Quick Guide

Engage on iPad
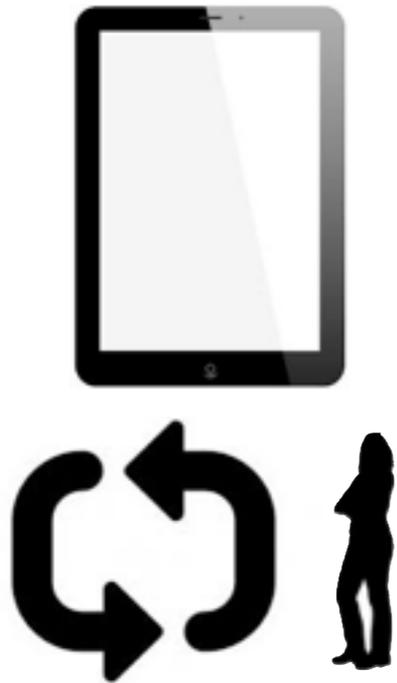
The system consists of the delegate iPads, a wi-fi local area network, (that is not connected to the internet) a server, a machine to edit the content, a technician to set up all equipment and configure the server.

Delegate iPads

Wi-Fi routers

Server

1 per 20 iPads

1 per 20 iPads

Edit

Tech

avd
av department
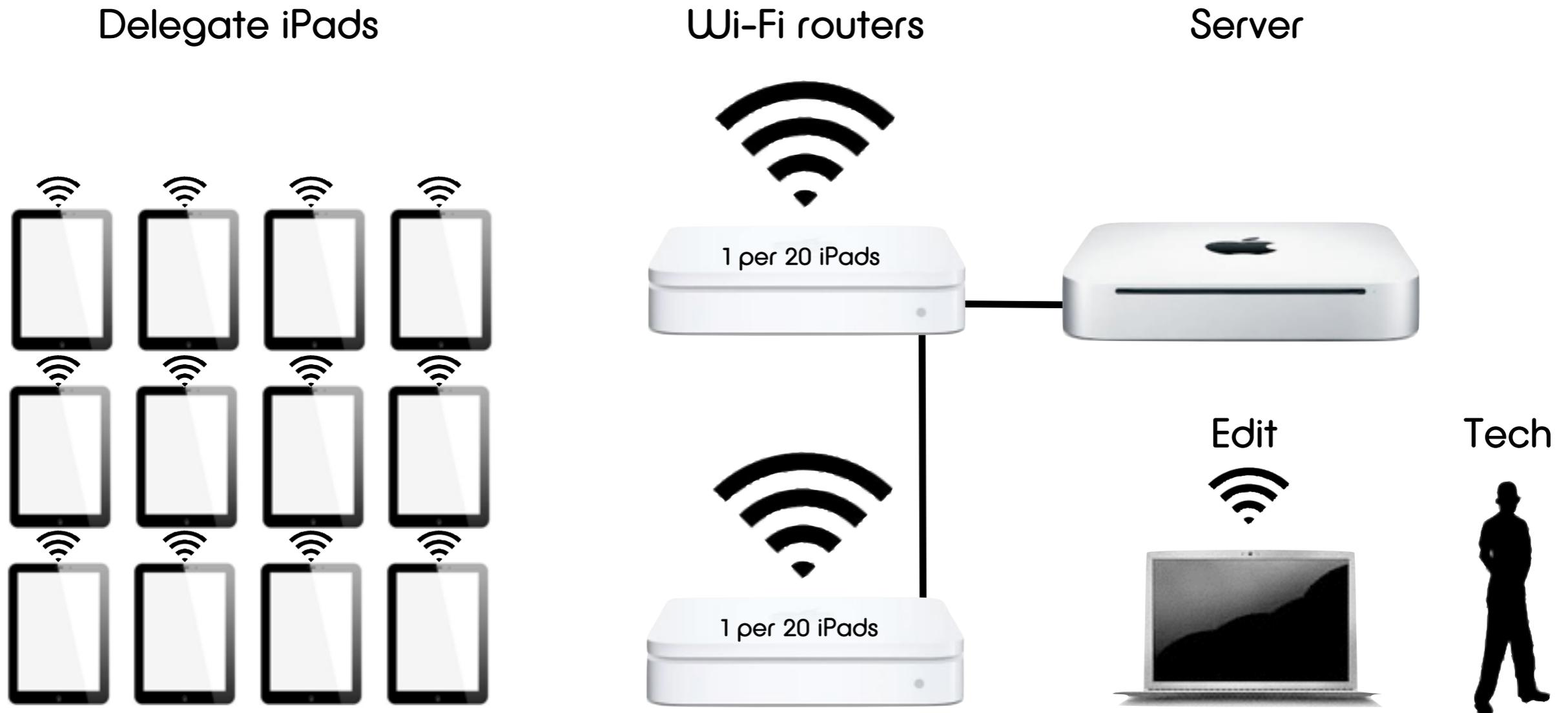
Content submitted can be handled in a number of different ways.
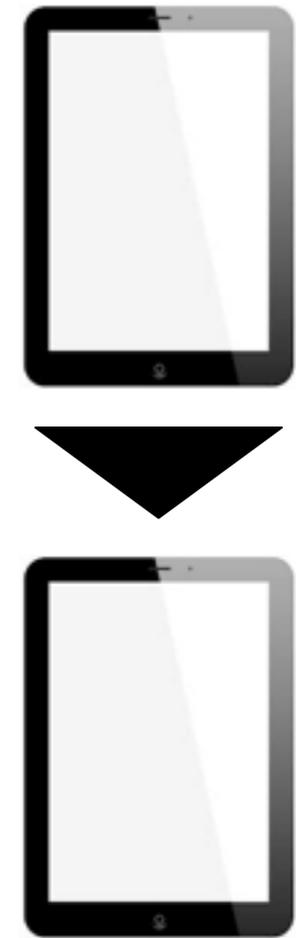

