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Symphony - Managing Your Meeting Inside Symphony

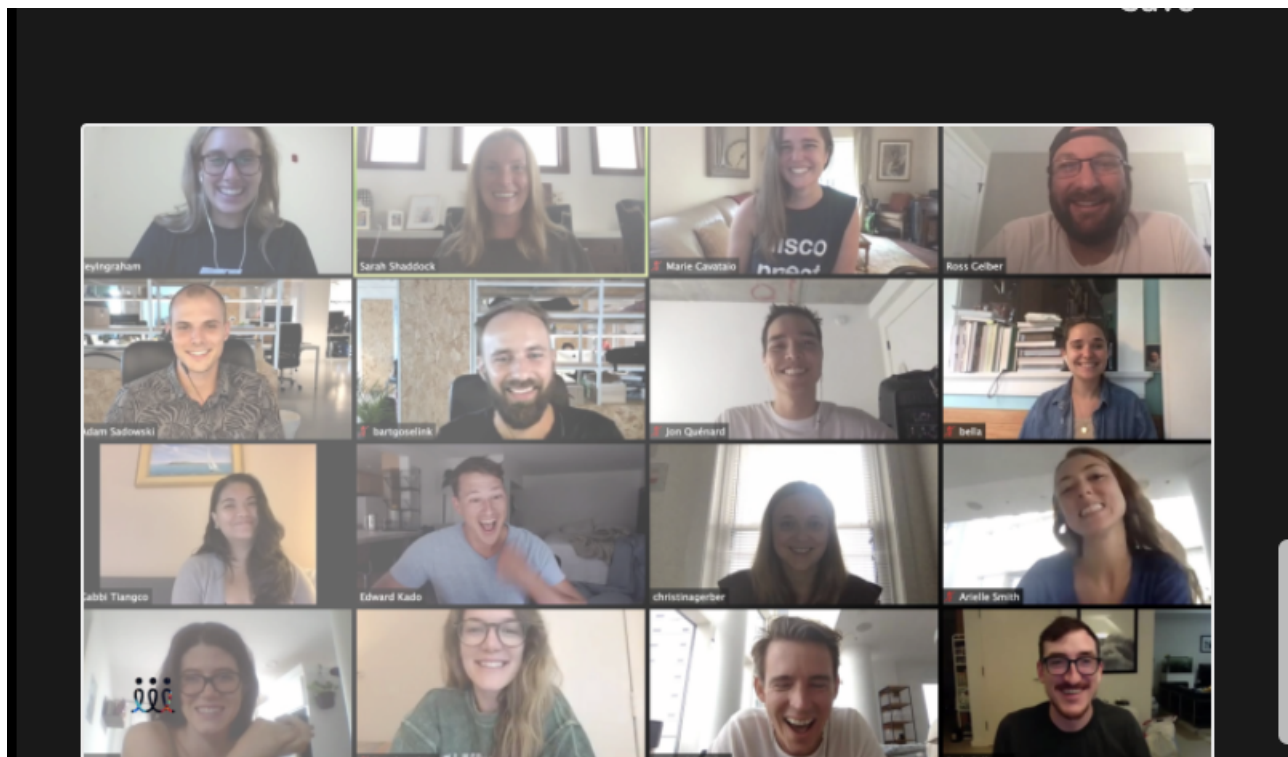
An overview of options once you have begun a Symphony meeting





Written by Michael Buckley
Updated over a week ago



PRESENTING CONTENT

Any content you have preloaded will display within the Presentation menu item.




SLIDE 7 Save

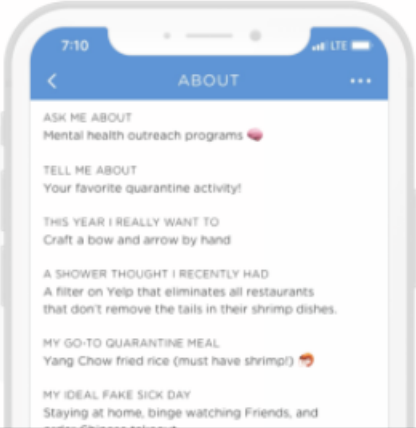
 **Pre-Recorded Video** 

 **EventMB - Breakout Session** 

PROFILE Custom Fields



Joanna Mitchell
CEO @ Mently



7:10 ABOUT

ASK ME ABOUT
Mental health outreach programs 🍷

TELL ME ABOUT
Your favorite quarantine activity!

