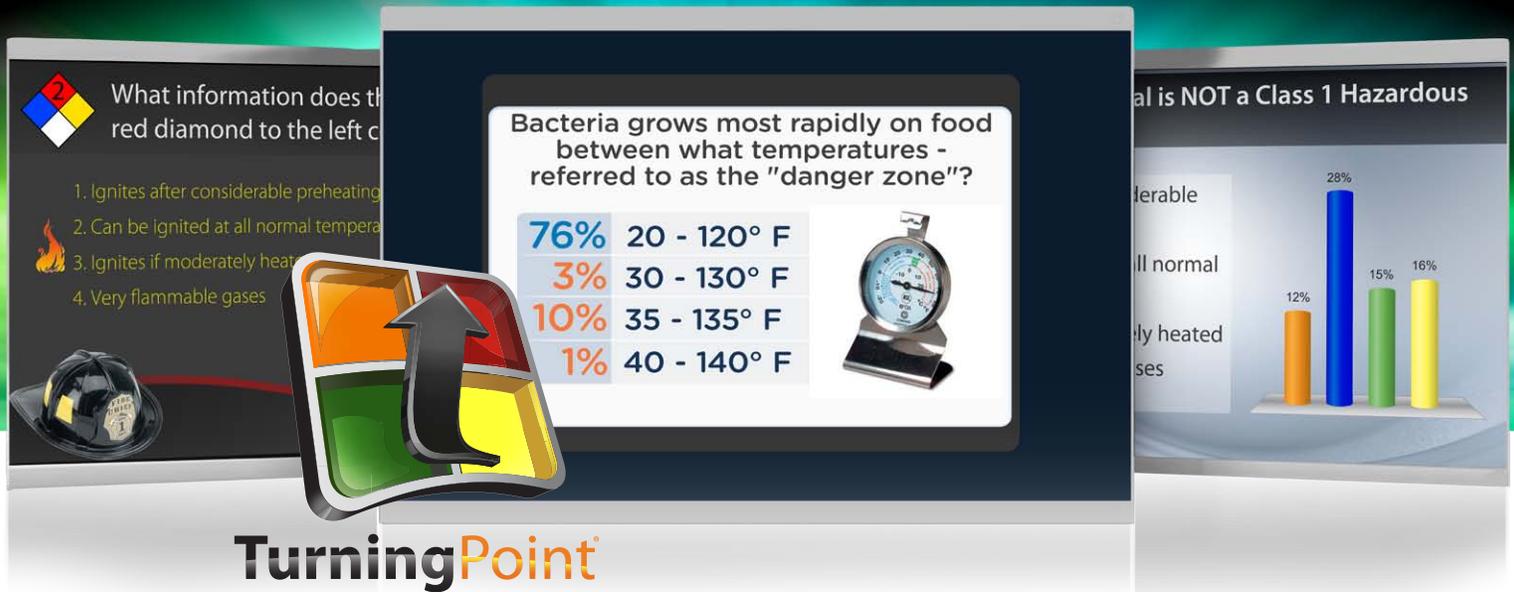# TurningPoint Tips & Tricks

TurningPoint will instantly enhance any presentation, but there are still some basic principles to keep in mind when creating your slideshow.

Start with an icebreaker.

It may be the oldest trick in the book, but ask a silly or off-topic question so participants are familiar with the ResponseCard keypads and how the system works. Provide clear instructions on how to respond.

Ask useful questions.

Make sure that you use audience response in alignment with your objectives. Asking questions that don't apply to the topic at hand won't help analysis of data or effectiveness of the presentation.

Remember to inform the audience whether answers are being tracked or remain anonymous at the beginning of your presentation.

Tracked responses will score individuals for assessment purposes, but anonymous polling may elicit more honest answers and feedback.

Keep it simple.

Keep regular slide and interactive slide content short. Don't overload the presentation with questions and don't overload a question with answer choices.

Personalize your presentation.

Change default settings to match your presentation scheme. Spread out questions. Don't lump all your questions together - break up material with questions throughout the presentation so that participants don't lose focus.

Be creative.

Ask more than "yes" or "no" questions. Try multiple choice, multiple response, priority ranking, matching and "true" or "false." Audiences using ResponseCard NXT or ResponseWare are also able to answer fill-in-the-blank, short answer and essay questions.

Ask opinion-oriented questions. Often the most surprising results come from these questions and a dialogue can be created when attendees find out they are not alone in their views.

Insert questions on-the-fly. Depending on the direction of your presentation, it may be appropriate to add questions based on audience feedback.

Run a competition. Not only is it a fun way to get the audience involved, it often builds teamwork and energizes the room for upcoming polling questions. When using a participant list, add a "fastest responder" slide to see who responds correctly first.

Assign point values to questions. Instead of making every question right or wrong, assign points and pass out awards to attendees with the most points.

Include an Answer Now, Countdown Timer and Correct Answer Indicator into interactive slides. These cues will give audience members specific instructions for responding during presentations.

Use with other technology. Integrate LCD projectors, whiteboards, learning management systems and even virtual collaboration tools for a fully-engaging presentation.

Eliminate the paper survey. Use TurningPoint for instant evaluations instead of wasting valuable time, money and energy on paper surveys.

Use collected feedback. Whether you're accumulating opinions or gathering demographic information, be sure to use the data for more than taking attendance. Guide the direction of the current session, apply responses to your next event or use demographic information for marketing materials - the possibilities are endless.

Involve remote audiences. Use our state-of-the-art RemotePoll and ResponseWare technology to connect to audiences in various locations using web-based and remote polling capabilities.

Save your session. Make sure that you save results from your session before exiting out of the program. Run custom, detailed reports from collected information.

Keypads are not a gift. While ResponseCards make great stocking stuffers, make sure to tell the audience all keypads must be returned. Remind attendees to leave the keypads on the seat or create a drop off box available by the exit.

Remember to rehearse. Do a run-through of your presentation in the location you will be speaking in so that no unexpected errors occur.

Have you seen all that TurningPoint can do? Schedule a free online training session with a specialized trainer to learn and use its advanced features.