Content can be entered via the iPad and then viewed by the iPad on a different page, this can be automatic or it can be moderated first.

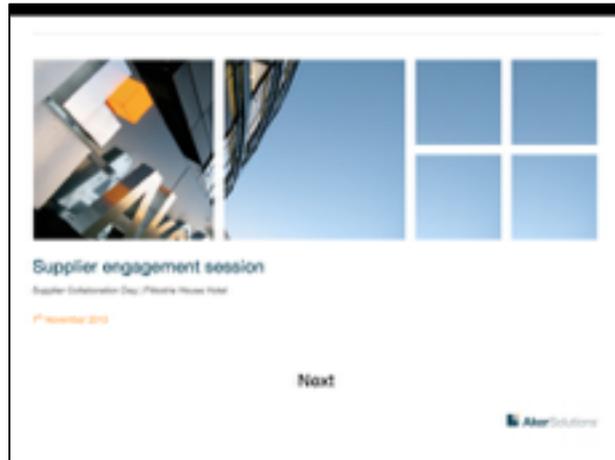Content can be saved for post event evaluation. (All content is saved by default)

Content can be sent to screen.

Content can be sent to another iPad.
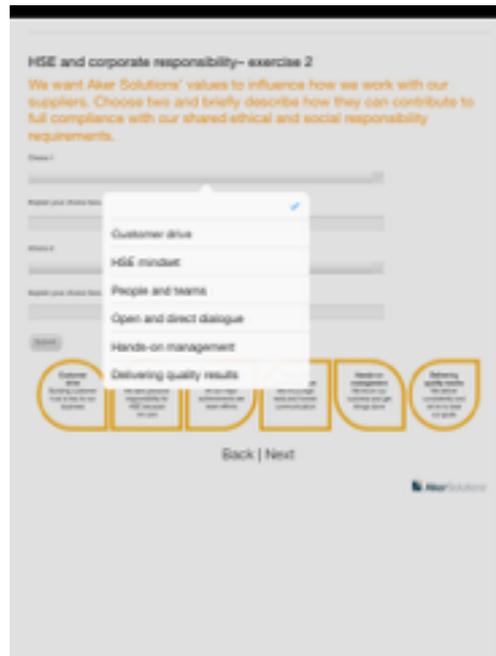
Content types.

Home screen

Information Pages
(agenda, delegate lists,
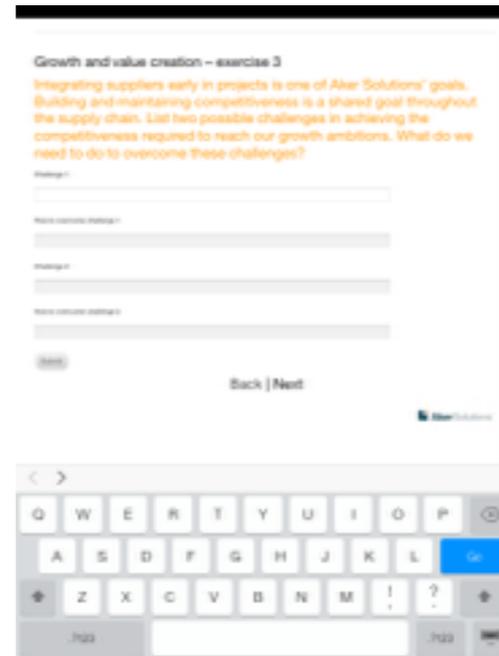speaker profiles etc..)