THIS YEAR I REALLY WANT TO
Craft a bow and arrow by hand

A SHOWER THOUGHT I RECENTLY HAD
A filter on Yelp that eliminates all restaurants that don't remove the tails in their shrimp dishes.

MY GO-TO QUARANTINE MEAL
Yang Chow fried rice (must have shrimp!) 🍲

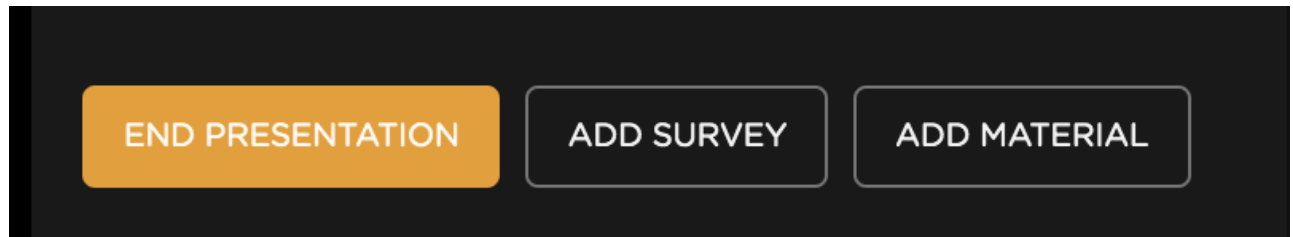
MY IDEAL FAKE SICK DAY
Staying at home, binge watching Friends, and

Write a note for Slide 2...

ADDING CONTENT


Select Add Material when you want to add content to your Symphony session.

PRESENTATION >







There are three options available:

Create New Content


 **Add Material** ✕

Create | Select | Embedded Html



-  **UPLOAD IMAGE**
-  **SELECT FROM UNSPLASH**
-  **CLEAR**

TYPE*
Make a selection ▼




Click to Select or Drag & Drop Files Here
.pdf, .mp3, .mp4, .mov, .avi


Cancel Save >


Select from Content Repository

Add Material ✕

Create **Select** Embedded Html

 [UPLOAD IMAGE](#)

 [SELECT FROM UNSPLASH](#)

 [CLEAR](#)

MATERIAL*
Make a selection ▾


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PDF

Embedded Links

⌵ **Add Material** ⓧ

Create Select **Embedded Html**



 **UPLOAD IMAGE**
 **SELECT FROM UNSPLASH**
 **CLEAR**

NAME*
Enter text

EMBEDDED HTML*
Enter text

Cancel **Preview >**

Adding Surveys

Select Add Survey to add a question or questions to send to your audience as a live poll.

PRESENTATION >

END PRESENTATION **ADD SURVEY** **ADD MATERIAL**

Here you will be able to select from any pre-build survey from your repository.

Add Survey ⓧ

Make a selection ∨ SEND TO AUDIENCE

Search...

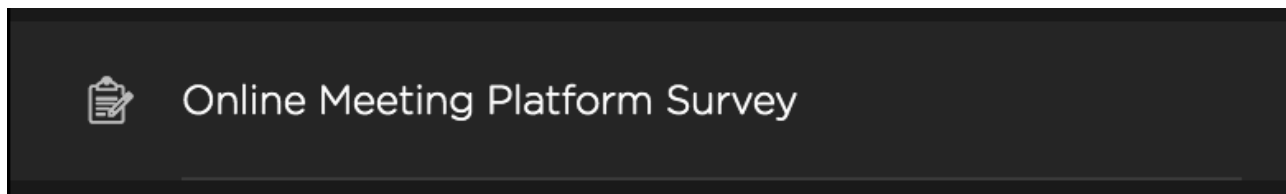
ARVO 2016 Question Set	Slide
whats for lunch?	Slide 22
what's everyone want for lunch today?	Slide 10
Scientific Leader Survey	Slide 22
Did you feel obligated to come to this party?	Slide 1
hello this is a poll	Slide 8
	Slide 2

