'ASK THE SPEAKER' FUNCTION – All you need to know!

Plan to arrive at your session hall **at least 15 minutes early**. An AV technician will provide you with an **iPad** to manage incoming questions.

WHEN YOU INTRODUCE THE SESSION, PLEASE:

- Remind participants that they can ask questions via the app <u>any time during the session</u> or approach the standing microphone during Q&A sections of the program.
- Explain to the attendees how to use the App for '**Ask the Speaker**':

    1. Click **PROGRAM** on the main menu
    2. Click **Interactive Program**
    3. Use the date and time to find this session and click on it
    4. Click the **Interactive Features** button
    5. Simply type a question and submit

HOW TO MODERATE INCOMING QUESTIONS FROM THE APP

All questions will be displayed on the iPad. The questions will be in chronological order.

1. Scroll the iPad window up / down to review all the questions and choose a question to ask.
2. Read the question out loud into the microphone.
3. Request a specific speaker to answer the question using the microphone.