Radial button votes and
comment boxes

Vote results and
comments display

Drop down menu
selection

Drop down menu and
comment boxes

Presentations,
Documents and video
content can be listed for
private viewing via links.

Video can NOT
currently be played to
devices simultaneously
as it is not possible to
sync the audio and
start times of all
devices

avd
av department

Waste Reduction.

Agenda,
Delegate List,
Speaker Profiles..

Use the iPads to carry traditionally printed materials to reduce waste.

avd
av department

Journey types. The system can be used in a strict linear progression, in a specific order, or non linear were access is given to all content at all times. Elements can be 'published' at different times to allow a mix. Navigation is via links in the content or via page tabs at the top of the screen.
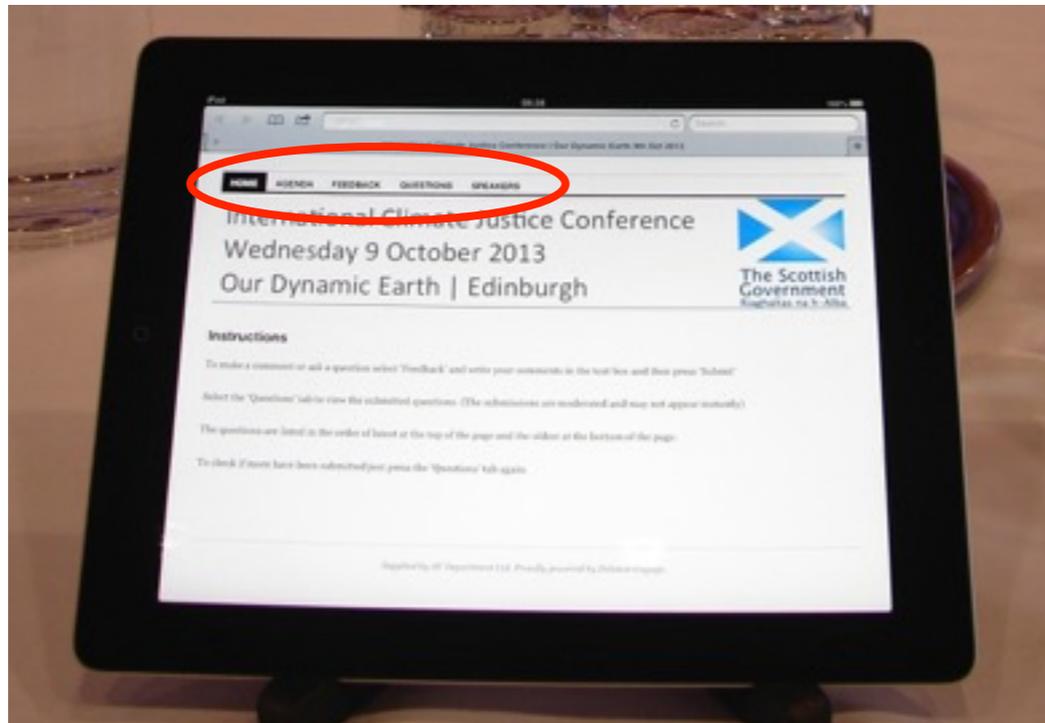
Tabbed page navigation
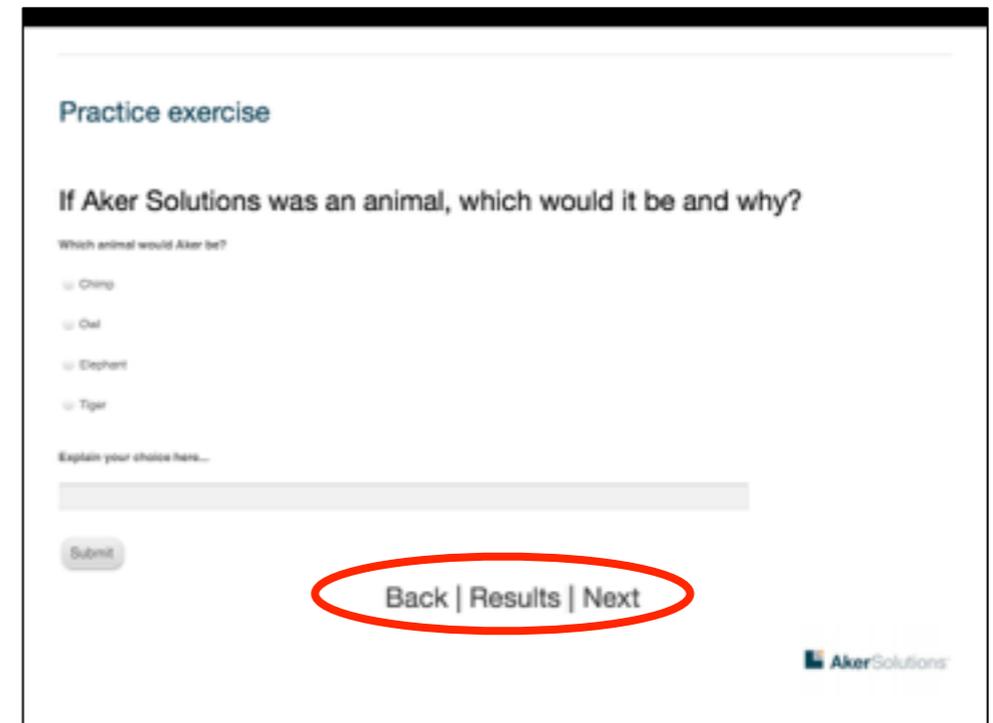
Linear page navigation

