare screen.



8. **Type** in the question and **select Send**. Be sure to include the name of the presentation and the presenter's name with the question (see the example below).

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Session Evaluation Questions

Note that the end of each presentation contains session evaluation questions. These questions are used to evaluate the session. You will need to just submit your response to the questions. You will see your responses only and the results will not be displayed for these questions (example below).

Display #1	Display #2
<p style="background-color: yellow; text-align: center;">Session Evaluation Question #4</p> <p>How much of the content was new to you?</p> <ul style="list-style-type: none"> A. 0-20% B. 21-40% C. 41-60% D. 61-80% E. 81-100% 	<p>The screenshot shows the ResponseWare interface for the question. It includes the question text, the multiple-choice options (a-e), and a 'Your Answer' field containing the letter 'a'.</p>

Multiple Display Tips

If you experience delays with seeing the next question in the ResponseWare screen, refresh your browser.

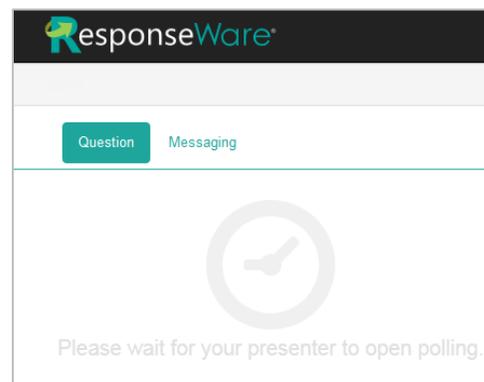
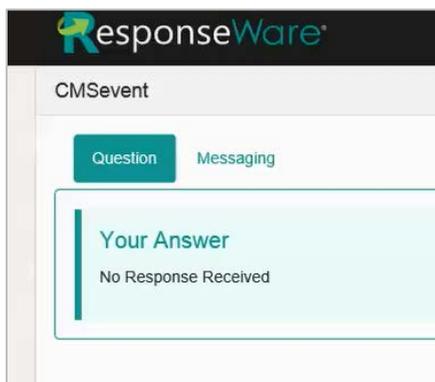
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If You Have a Computer (Laptop or Desktop) and a Mobile Device (Smart Phone or Tablet)

1. On your computer, **Open** an internet browser and launch <http://www.cms.gov/live> to view the USTREAM player or YouTube.
2. On your mobile device, **Open** the default browser and launch www.rwpoll.com. The www.rwpoll.com link works in most default browsers on mobile devices. If you experience any issues, you can alternatively download the free ResponseWare app. **Testing the link prior to the start of the conference is recommended.**
3. **Type** in the Session ID, **CMS2014**, and **select** the **Join Session** button.
Note: The Session ID is not case sensitive.

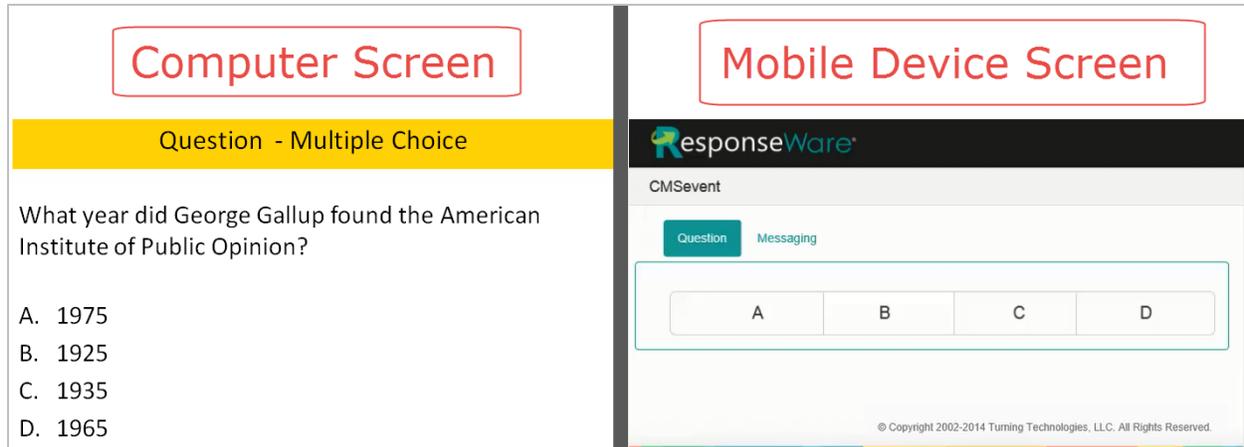


After logging in, you will see one of the following two screens. The presenters will provide further instructions of when to submit responses.

