Participant Instructions to Ask Questions and Evaluate Sessions

Overview
The CMS 2018 Medicare Advantage and Prescription Drug Plan Audit & Enforcement Conference & Webcast will offer all participants an option to submit questions during the live conference in addition to offering interactive polling during presentations as well as to evaluate each session.

Ask CMS Questions during "Live" Event
Participants attending the conference in-person will be able to ask questions directly to speakers during specified times in the agenda.

All participants will be able to ask their own questions by clicking here:
2018 CMS MA and PDP Audit & Enforcement Conference & Webcast - Ask CMS Questions during Live Event

Using Polling Technology to Interact during Presentations & Evaluate Sessions
Below are instructions on how to use Poll Everywhere® polling technology to interact during presentations and evaluate the conference sessions. There are two options for participation. Select the link below based on your preference.

1. Text Message – Participants can respond from smart phones 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.

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

Important Note: Viewing Tip for Webcast Participants
Participants attending via webcast can view the conference via **YouTube**.
To view and access the webcast, use **Google Chrome**.

Using an Ethernet connection for a computer or laptop, instead of Wi-Fi, may increase the webcast streaming speed and prevent delays.

Alternative Option for Participants
If you are unable to access and/or view via YouTube, there is a dial-in conference line available for you to 'listen only.' Due to the limited number of conference lines, we'll need you to send an email request to CTEO@cms.hhs.gov in order to obtain this information.

Text Message 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 CMS2018Audit** into the message box (not case sensitive).

6. **Send** your message.

7. You will receive a response stating **"You have joined CMS2018Audit Conf's session."** You are now connected and will remain connected for the entire conference.
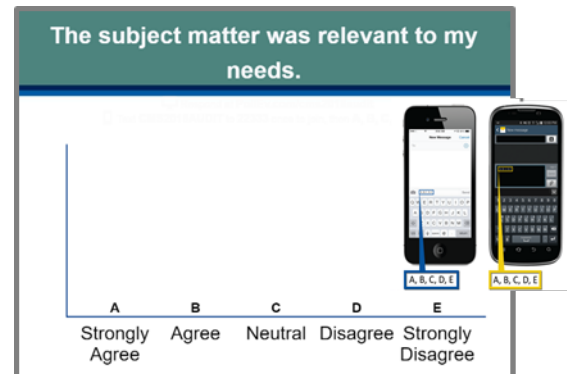

Note: The session will remain open throughout the conference; however, you can only submit an answer when the moderator/speaker is instructing participants to answer questions.
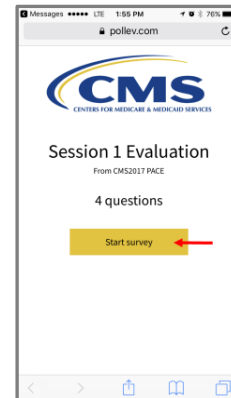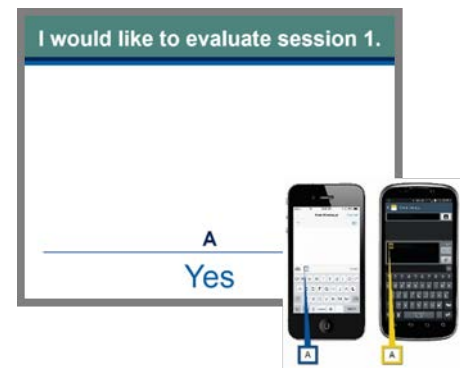
Responding to a Poll during the Presentation via Text

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 via Text

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

2. **Send** your message.

