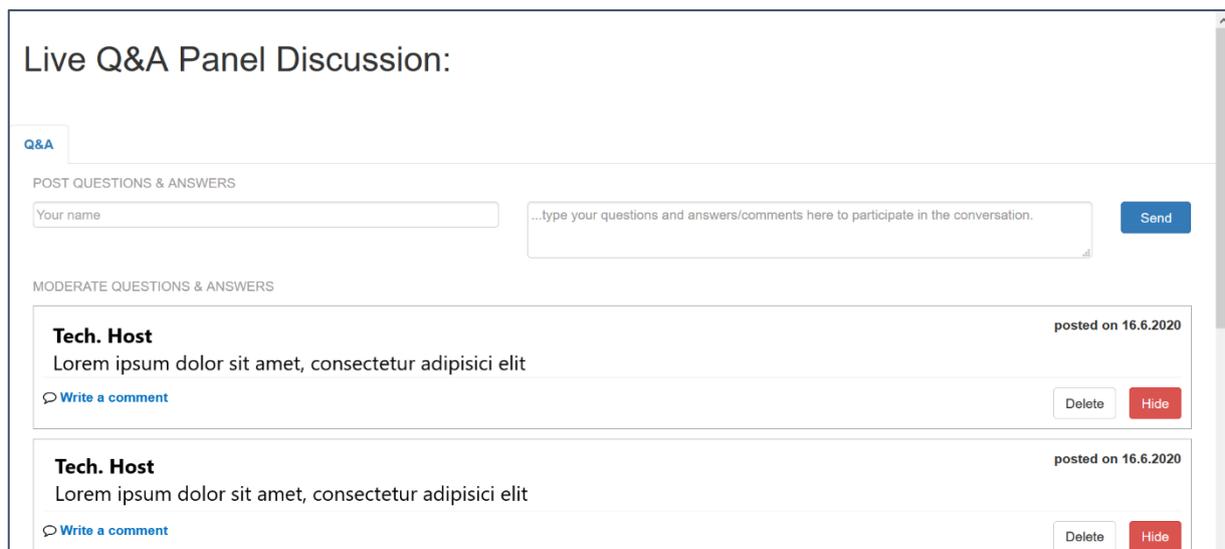


Instructions for Q&A Moderator Functionality at Industry Livestream Symposia

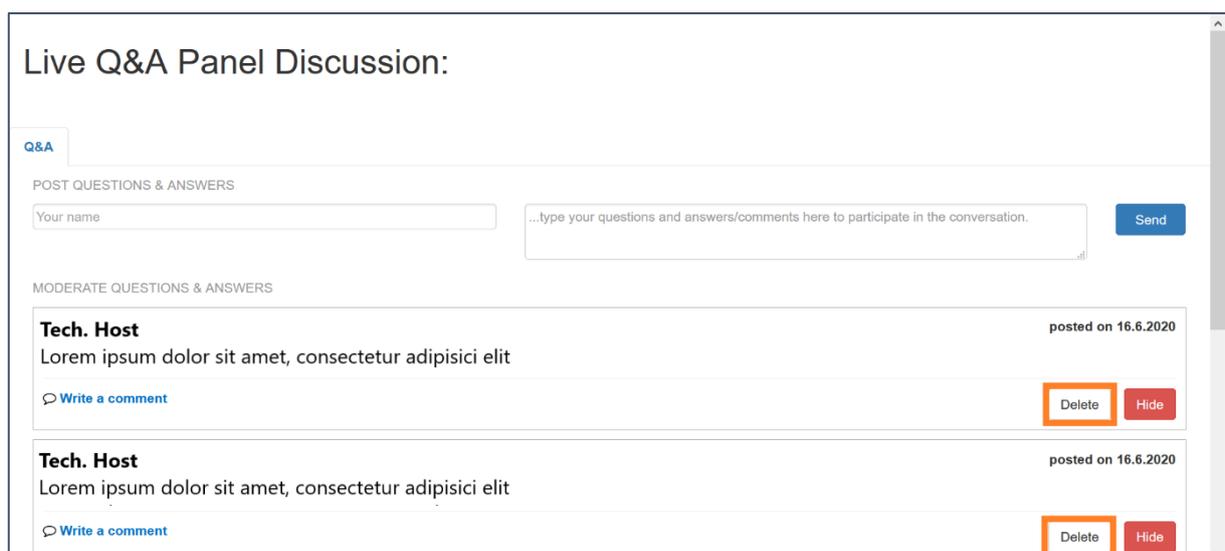
Visitors of the congress will be able to ask questions using the Q&A box underneath the livestream player. These questions can be *deleted*, *hidden* or *answered* using the Q&A moderation page.

