

NANOS ARS GUIDELINES

Introduction:

The North American Neuro-Ophthalmology Society has adopted the use of Turning Point audience response system (ARS) for collecting member opinions and data at its annual meeting. The Turning Point ARS is an add-on to PowerPoint that can be quickly and easily learned by presenters and incorporated into their presentations. NANOS encourages all presenters to use the ARS in their presentations.

Presenters can easily incorporate ARS slides into their powering presentations in one of two ways:

1. Download the software from www.turningtechnologies.com
2. Create place holder slides within your PowerPoint presentation for conversion to active ARS slides prior to presentation.

Step-by-step directions for each option appear at the end of this document.

When creating ARS slides please keep the following guidelines in mind.

1. Use an ARS slide in your presentation wherever you would like to ask the audience a question. Eg: "How many of you offer steroids to your NAION patients?"
2. Consider using "pre" and "post" test slides with questions based on your CME objectives.
3. Keep your questions and answer choices as short as possible. Long and involved answer choices are difficult for the audience to respond to in a timely manner and will provide skewed data as a result.
4. Try to limit the number of answers to no more than 5. Four answer choices is optimal.
5. Try to limit your ARS use to no more than 4 slides. 2-3 is optimal.
6. Moderators can create their own ARS slide set to use at the beginning and/or end of a session in order to help drive teaching points home.

Option 1 - Software download

1. Go to www.turningtechnologies.com/downloads
2. Select the appropriate Turning Point download for your hardware and software requirements.
3. When prompted enter NANOS as your institution and provide your information including a valid email address. You will be sent a link to download the software.
4. Download the software to your hard drive and run the installer.
5. Once installed click on the turning point icon on your desktop.
6. Turning point will automatically open PowerPoint and will notice that there is a new turning point menu embedded in your PowerPoint program.
7. Click on new slide within the turning point menu in order to add an ARS slide to your presentation.

Option 2 - Create place holder slides for conversion

1. Insert a blank slide into your PowerPoint presentation using the powerpoint slide layout selector. The slide layout should be the standard title and body text slide pictured below:



1. Type your question in the "click to add title" section
2. Type your answers in the "click to add text" section. Do not number, letter, or format your answers in any way, simply type one answer, hit return, and type your next answer on the new next line. Your slide should resemble the one below when you are finished:



should resemble when you are

1. Keep track of which slides need to be converted. Please make a note of these slide numbers when you submit your presentation so that the NANOS A/V personnel know which slides to convert.

Complete tutorials are available on the Turning Technologies website or you may contact the NANOS staff.