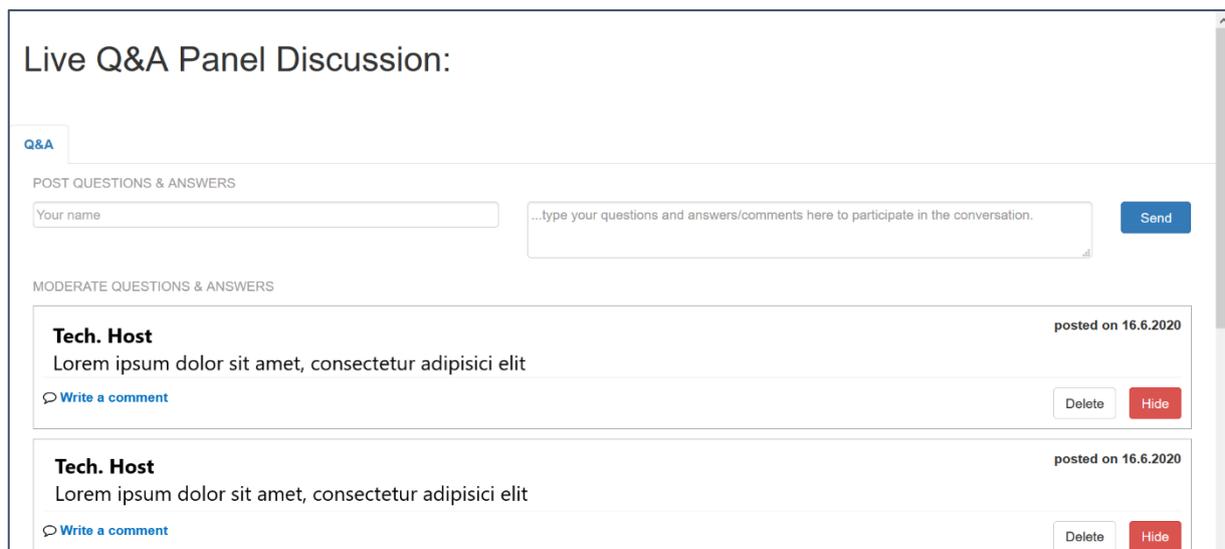# Instructions for Q&A Moderator Functionality at Industry Livestream Symposia
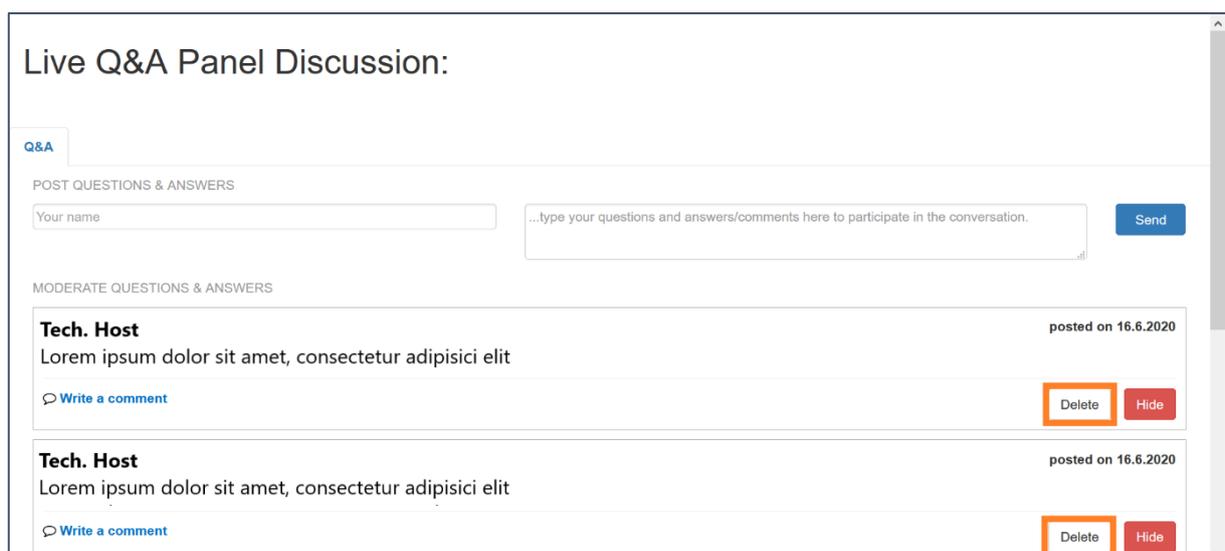
Visitors of the congress will be able to ask questions using the Q&A box underneath the livestream player. These questions can be *deleted*, *hidden* or *answered* using the **Q&A moderation page.**

