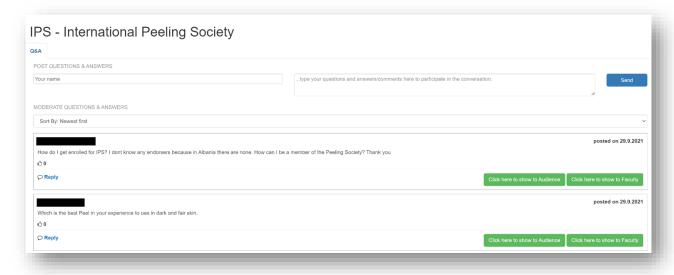
Instructions for Q&A Moderator Functionality at Industry Sessions

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 room micropage by scanning the room QR code. These questions can be *released* or *answered* using the **Q&A moderation page.** 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. The moderator URL can be opened with every device, we recommended a laptop for ideal usage, **Google Chrome** also recommended.

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



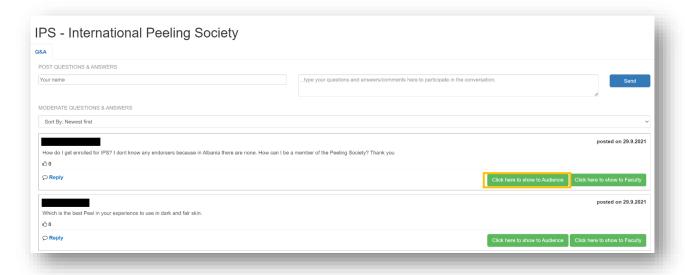
1. Hide & Show to audience

If the "Click here to 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 "Click here to hide from Audience" button, which will make the question invisible again.



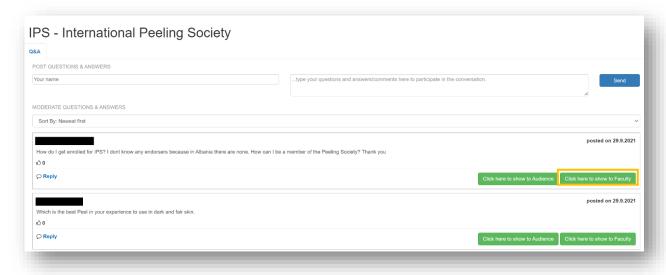




2. Hide & Show to faculty

If the "Click here to show to Faculty" button is clicked, the question will be shown to the Faculty on the chair table, regardless of the status for the audience.

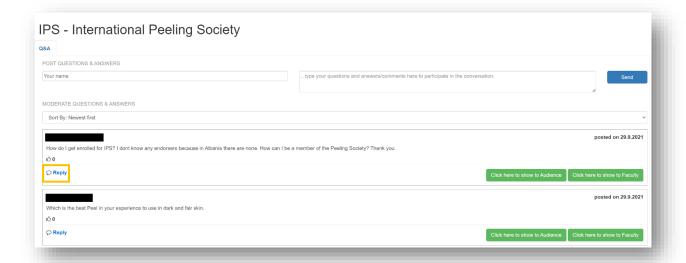
Once the button has been clicked and the question has been shown, the button will be replaced by a "Click here to hide from Faculty" button, which will make the question invisible again.



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.





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.