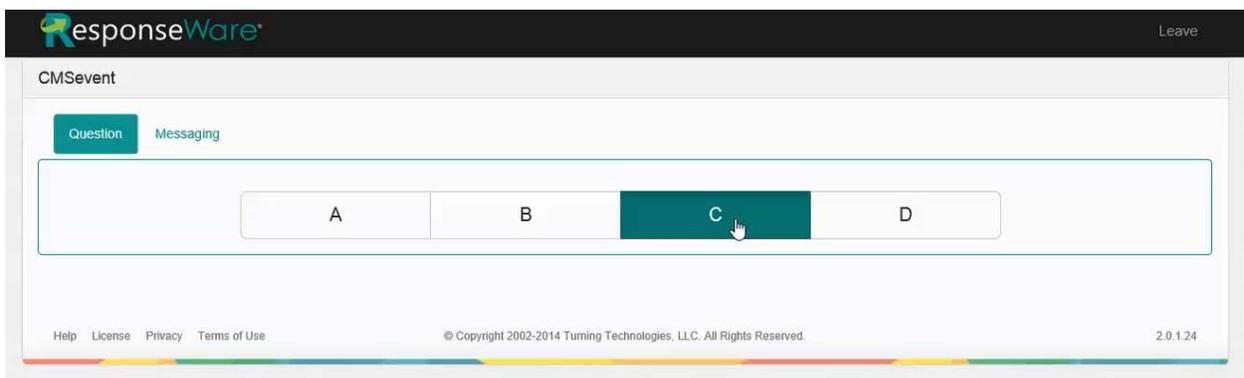


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Once a polling question is asked, it will be displayed in the presentation you are viewing in the webcast. You will see the question on your computer screen and the corresponding responses on your mobile device (which may or may not include the question text).



4. **Review** the question in the presentation and determine your answer.
5. **Locate** the corresponding answer choice on the ResponseWare screen.
6. **Select** the answer choice in the ResponseWare screen to submit a response.



Submitting a Response

There is not a submit button. Selecting the answer choice submits your answer. The color will change to identify the answer you selected. When the poll closes, your last answer will automatically be submitted.