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

(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.
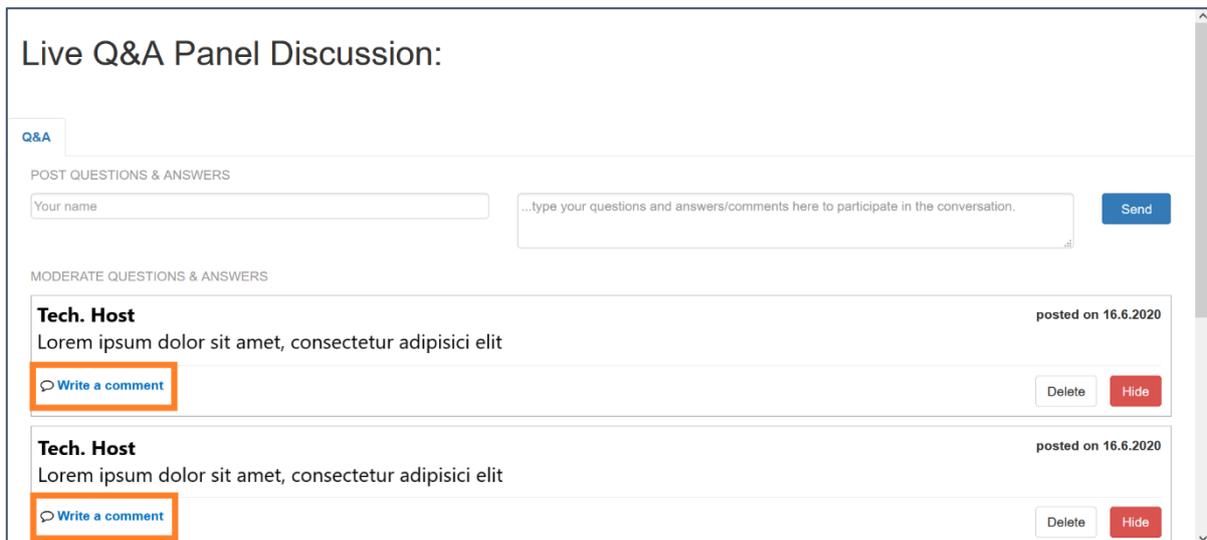

(Show button)

There is also the possibility of hiding/showing the question for the speakers.
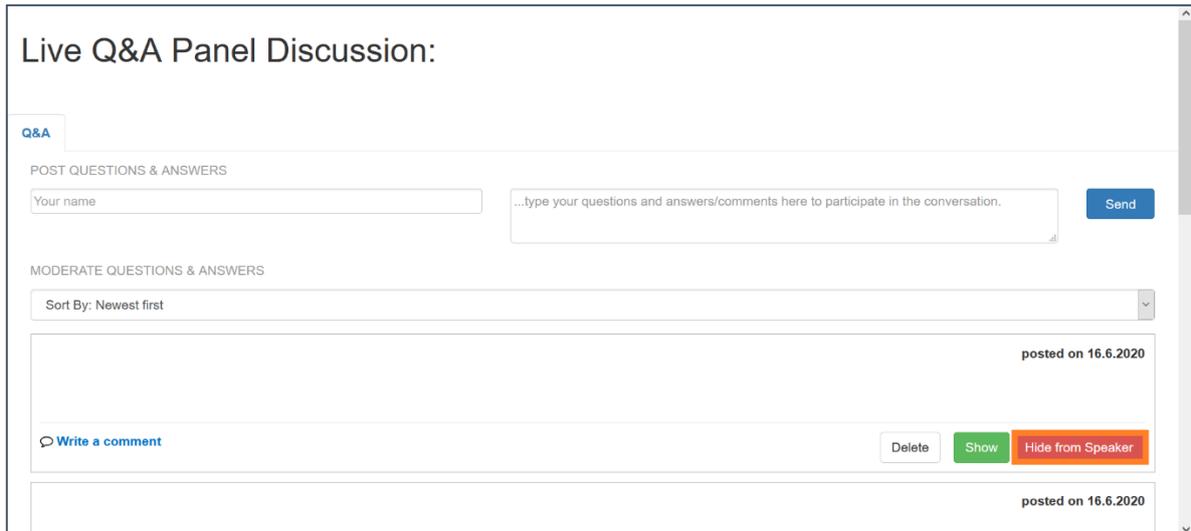
(Hide from Speakers button)

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.

