

Using Slido for All Hands and Town Halls

For remote, hybrid and in-person

slido

Introduction

In this guide, you will learn how to use Slido to make your All Hands and Town Hall meetings **more inclusive** by allowing your employees to actively participate - **whether they are remote or onsite**.

Slido allows you to interact with your team at scale - you can **ask for real-time feedback** on business updates, get their buy-in, **extract the best ideas**, and enable them to **submit and upvote** their **questions** for leadership Q&A.

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01 Common challenges of All Hands meetings

Inefficient Q&A

- **Not getting questions that truly matter**
Lack of safe space for employees to ask questions or voice sensitive topics.
- **Inability to prioritize**
Challenge to identify key topics, getting irrelevant questions or duplicates.
- **Unorganized data**
Struggle to keep data in one place, identify trends and follow-up on unanswered questions.

Little or no interaction

- **Lack of alignment**
Not getting instant feedback to see if the key messages resonated.
- **Inability to “read the room”**
Difficult to engage in conversation and check whether the audience understands your content.
- **Short attention span**
Not knowing if people are listening or multitasking, especially with their cameras off.

Lack of inclusion

- **Distributed or hybrid teams**
Working across different locations and time zones might not allow for everyone to be in the meeting.
- **Lack of diversity**
Hearing only from a few vocal individuals might not represent the full diversity of opinions.
- **No real-time feedback**
Absence of honest feedback from the employees to identify underlying issues.

02 How Slido can help

Make your Q&A efficient and democratic

- **Create a safe space**
Slido enables transparent conversation where everyone can ask questions anonymously or with their name.
- **Democratize the Q&A**
Let everyone can see and upvote each other's questions, allowing you to address the most important topics first.
- **Ensure the quality of the discussion**
Review incoming questions and export and address unanswered ones after the meeting.

Improve alignment and build trust

- **Interact at scale**
With live polls, you can collect ideas or opinions in a couple of seconds – whether there are ten or hundreds of people in a meeting.
- **Streamline decision making**
Make team decisions democratic and politically neutral – every vote has the same impact, regardless of the person's role.
- **Get instant feedback**
Hear from everyone and ensure important updates aren't missed.

Foster an inclusive culture

- **Include the team no matter where they are**
Open the Q&A before the meeting to include your team regardless of the time zone they are in.
- **Boost inclusion**
Polls help you elicit thoughts and opinions from everyone regardless of how vocal or shy they are.
- **Make people feel heard with after-event feedback**
Collect instant feedback at scale to uncover what can be improved.

03 Features and poll templates

Audience Q&A

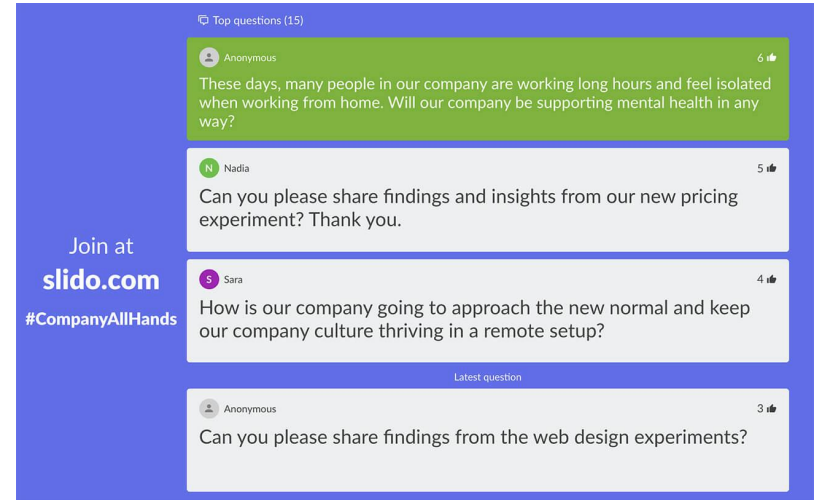
Why use it?

