Participant Instructions to Ask Questions and Evaluate Sessions

Overview
The CMS 2016 Medicare Advantage & Prescription Drug Plan Spring Conference & Webcast will offer all participants an option to submit questions during the live conference in addition to offering interactive polling to evaluate each session.

Ask CMS Questions During "Live" Event
All participants will be able to ask their own questions via https://www.surveymonkey.com/r/2016spring_askCMSlive_FINAL. Please follow the instructions located on the website to submit your question.

Interactive Polling Technology (Text Message & Web Browser)
This document provides instructions on how to use Poll Everywhere® polling technology. The document lists instructions and tips based on submitting responses via text message or web browser. Review the *Optimal Participation Experience* section below for more details.

Optimal Participation Experience
Webcast participants can view the conference in either USTREAM or YouTube; however, all participants can submit their polling responses via text message or via http://pollev.com/cms2016spring.

There are two options for optimal participation. Select the link below based on your preference.

1. **Text Message** – Participants can respond from any phone by sending a text message.
2. **Web Browser** – Participants can respond by accessing the unique Poll Everywhere® web page from any device (smart phone, tablet or computer) connected to the internet.

Important Note: Viewing Tip for Webcast Participants
Using an Ethernet connection instead of Wi-Fi may increase the webcast streaming speed and prevent delays.

During the event, if you experience any technical issues relating to Poll Everywhere® polling technology, please submit them to tsanderson@provider-resources.com. All other issues and comments should be sent to CTEOTechSupport@cms.hhs.gov.

Text Message Voting Instructions

Joining Poll Everywhere[®]

1. **Take out** your cell phone.

2. **Select** your text message screen.

3. **Create** a new message.

4. **Type 22333** into the recipient/to box.

5. **Type CMS2016SPRING** into the message box (not case sensitive).
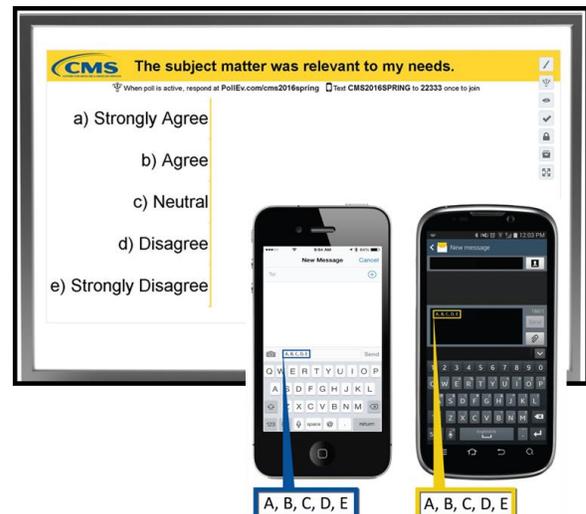
6. **Send** your message.

Note: The session will remain open throughout the conference; however, you can only submit an answer when the moderator/speaker is instructing participants to answer questions.

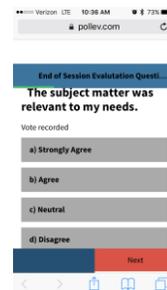## *Responding to a Poll during the Presentation*

1. **Enter** your response each time the poll is conducted by typing the letter that corresponds (A, B, C, D, E).

2. **Send** your message.

Note: To officially log out of polling for the day, type "Leave" into your message box and click send.

Responding to the End of Session Evaluation Questions

1. When prompted by the moderator, **enter** your response **"A"** to the question: "I would like to evaluate the Session."

2. You will receive via text the following message: "Hello. Please evaluate this session https://pollev.com/surveys/G3B8-RBlj/intro."

3. **Click** the link and you will be taken to the Poll Everywhere® site.

4. **Choose** "Start" and you will be presented with the evaluation questions one at a time.

5. **Select** your answer and click "Next" to advance to each question.

6. **Submit** your response by choosing "Finish."

Web Browser Voting Instructions

Joining Poll Everywhere® and Responding to Polls and Evaluations

1. **Go to:**
   http://pollev.com/cms2016spring

Welcome Page:
When you see this welcome page, the poll is <u>not</u> in session. Please wait for the moderator/speaker to open the poll.

Responding to a Poll during the Presentation and End of Session Evaluations

1. **Submit your response** by selecting the letter of your answer choice.