(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)

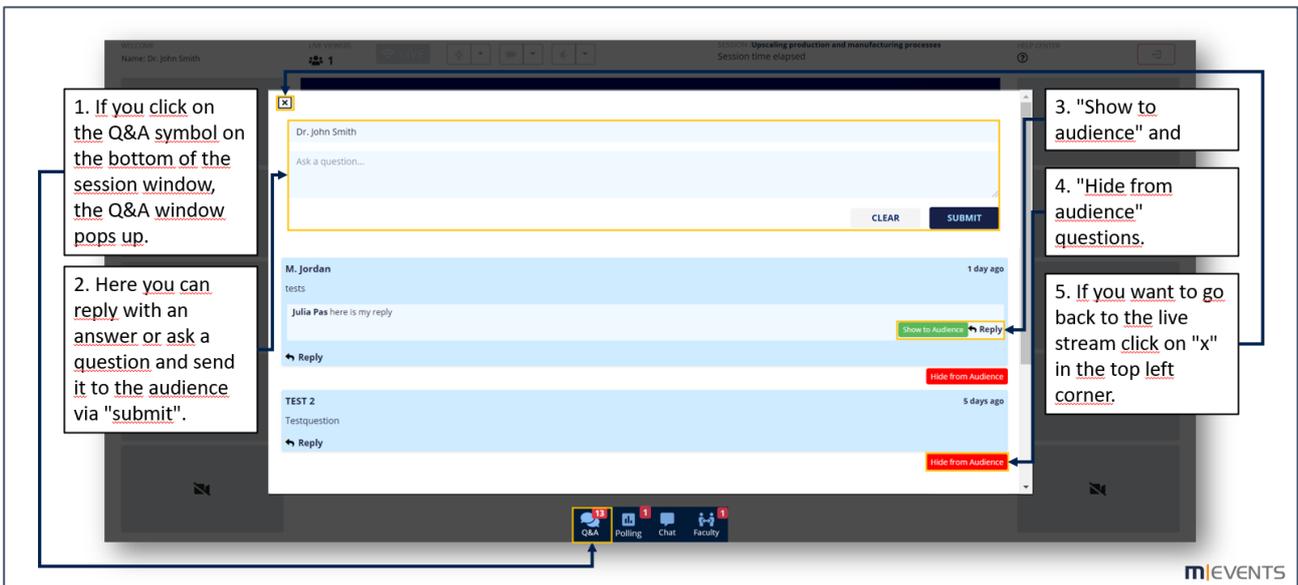1. If you click on the Q&A symbol on the bottom of the session window, the Q&A window pops up.

2. Here you can reply with an answer or ask a question and send it to the audience via "submit".

3. "Show to audience" and

4. "Hide from audience" questions.

5. If you want to go back to the live stream click on "x" in the top left corner.
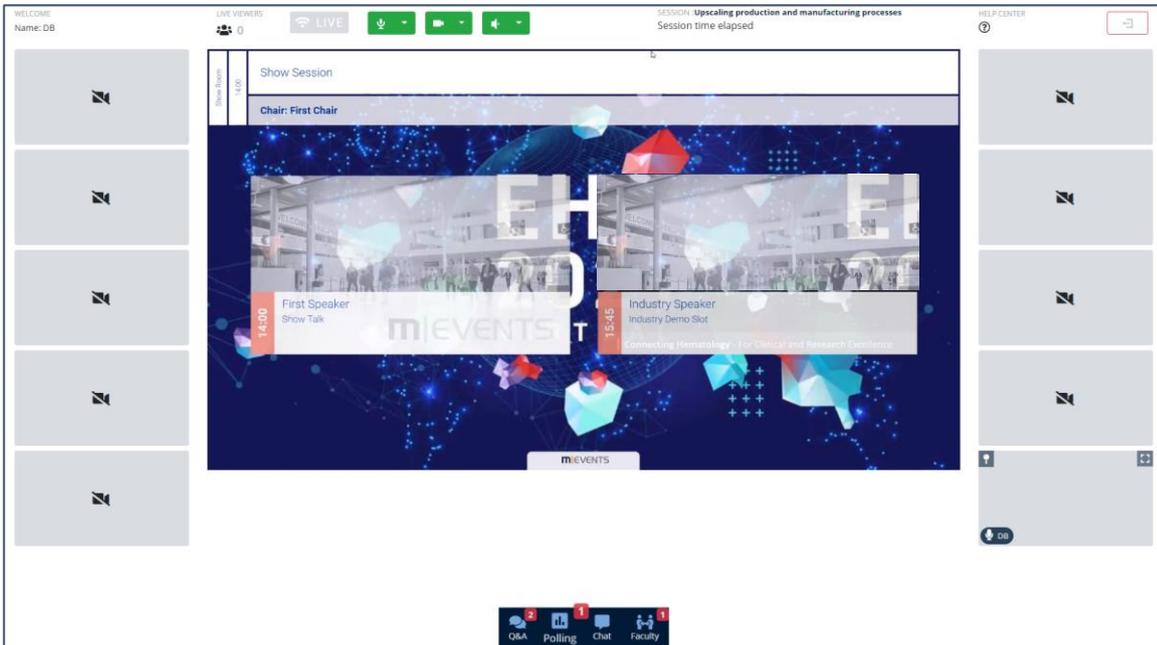
(Faculty View Q&A control/overview)