Typical usage scenarios in a conferencing setting...

Delegates enter the room to find an iPad on the table. The iPad is branded with the event logo on the home screen. The iPad screen has tabs for the Agenda, Speaker Biographies and Comments, Other tabs appear as the day progresses for the table workshops.

The day may start with a formal presentation. The delegate can read the speakers biography and submit a question, via the iPad, regards the presentation for the following Q&A session...

Before Coffee break delegates are asked to have a discussion at their tables with their colleagues. The task is to tackle a problem and come up with three possible solutions. Each table has been given a different problem to discuss. The table facilitator makes sure all comments and thoughts are recorded in the iPad for later analysis...

During Coffee break, delegates take the opportunity to review the online posters and submit a question, perhaps watch the video of the case study before lunch...

After coffee delegates are given the opportunity to view and vote on their colleagues solutions to the tasks set before coffee... The client now has a plan for the year ahead...

There is a Panel session in the afternoon, delegates are asked to submit questions to the Panel via the iPads. The Panel Chair can use the questions submitted to drive the debate. All will be relevant to the audience as they scripted the questions... No single delegate can hijack the whole debate on one topic... More questions are submitted than can be asked or answered, all will be saved and answered via the conference twitter feed or on the congress website...

During the afternoon the room is getting too cold... a delegate sends a message via the iPads to the conference organiser that perhaps the air con could be turned off now...

There is an evaluation form on the iPad which the delegates can fill in individually at any time during the afternoon its accessible via a tab that was not visible in the morning...

avd
av department
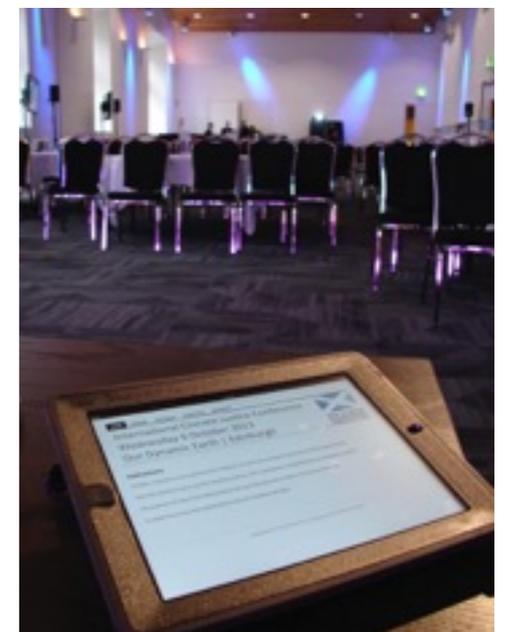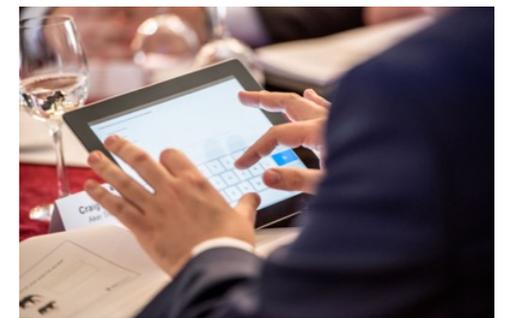
Frequently Asked Questions

Can I use my own iPad?
Yes. No special app or config is needed, just wi-fi network and Safari.