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



(Q&A moderation page overview)

1. Delete button



(Delete button)

If the “Delete” button is clicked, the question will be deleted and won’t be visible for the chair(s), speaker(s) or the audience and will not be retrievable anymore.

2. Hide & Show

The screenshot shows a web interface for a "Live Q&A Panel Discussion". At the top, there is a "Q&A" tab. Below it, there are two sections: "POST QUESTIONS & ANSWERS" and "MODERATE QUESTIONS & ANSWERS". The "POST" section contains a form with a "Your name" input field, a text area for questions/answers/comments, and a "Send" button. The "MODERATE" section contains two question entries. Each entry is by "Tech. Host" and is dated "posted on 16.6.2020". Each entry has a "Write a comment" link, a "Delete" button, and a "Hide" button.

(Hide button)

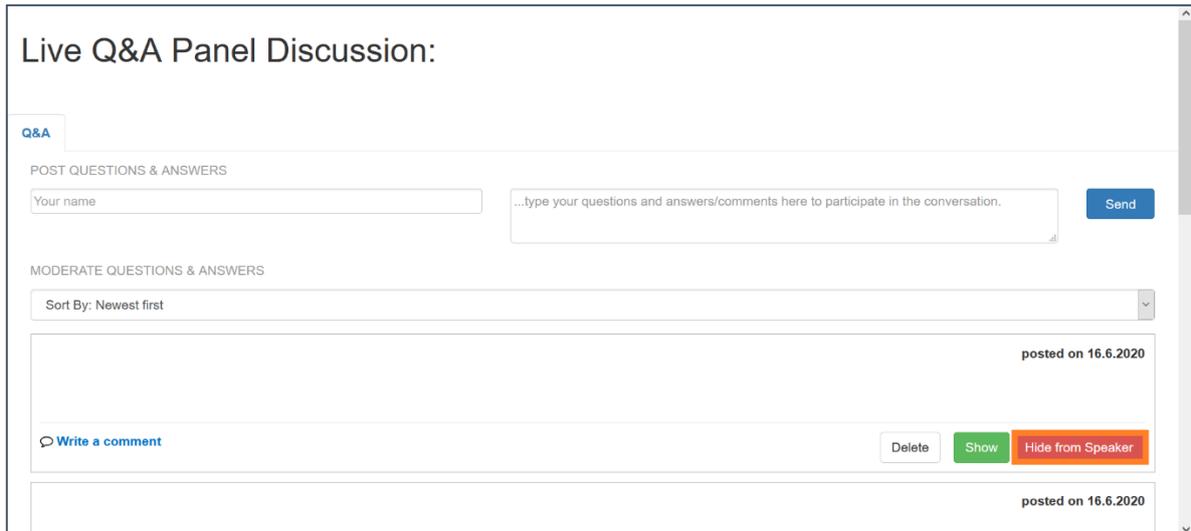
If the "Hide" button is clicked, the question will be hidden for the audience, but will still be visible for the chair(s) and speaker(s).

Once the "Hide" button has been clicked and the question has been hidden, the button will be replaced by a "Show" button, which will make the question visible again.

This screenshot is identical to the one above, but the "Hide" button on the first question entry has been replaced by a "Show" button, indicating that the question has been hidden from the audience.