Q&A gives people the opportunity to talk with the leadership and ask what's on their minds.

Let your employees submit their questions via Slido **before or during the meeting**. You can allow them to **ask anonymously** which promotes transparency and gets you more honest questions.

People can **vote for questions others posted**, so the most relevant ones rise to the top.

As the meeting organizer, you can **turn on moderation to review questions** submitted by the participants before they appear live for everyone to see.



03 Features and poll templates

Live polls

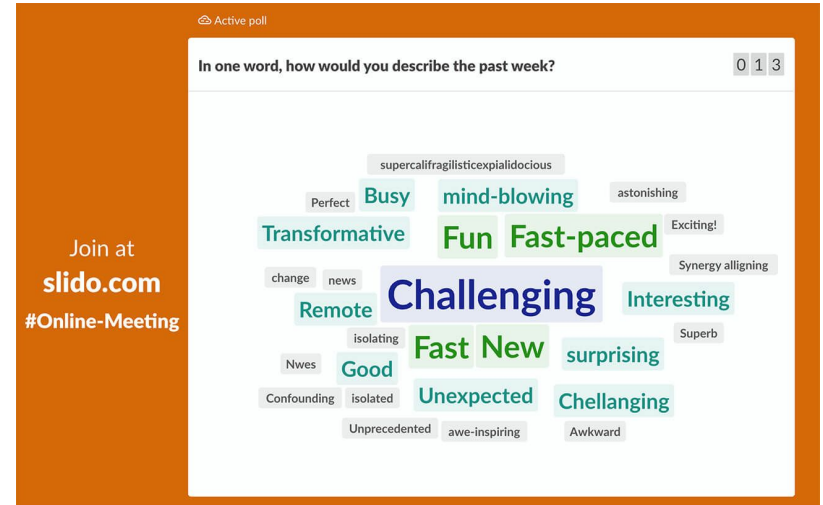
Icebreakers and opening polls

Why use it?

Polls are great for breaking the ice, setting the tone and involving your audience right from the start.

Examples

- **Where are you joining us from?** (word cloud)
- **What was your personal or professional highlight of the past month?** (open text)
- **From 1-10, what is your energy level today?** (rating)



03 Features and poll templates

Live polls

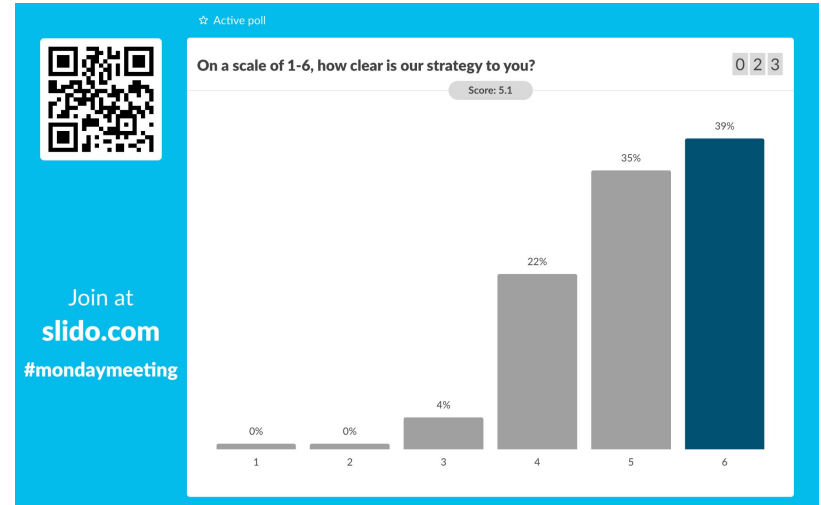
Pulse checks and getting team's buy-in

Why use it?

Have you just presented a new strategy? Ask for your team's buy in. Have you delivered a big chunk of new information? Check how your employees understood it or ask for their immediate feedback.