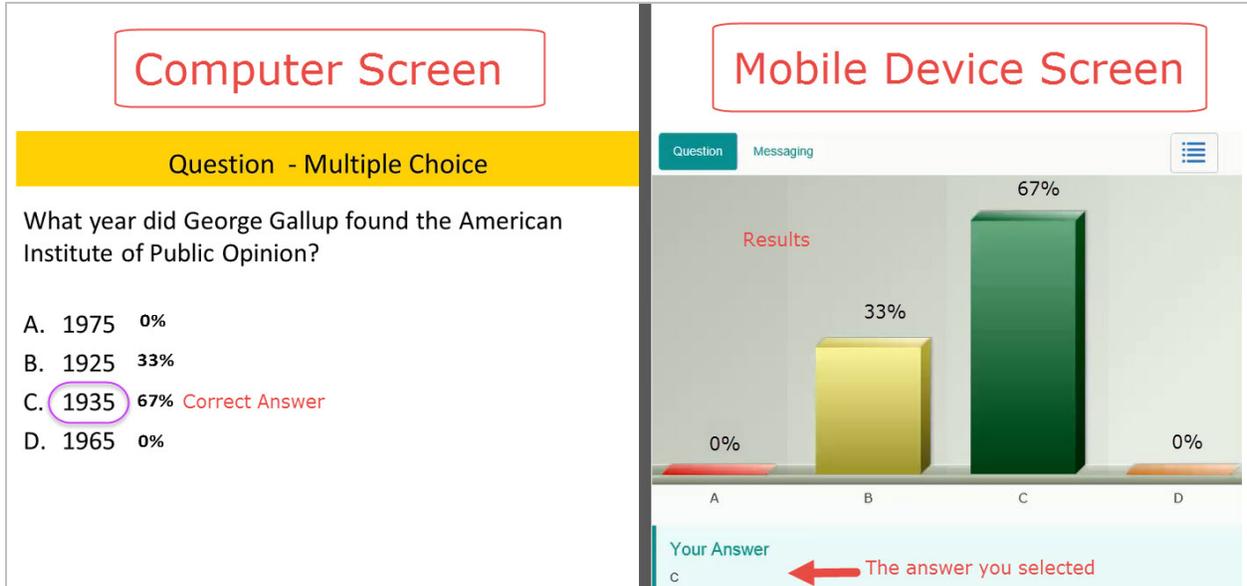
Changing a Response

You may change your answer choice by selecting a different choice as often as you would like until polling closes.

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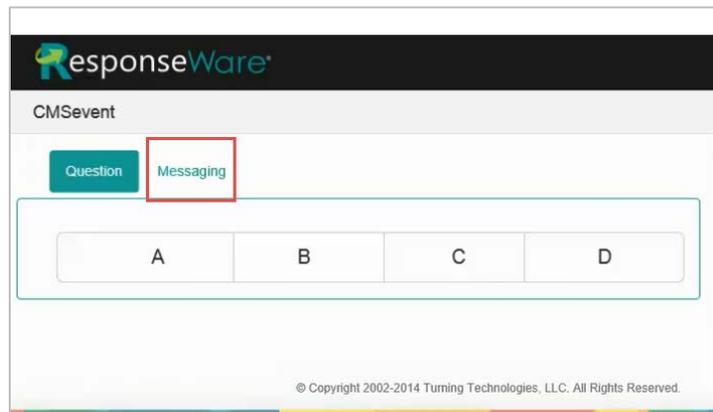
Note: Responses submitted after polling closes will not be captured in the results.

After polling closes, the results will be displayed.



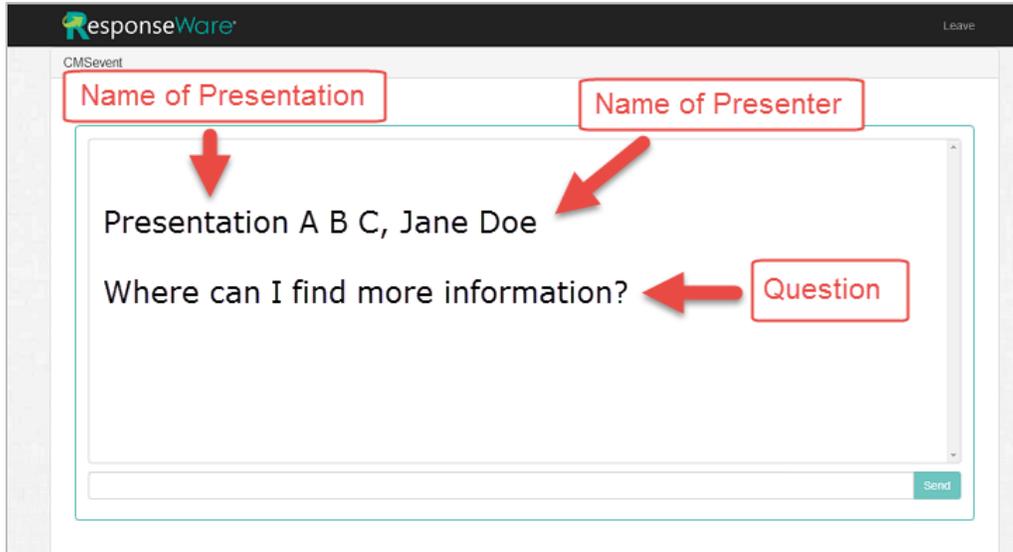
The computer shows the question results and the correct answer. The mobile device screen shows the question results and the answer you selected.

7. If you have a **presentation-related question** at any point, **select the Messaging** button on the ResponseWare screen.