(Show button)

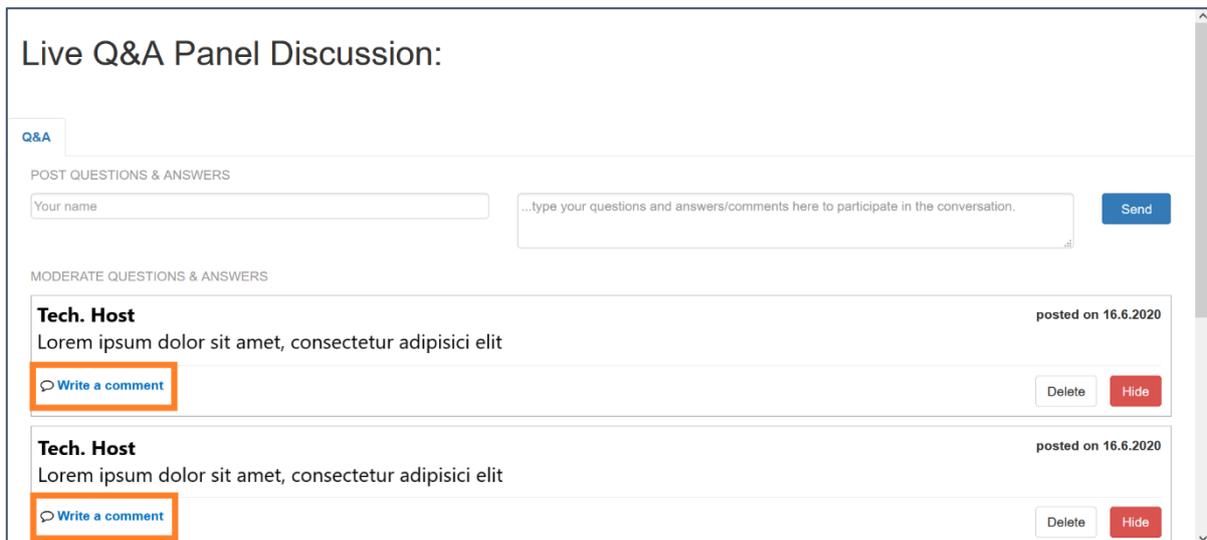
There is also the possibility of hiding/showing the question for the speakers.



(Hide from Speakers button)

3. Answer / Write a comment button

If a company representative wants to answer the question in written, the "Write a comment" option underneath the question should be clicked.



(Write a comment option)

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

Live Q&A Panel Discussion:

Q&A

POST QUESTIONS & ANSWERS

Your name

...type your questions and answers/comments here to participate in the conversation.