Examples

- **On a scale of 1-7, how clear is our new company strategy to you?** (rating poll)
- **How excited are you about our new feature?** (rating poll)
- **In which of our company goals did we make the biggest progress last year?** (multiple choice poll)



03 Features and poll templates

Live polls

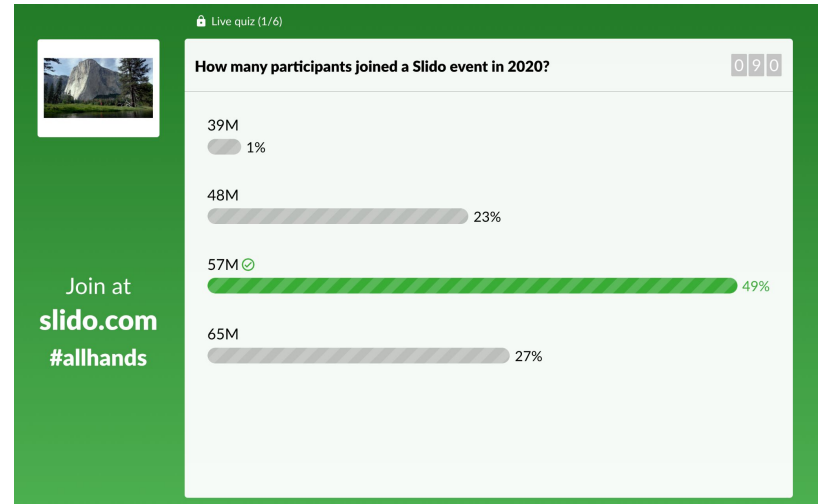
Presenting numbers in an engaging way

Why use it?

Give presenting business updates a new spin - present them in the form of a quiz. Instead of passively taking in information, you will compel your employees to actively think about the correct answer and retain more from the meeting.

Examples

- **Which of our regions has been growing the fastest?** (multiple choice poll)
- **What was our average NPS this quarter?** (multiple choice poll)
- **How many new colleagues have we welcomed in 2020?** (multiple choice poll)



03 Features and poll templates

Survey poll

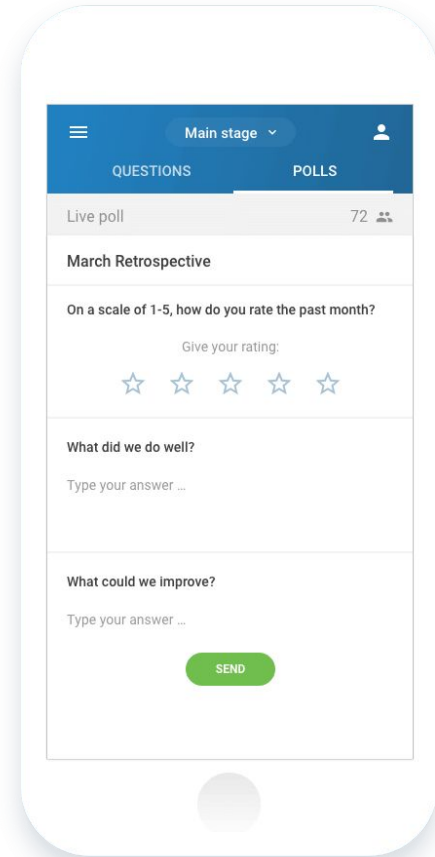
Collect feedback

Why use it?

Create a simple survey to find out what went well and what areas could be improved. Boost the response rate by asking for feedback before the meeting ends and export and analyse the collected data afterwards.

Example of a survey

- **How useful did you find this meeting?**
(rating)
- **Which part did you find the most valuable?**
(multiple choice)
- **Any ideas for improvement?**
(open text)



04 Slido checklist

Before the meeting



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Tech setup

1. Go to [slido.com](https://www.slido.com) and select “**Log in with Webex**”.
2. [Create your Slido event](#) and set up the **event name**, **date** and **event code** in the [settings](#).
3. [Create your polls](#) **before** the meeting.
4. [Test the tech flow](#) and **how to display Slido in Present mode**.