Can we stream video to all iPads simultaneously?
No. As there are issues with synchronising the audio and start times on all devices.

Can you display the presentation on the main screen on the iPads as well?
Currently push sync of slides on the iPads is not available on Engage. We can however have the presentation available to down load to the iPad and allow the delegate to view at their own pace. This is helpful when referencing questions to slides during the Q&A and feedback sessions.

Can you do multi site?
Yes. Multisite can be facilitated when the service is hosted on a web server.

Can the iPad be branded?
Yes. we can brand the home screen and the content with your company logos and images.

Is this system available as a dry hire?
No. The system requires a high degree of technical support and it is not advisable to hire the system with out an AVD technician.

Can we update data?
Yes you can update data at any time as well as timed release of data.

avd
av department

Tips and Notes

Consider what out comes you hope to achieve in using the system.

Every use of the system is bespoke to the client needs there is no template.

Engage works best when iPads are shared in a Cabaret style seating plan. 1 or 2 iPads per table is optimal. This creates a happy medium of cost to the client, speed of the installation infrastructure and management of the devices on site.

Consider having a nominated person or facilitator at the table who will look after the iPad and enter the data when required.

Adding more iPads, 1 per person, does not necessarily increase or improve submitted content. Shared iPads allow the delegates to discuss options then make a submission, this in turn promotes networking and information retention.
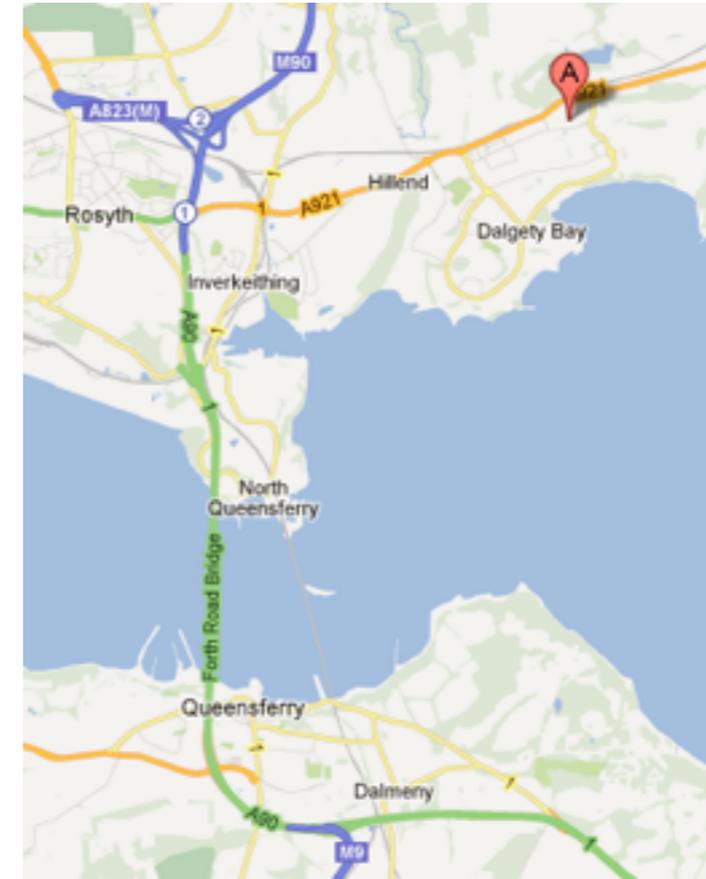
Though iPads can be used for voting, complex voting tasks such as multiple choice, ranking and filtered questions are still best handled by a keypad voting system. This is due to the speed of responses and the possible need to register individual votes rather than a shared vote. We offer discounts on combined services.

The iPads are the responsibility of the hirer. The hirer is liable for loss or damage to any device. The hirer will be charged for any replacements.

Contact Details

AV Department Limited
Unit 83 East Way,
Hillend Industrial Park,
Dalgety Bay,
Fife. KY11 9JF

Tel. 01383 825709
Mob. 07905 437662
E. info@avdept.co.uk
www.avdept.co.uk