Send

MODERATE QUESTIONS & ANSWERS

Tech. Host

Lorem ipsum dolor sit amet, consectetur adipiscing elit

posted on 16.6.2020

Delete

Hide

POST QUESTIONS & ANSWERS

Your name

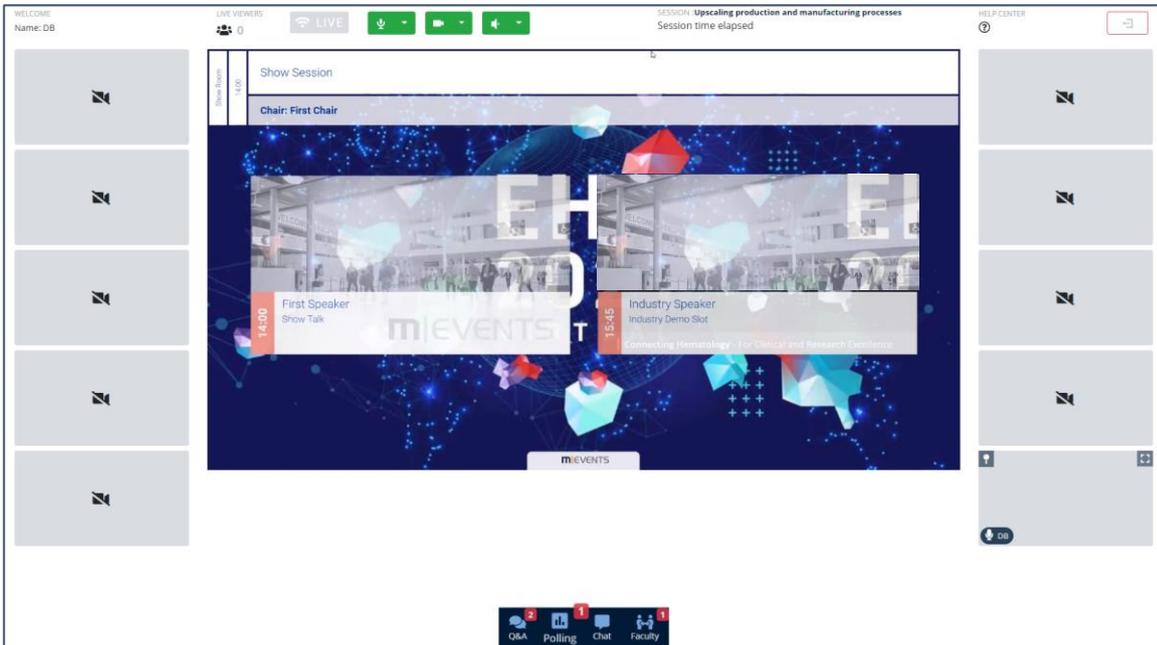
...type your questions and answers/comments here to participate in the conversation.

Send

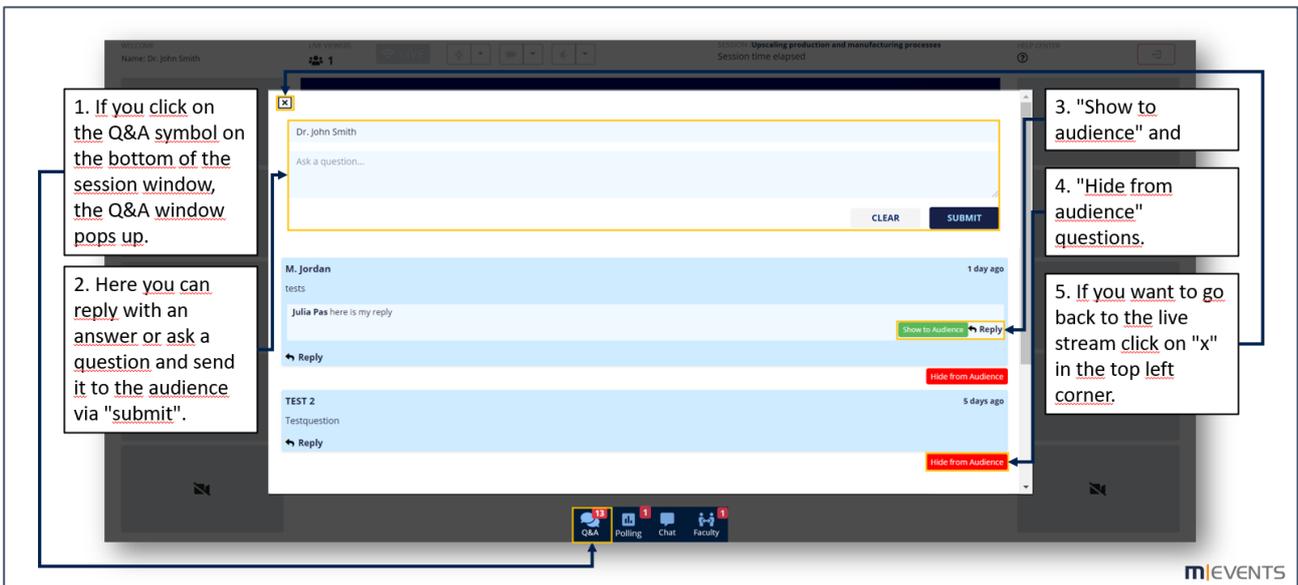
(Box for answer and Send button)

Faculty View - Q&A Functionality

All the buttons that can be used in the Moderator page can also be seen and used in the Faculty View.



(Faculty View overview)



(Faculty View Q&A control/overview)