



# How to - Use slido

*Different ways how slido can be useful*

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Y Vote is committed to engaging young people with policy makers. Since outdated panel discussions are not up to today's youth, we will do our best to help and structure your event so that it will turn out successful.

This How-to guide is a summary of how to use the presentation tool Slido. It is a tool that allows your event audience to ask questions anonymously online. These questions can be checked by an administrator of your team for appropriateness, before they go onto a platform, where the audience can vote for questions. The moderator of the event then has access to this voting platform and can decide which questions to ask to the panel.

→ If you do not know what the slido moderating tool is, watch this [short video introducing it](#).

The content of this guide is based on [this guide](#). There you can find a detailed version of these 7 essential tips that will help you get the most out of Slido at your event. More tips on how to use Sli.do can be found on their blog, [here](#).

## **Make sure you have all the equipment**

To use Slido at your event, we recommend having the following devices:

- Laptop to display the Presentation view, and a projector
- Laptop or a tablet to manage Slido as an administrator
- Smartphone/ Tablet for the event moderator to read the questions while on stage

→ Important: Stable Internet connection on every device



## Learn how to manage Questions

Anyone in the audience can log in your slido and ask a question. Submitted questions can be easily moderated from your admin account at slido.com. However, you should run a trial to not be overwhelmed when hosting the event. Also others can vote on the questions, so the moderator sees which ones are particularly popular.

## Learn how to manage Polls

Slido also has the option to have a poll. Live polling is a great way to engage your audience and vary the dynamics of your event. It allows you to do primarily three things:

- warm-up your audience
- collect valuable insights from your audience (opinions, how much pre-knowledge they have, etc.)
- get real-time feedback

## Choose the right sessions

The Y Vote team has tried out Slido in group sessions of about 30 people. It also works well in large-group environments (50+). Some formats where slido fits well include:

- **Fishbowl-Sessions** - collect questions from the audience and have the moderator ask most popular questions during the discussion.
- **Q&A sessions at the end of presentations** – Collect the questions during the speech so you have a stack of great questions ready when the Q&A time comes.
- **Panel discussions** – Involve your audience in the conversation right from the start and steer the discussion in the direction your participants want it to go.
- **Long presentations** – Your audience’s attention span is just 10 minutes. Polls let you re-engage your attendees repeatedly and keep them focused for the rest of the talk.
- **Live-polls** - Collect valuable insights from your audience

## Brief your moderator

Depending on which format you want to go for, briefing your moderator and team is important. Remember, the admin filters the questions that reach the moderator/ the audience. Moderator and Admin should therefore be on the same terms of where the event is supposed to go.

For briefing assistance and tips, do not hesitate to contact the Y Vote team.



## Introduce Slido to your audience

Please remember, for some of your attendees this may be their first time using Slido. So it is always best to dedicate 2 or 3 minutes at the offset of your event to explain how to use it.

The following script works particularly well when introducing Slido:

We want to make sure we address your most important questions and concerns at today's event. Therefore, we'll be using a simple tool called Slido that allows you to easily submit your questions and express your opinion by voting on live polls.

1. Please take out your smartphones and connect to the wifi
2. Open the web browser
3. Go to [www.slido.com](http://www.slido.com) and enter the event code
4. In the app, you can ask questions and vote for the best ones
5. We have also prepared a few polls that we will be running later. So let's try one now.

An introduction text can also be displayed when the audience enters the room so that they can get their phones/ laptops set up while they wait for the start of the event.

## Use Slido consistently throughout your event

Once your event is well underway, it's important that your moderator eventually uses the questions sent via Slido. The moderator should always react to questions that are being asked. Even if there is no time to answer all of them, he or she should at least briefly comment on them/ thank the audience for submitting questions and apologize for not answering all of them. Don't promise to answer all questions if time is restricted!

For Example:

- *Thank you for your questions, I encourage others to vote for the questions they want to be answered as we will not have time to answer all of them.*
- *All the unanswered questions will be used during the panel at the end...*
- *We are running a bit late, but don't worry. We will send all the unanswered questions to the speakers and provide you their replies after the event*
- *Every delegate will receive a summary of the poll results after the event.*