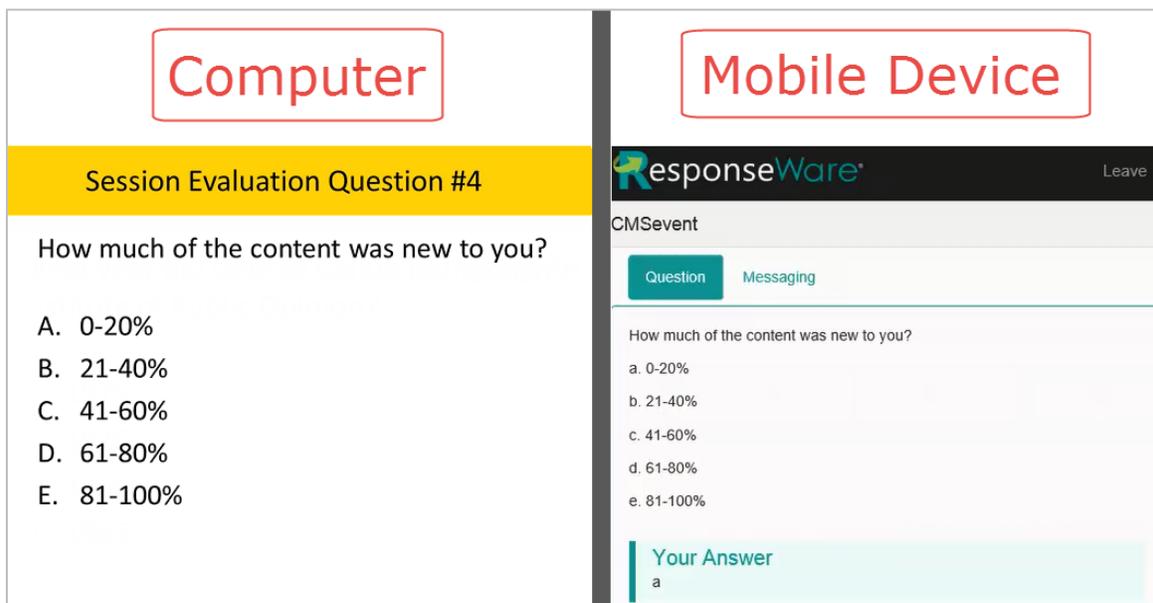
8. **Type** in the question and **select Send**. Be sure to include the name of the presentation and the presenter's name with the question (see the example below).

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Session Evaluation Questions

Note that the end of each presentation contains session evaluation questions. These questions are used to evaluate the session. You will need to submit your response to the questions. You will see your responses only, and the results will not be displayed for these questions (example below).



Mobile Device Tips

If you experience delays with seeing the next question in the ResponseWare screen, refresh the mobile device browser.

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If You Have a Computer (Laptop or Desktop) Only

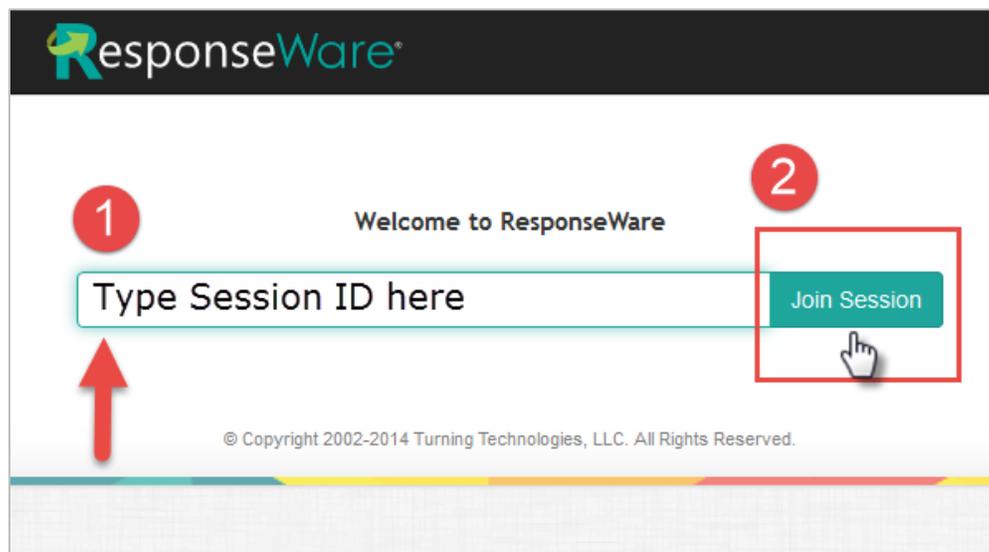
You will need to open two browser windows to use the polling feature. You will open the webcast in Browser Window #1. You will open the polling feature in Browser Window #2. You can use either the maximize/minimize feature to switch between browsers, or you can use the Browser Tabs to switch between windows. Review the directions below for more details.