CLOSE

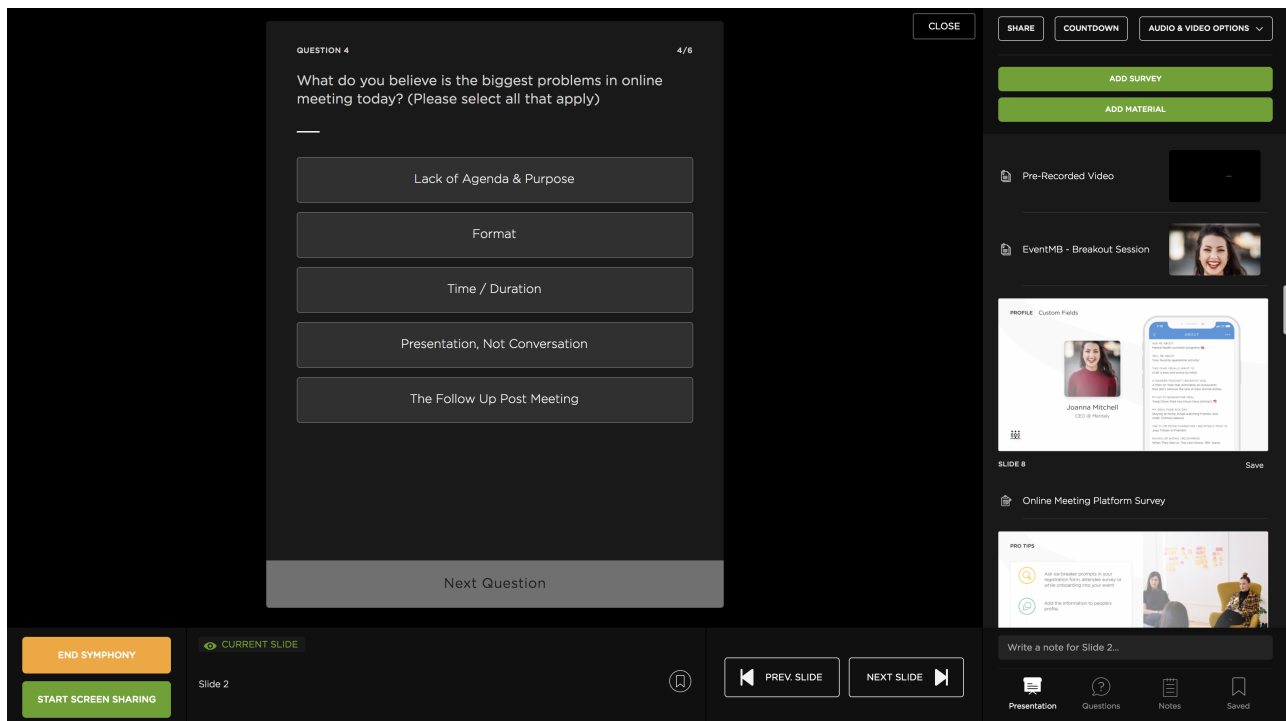
In case you're wondering, yes the Cadence family loves lunch.

Live Polling

When the survey is within your Presentation timeline, you may send it as a Live Poll to your audience by clicking on it.



The Poll will display within the presentation window for all attendees.



Enabled/Disable Ask a Question

As the Host, you will determine when you want to enable & disable asked questions. To do this

As the host, you will determine when you want to enable & disable asked questions. To do this, click Enable Ask a Question or Disable Ask A Question. Wow, straightforward.

