



Executive Board informal session, 8 July 2021

High impact partnerships that are fit for the field and fit for WFP programmes

Guidance on use of Mentimeter during the session

Background

With the view of making the **Executive Board informal session** on 8 July interactive and dynamic by gathering live feedback, comments and ideas from the EB membership during the event, WFP is proposing to make use of Mentimeter, an online interactive platform.

Steps to follow during the session

- **Please, have a mobile phone with an internet connection at hand during the session.**
- At the beginning of the session, the EB membership will be asked to use a mobile phone to visit the website www.menti.com and insert a **8-digit code** that will be provided by the moderator.
- By inserting the code into the homepage of Mentimeter's website, the EB membership will be able to see on the main screen the questions that the moderator is asking and simultaneously will be able to respond to these questions through their mobile phone.
- The time to respond will be set and communicated by the moderator.
- Please see the example below:



Types of questions and results of the submissions

- Mentimeter offers a wide range of question types, including multiple-choice, word cloud, scales, ranking, Q&A.
- **All submissions are anonymous, and results of live submissions might be shown immediately on screen** by the Moderator of the session.
- If the EB membership wishes to make a non-anonymous submission, in cases where an open-ended response is required, the **EB membership may add the name of their country to the end of the text**, to identify the author. This is not possible for multiple-choice or ranking questions that do not require drafting an answer by the EB membership.

Open comments and questions on Zoom

- Given the anonymity feature of the Mentimeter platform, the EB membership who wish to raise an open comment or question to the moderator or to the speaker(s) of the session, may do that through the **Zoom chat box function** that will remain active for the whole session.
- Please note that the Zoom chat box is **not anonymous** and comments raised through this channel will be visible with the name of the author/country who submitted them.