1. **Open** an internet browser and launch <http://www.cms.gov/live> to view the USTREAM player or YouTube.
2. **Open** a new window or tab of an internet browser and launch www.rwpoll.com.
3. *New Window in Browser*
Use windows and maximize/minimize to alternate between the webcast and ResponseWare.

Tabs

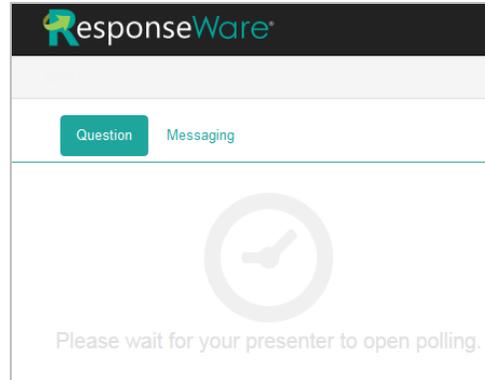
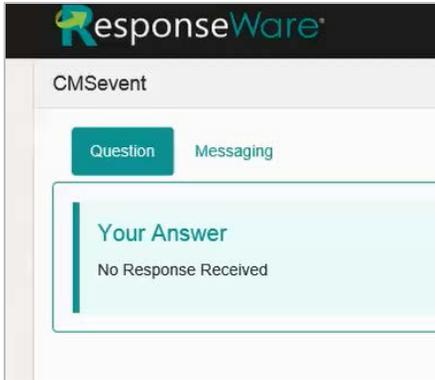
Use tabs and click each tab to alternate between the webcast and ResponseWare.

4. **Type** in the Session ID, **CMS2014**, and **select** the **Join Session** button.
Note: The Session ID is not case sensitive.

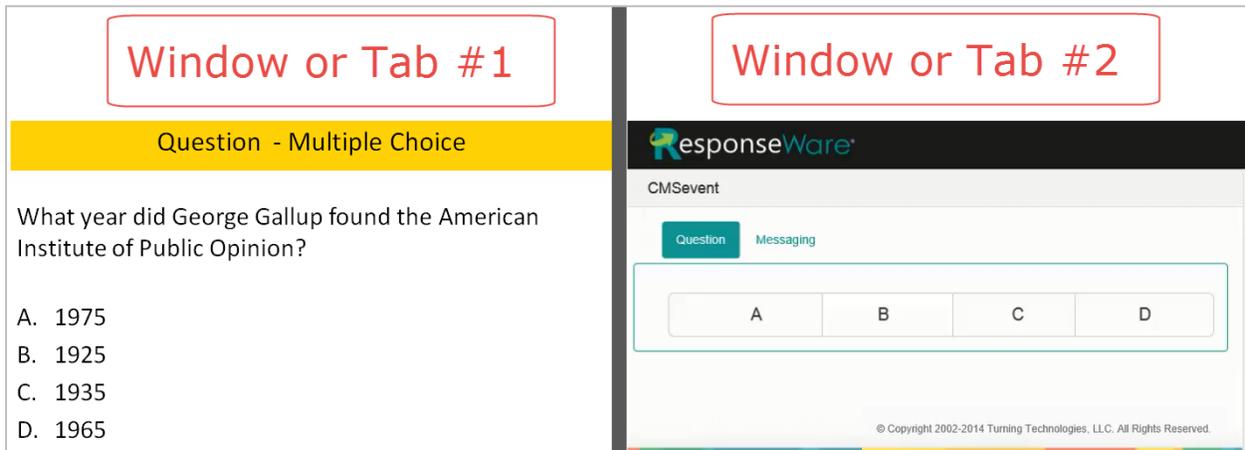


After logging in, you will see one of the following two screens. The presenters will provide further instructions of when to submit responses.