DISABLE ASK A QUESTION

ASK A QUESTION**MOST LIKED**

2

Who's that guy on Slide #2?

12:18 PM EDT

2

What's the best way to get an IT Director's attention when budgets are being cut?

12:28 PM EDT

1

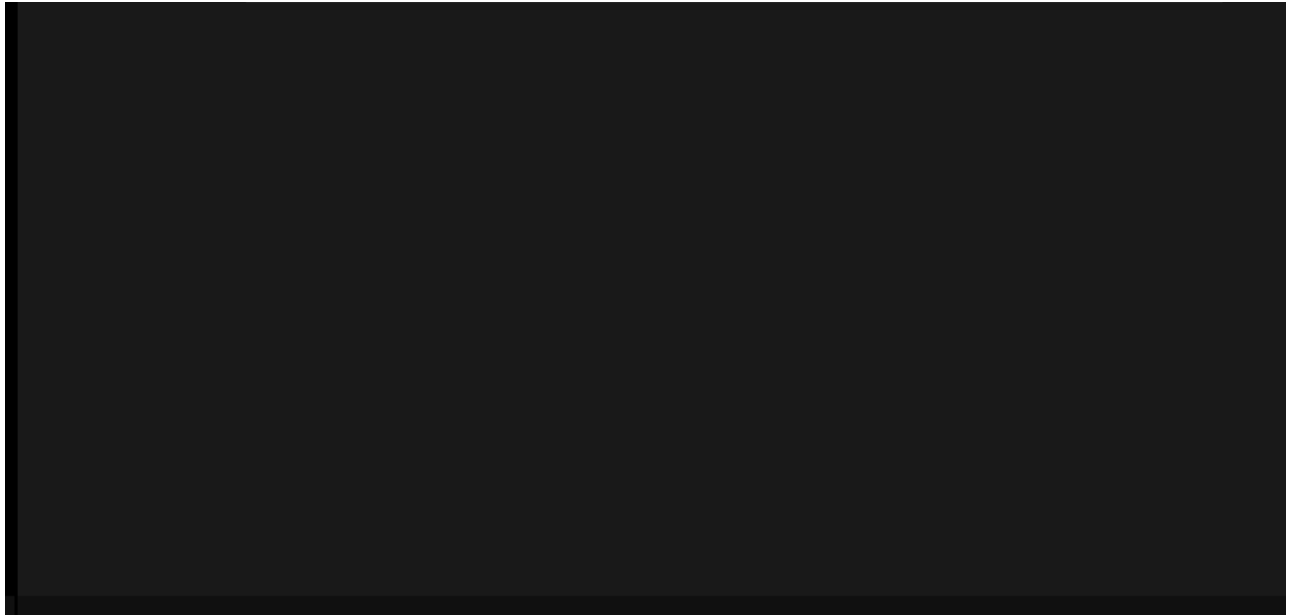
Will this session be available afterwards for on demand viewing?

12:13 PM EDT

1

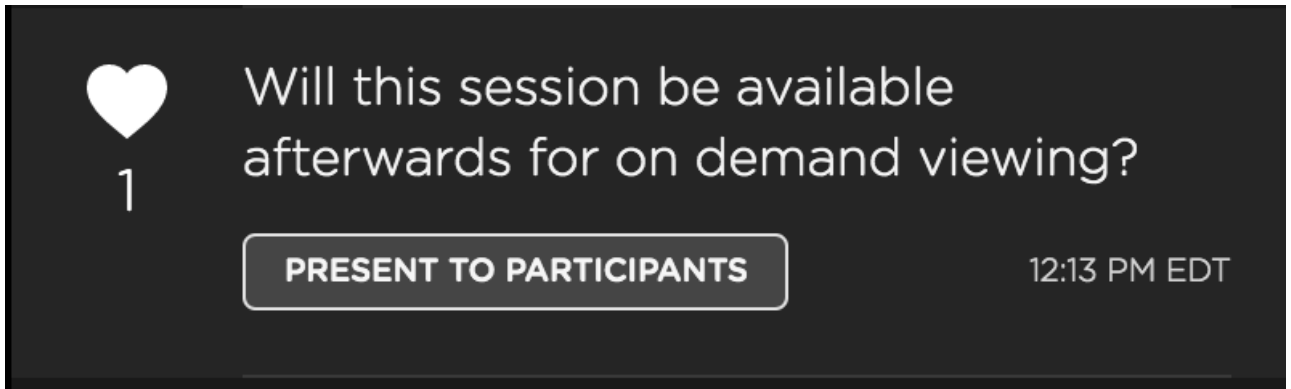
When did the founders of EventBrite meet?

