



Instructions for Q&A Moderator Functionality at Industry Sessions

Status: March 2025, modifications possible until congress start (please review for updates)

Congress participants will be able to ask questions during the live broadcasting using the Q&A box next to the livestream player on the virtual congress platform. Participants in the room can use the Q&A function via the interactivity micropage by scanning the event QR code. These questions can be **released** or **answered** using the **Q&A moderation page via the iPad**. Please assign one dedicated person to take care of the written Q&A moderation. If the questions are not released on the moderator page, they will not be visible on the chair table.

Q&A moderation page – pre-filtering overview for Company Representatives

Example session for Q&A moderation

Your name

Ask a question...

CLEAR **SUBMIT**

Sort by ☒ most recent ☐ most likes Filter by addressed to: Show archive Show bookmarked

Comment given name Bookmark this comment for the discussion 117 days ago

test...

Reply

Comment given name 2 Bookmark this comment for the discussion 117 days ago

Test Question 4

Reply

Show to Audience Hide from Panel Move to archive Delete

1. Hide & Show to audience

If the “**Show to Audience**” button is clicked, the question will be shown to the audience, but will still be hidden for the chair(s) and speaker(s) at the chair table.

Once the button has been clicked and the question has been shown, the button will be replaced by a “**Hide from Audience**” button, which will make the question invisible again.



Example session for Q&A moderation

Sort by
☒ most recent ⓘ
☐ most likes 👍

Filter by addressed to:

☐ Show archive
☐ Show bookmarked

Comment given name

test...

Reply

Bookmark this comment for the discussion

117 days ago

Show to Audience

Hide from Panel

Move to archive

Delete

2. Hide & Show to Panel

If the “Show to Panel” button is clicked, the question will be shown to the Faculty on the chair table, regardless of the status for the audience.

Once the button has been clicked and the question has been shown, the button will be replaced by a “Hide from Panel” button, which will make the question invisible again.

Example session for Q&A moderation

Sort by
☒ most recent ⓘ
☐ most likes 👍

Filter by addressed to:

☐ Show archive
☐ Show bookmarked

Comment given name

test...

Reply

Bookmark this comment for the discussion

117 days ago

Show to Audience

Hide from Panel

Move to archive

Delete



3. Reply button

If a company representative wants to answer the question via the text function, the “Reply” option underneath the question should be clicked.

Example session for Q&A moderation

Your name

Ask a question...

CLEAR **SUBMIT**

Sort by ☒ most recent ☐ most likes Filter by addressed to:

Show archive ☐ Show bookmarked ☐

Comment given name Bookmark this comment for the discussion 117 days ago

test...

Reply

Show to Audience Hide from Panel Move to archive Delete

Reply option:

This will show a box (into which the answer can be written) and a Send button (with which the answer can be sent). The answer will be visible for the chair(s), speaker(s) and the audience.

Reply

... type your reply here

Send

4. Bookmark function

The bookmark function can be used to highlight questions for a discussion and only bookmarked questions are displayed using the filter function. By clicking on the bookmark star again, the bookmark will be removed.

Sort by ☒ most recent ☐ most likes Filter by addressed to:

Show archive ☐ **Show bookmarked ☒**

Comment given name Bookmark this comment for the discussion 117 days ago

test...

Reply

Show to Audience Hide from Panel Move to archive Delete



4. Archive function

With the archive function (Move to archive), questions that should not be discussed can be hidden and remain available for a possible re-activation. The delete function is password-protected (only accessible by M-Events staff, e.g. for deletion after rehearsals).