Optional:

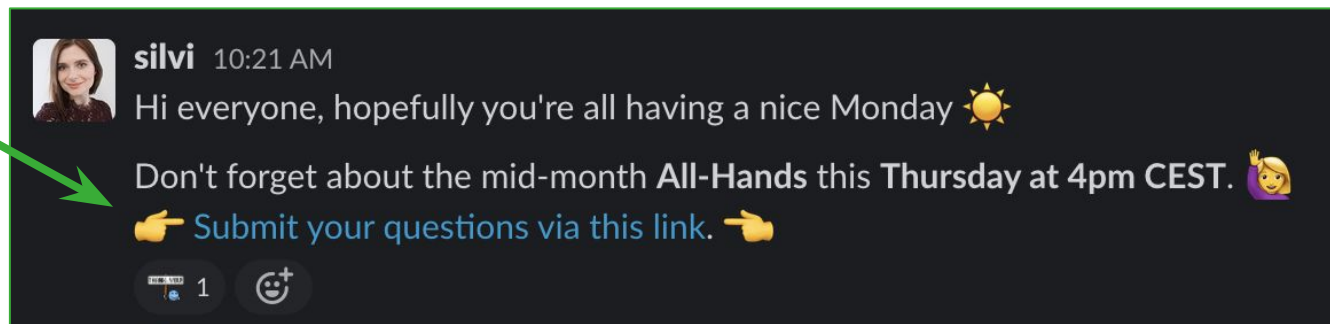
5. [Turn on the moderation](#) to **review audience questions** in advance.
6. [Secure your event](#) and [customize the branding](#).

Meeting checklist

1. **Share [Slido's event link](#)** with your team to collect questions in advance.
2. Review submitted questions and give your **[leadership time to prepare for the Q&A](#)**.
3. **Train the person** who will manage questions and activate polls.
4. **Appoint and brief a moderator to** read out questions to the leadership during the live Q&A session.
5. **Think about interaction points in advance.**
Tip: if your slides are heavy with content, insert polls in between to ensure your team is following you.

How to communicate Slido

Example:



Tip: you can also share the Slido's event link via email or include it with your meeting invite.

04 Slido checklist

During the meeting



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Tech setup

1. [Activate your polls.](#)

Tip: activate the polls slightly ahead to offset the video delay.

2. Display the poll results in [Slido Present mode.](#)

Tip: people are 2X more likely to engage with you if the Present mode is displayed.

3. [Approve questions](#) as they come in (if the moderation is turned on).

4. During the Q&A, **display questions in Present mode.** [Highlight](#) the question that is being discussed and **mark it as answered** to remove it from the screen.

Optional:

5. **Switch between Slido Present mode and your slides** with a [Slido Switcher](#) or use one of our existing integrations ([PowerPoint](#), [Google Slides](#)).

Meeting checklist

1. Introduce Slido at the beginning.

***Tip:** if your participants are joining outside of Webex (e.g. during a hybrid meeting), they can join at slido.com with [#eventcode](#), by scanning the [QR code](#), or via [Slido's event link](#).*

2. Take 2-3 minutes to run an [icebreaker](#) poll.

***Tip:** Running an icebreaker poll not only works as a great opener, but it will also help you bring people into Slido so they can answer your upcoming polls more quickly.*

3. Give participants time to respond and always comment on the poll results. Otherwise people will lose interest and stop sending in their votes.

4. Remind attendees to submit and upvote questions and make sure to **allow enough time for Q&A** to address the most popular ones.