8:14 AM EDT

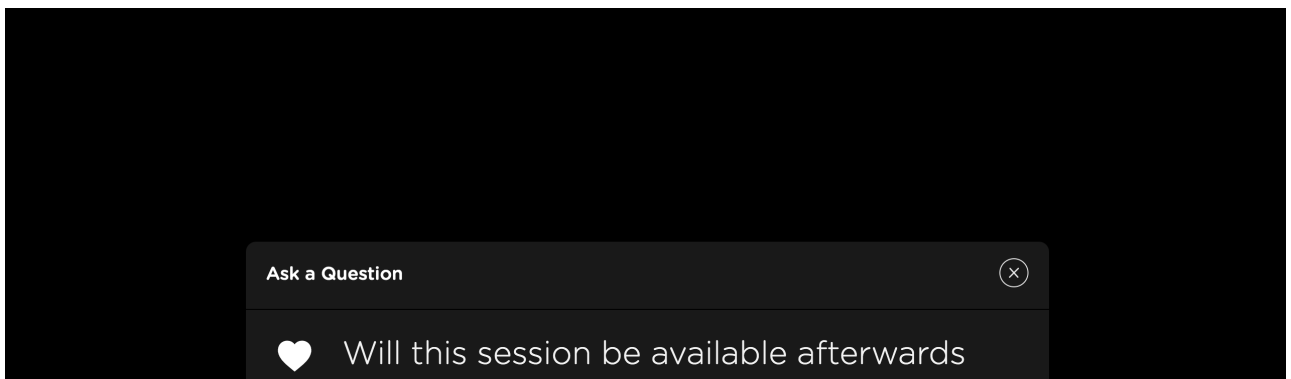


Presenting an Asked Question

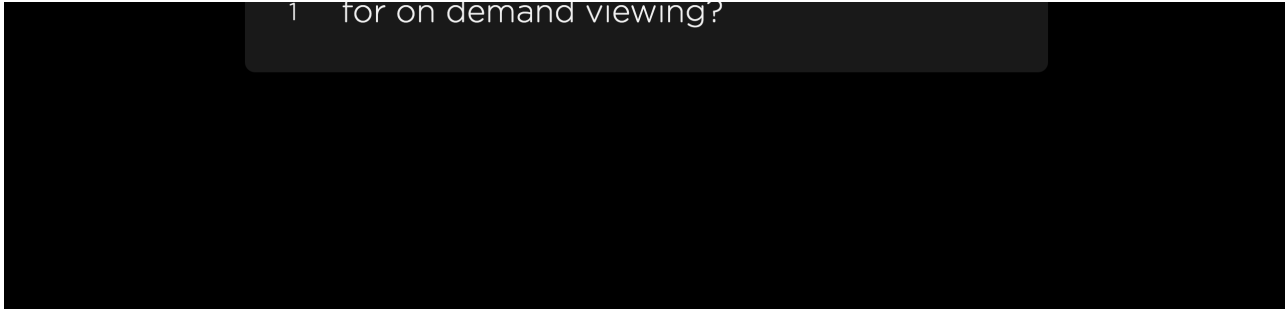
When the speaker(s) are ready to answer questions, as the Host, select the question you want to present to the audience.



This is the view for the audience when presented



1 for on demand viewing?



Did this answer your question?