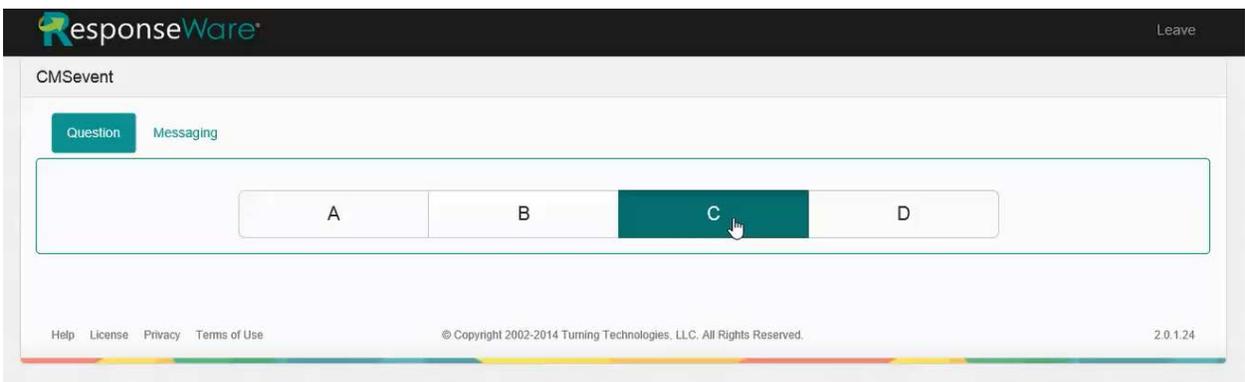
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Once a polling question is asked, it will be displayed in the presentation you are viewing in the webcast. You will see the question in the first window or tab and the corresponding responses in the second window or tab (which may or may not include question text).



5. **Review** the question in the presentation and determine your answer.
6. **Locate** the corresponding answer choice on the ResponseWare screen.



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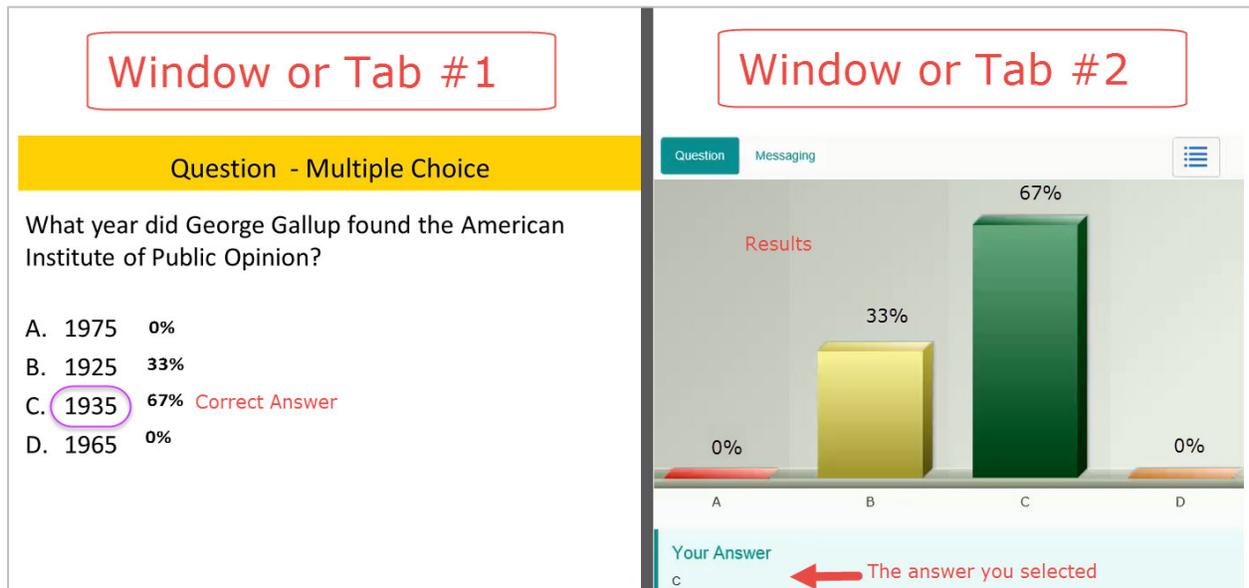
7. **Select** the answer choice in the ResponseWare screen to submit a response.
8. *Submitting a Response*
There is not a submit button. Selecting the answer choice submits your answer. The color will change to identify the answer you selected. When the poll closes, your last answer will automatically be submitted.

Changing a Response

You may change your answer choice by selecting a different choice as often as you would like until polling closes.

Note: Responses submitted after polling closes will not be captured in the results.