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

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

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

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

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

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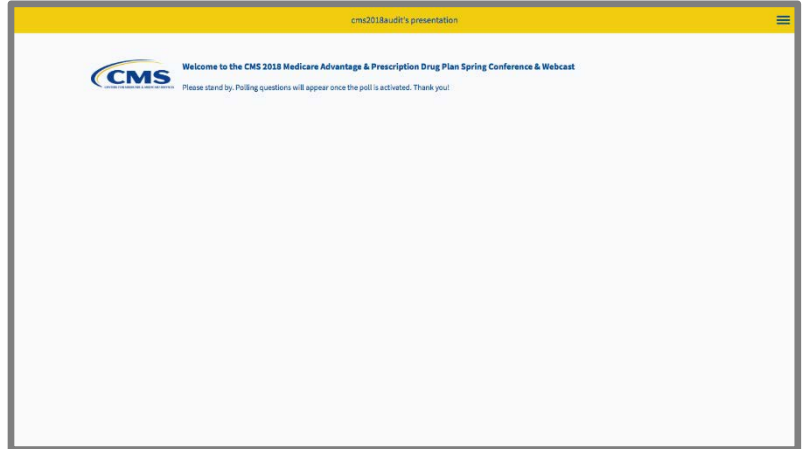
Web Browser Instructions

Joining Poll Everywhere® and Responding to Evaluations
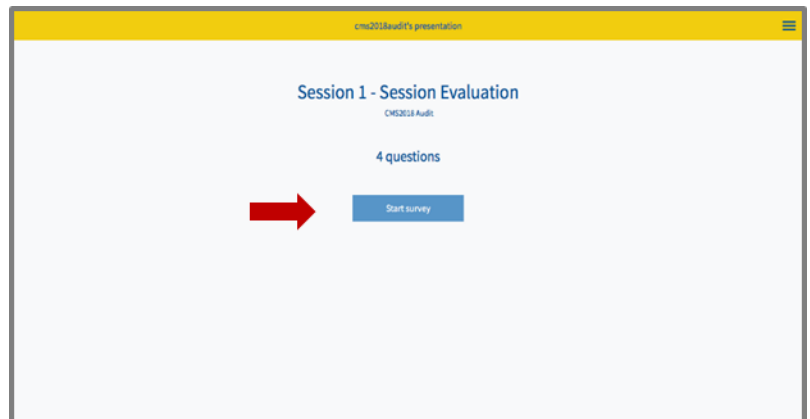
1. **Go to:**
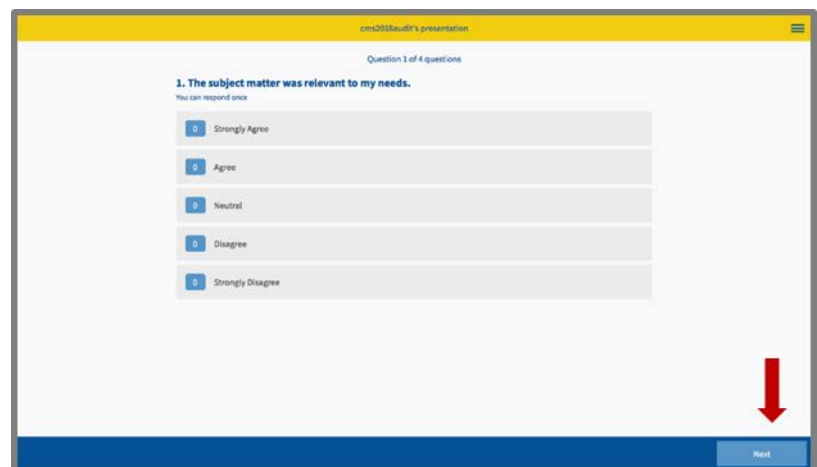   http://pollev.com/cms2018audit

   Welcome Page:
   When you see this welcome page, **the poll is _not_ in session**. Please wait for the moderator to open the poll.

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

3. **Submit your answer** and click "**Next**" to advance to each question.

4. **Submit** your survey by choosing "**Finish**."

QR Code Instructions *(Post-Conference Participant Survey)*

We value your feedback and it is very important to us. Another option for you to submit your conference experience is by using the QR code to complete the post conference participant survey.

Please Note: You will not earn CEU credit for completing this survey via this method.

iPhone Instructions

1. **Open** Camera.
2. **Line up** the QR Code in the **camera**.
3. **Tap** the Pop-up window.

Android Instructions

1. **Open** the **Play Store**.
2. Search for **QR Code Reader**.
3. Tap **Install**.
4. Tap **Accept**.
5. **Open QR Code Reader**.
6. Line up the QR code in the **camera**.
7. Tap **OK**.