5. Activate the feedback survey as people are leaving the meeting to increase the response rate.

***Tip:** Make sure to keep the feedback open and include the survey link in the meeting outcomes so your participants can fill it out in their own time.*

How to communicate Slido

Example:

*“At this meeting, we will be using Slido to crowdsource questions and ask for your input via live polls. You will be able to join the conversation directly in the Webex sidebar.**

From there, you will be able to submit and upvote questions that resonate with you, express your opinion in live polls and share your feedback.”

Tip: We advise to start the meeting with an [icebreaker poll](#) to include your team right at the beginning and increase the overall level of engagement.

* Alternatively, participants can join at [slido.com](#) with [#eventcode](#), by scanning the [QR code](#), or via [Slido's event link](#).

04 Slido checklist

After the meeting

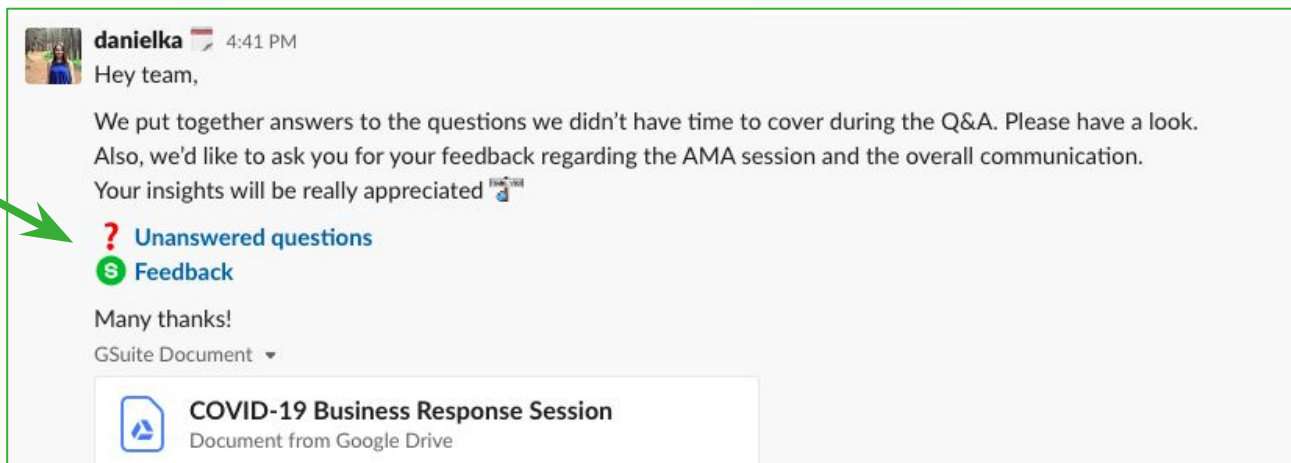


Tech setup & Meeting checklist

1. Go to the [Analytics tab](#) to view and export your data for further analysis.
2. [Evaluate feedback](#)
Tip: Go through your employees' answers and look for concrete suggestions to implement at your next meeting.
3. [Address unanswered questions](#)
Tip: If you didn't have time to cover all questions, export them and provide the answers after the meeting. Following up is critical for keeping the Q&A transparent and building the trust.

How to communicate Slido

Example:




danielka 4:41 PM
Hey team,

We put together answers to the questions we didn't have time to cover during the Q&A. Please have a look. Also, we'd like to ask you for your feedback regarding the AMA session and the overall communication. Your insights will be really appreciated 🙌

? Unanswered questions
S Feedback

Many thanks!

GSuite Document ▾

 **COVID-19 Business Response Session**
Document from Google Drive

05 Additional resources

Articles:

- [8 Interactive ideas for your next all-hands meeting](#)
- [How to craft a bulletproof all-hands meeting agenda](#)
- [How to host better Q&A sessions at all-hands meetings](#)
- [5 ways to deal with difficult employee questions during Q&A](#)
- [How to prepare executives for a Q&A: 9 essential tactics](#)
- [Customer Story: Creating a live dialogue with employees](#)

Videos:

- [How to run a fully remote all-hands](#)