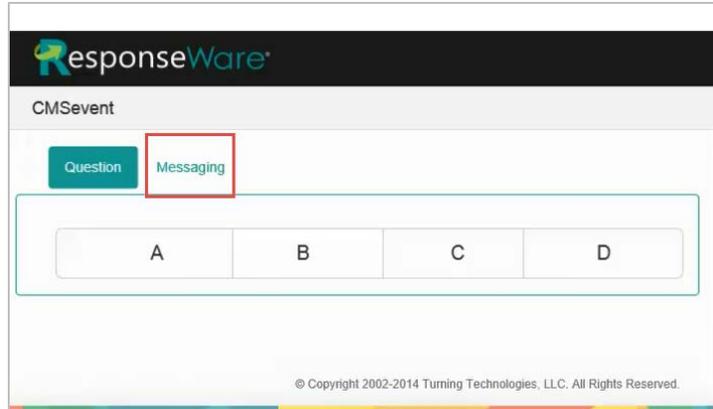
After polling closes, the results will be displayed.



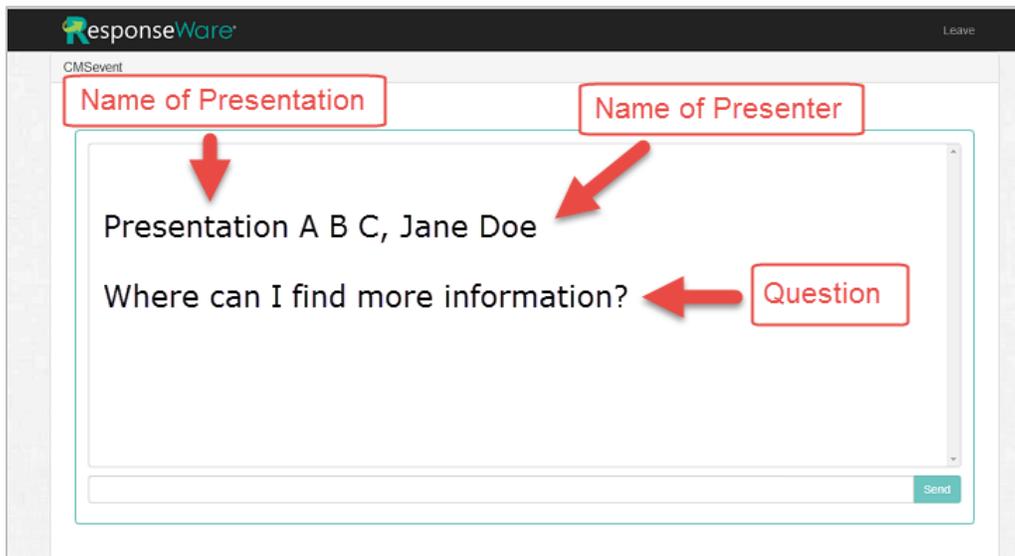
The first window or tab shows the question results and the correct answer. The second window or tab shows the question results and the answer you selected.

9. If you have a **presentation-related question** at any point, **select the Messaging** button on the ResponseWare screen.

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10. **Type** in the question and **select Send**. Be sure to include the name of the presentation and the presenter's name with the question (see the example below).



Session Evaluation Questions

Note that the end of each presentation contains session evaluation questions. These questions are used to evaluate the session. You will need to just submit your response to the questions. You will only see your responses and the results will not be displayed for these questions (example below).

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Window or Tab #1

Session Evaluation Question #4

How much of the content was new to you?

- A. 0-20%
- B. 21-40%
- C. 41-60%
- D. 61-80%
- E. 81-100%

Window or Tab #2

The screenshot shows the ResponseWare interface. At the top, there is a black header with the ResponseWare logo on the left and a 'Leave' button on the right. Below the header is a grey bar with the text 'CMSevent'. Underneath, there are two tabs: 'Question' (which is active and highlighted in teal) and 'Messaging'. The main content area displays the question: 'How much of the content was new to you?' followed by five multiple-choice options: 'a. 0-20%', 'b. 21-40%', 'c. 41-60%', 'd. 61-80%', and 'e. 81-100%'. At the bottom, there is a teal box with the text 'Your Answer' and the letter 'a' below it.

Computer Only Tips

If you experience delays with seeing the next question in the ResponseWare screen, refresh your browser.

End of document.