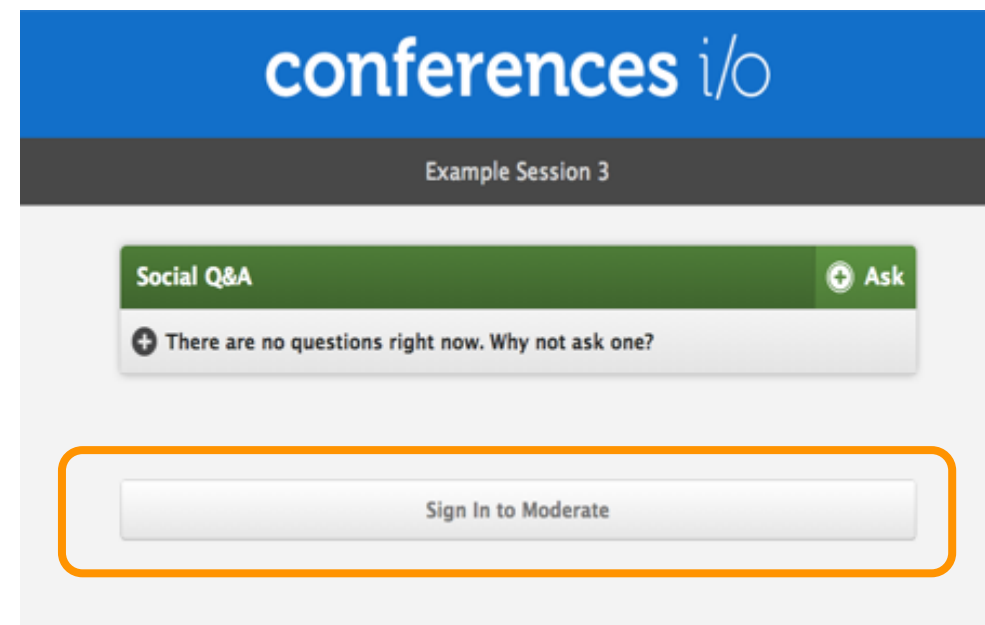




HOW TO SIGN IN AS A MODERATOR

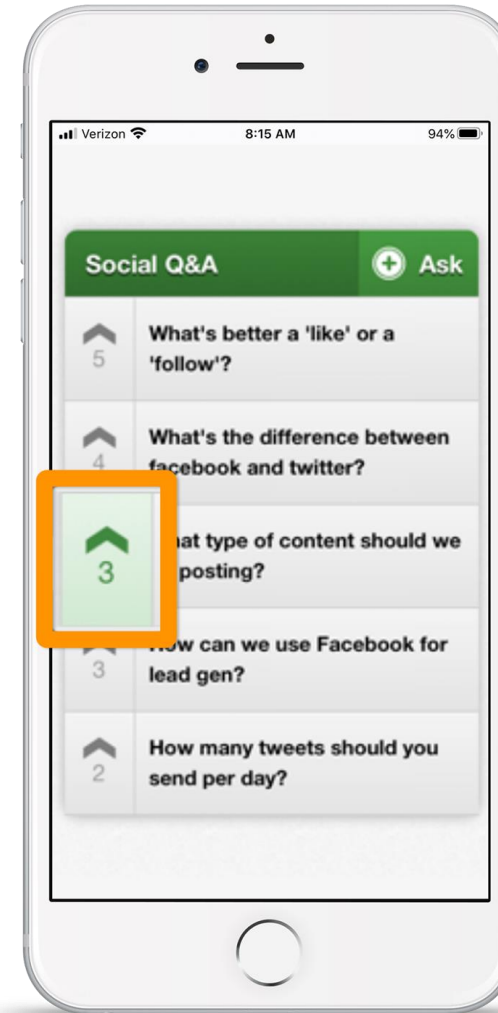
1. Encourage attendees to submit questions during the session!
2. Find your session in the Fall Meeting app and click **Ask a Question** or visit fm21.cnf.io on your browser, then find your session.
3. Click **Sign in to Moderate**.
4. Enter the password:
nola2021





HOW SOCIAL Q&A WORKS

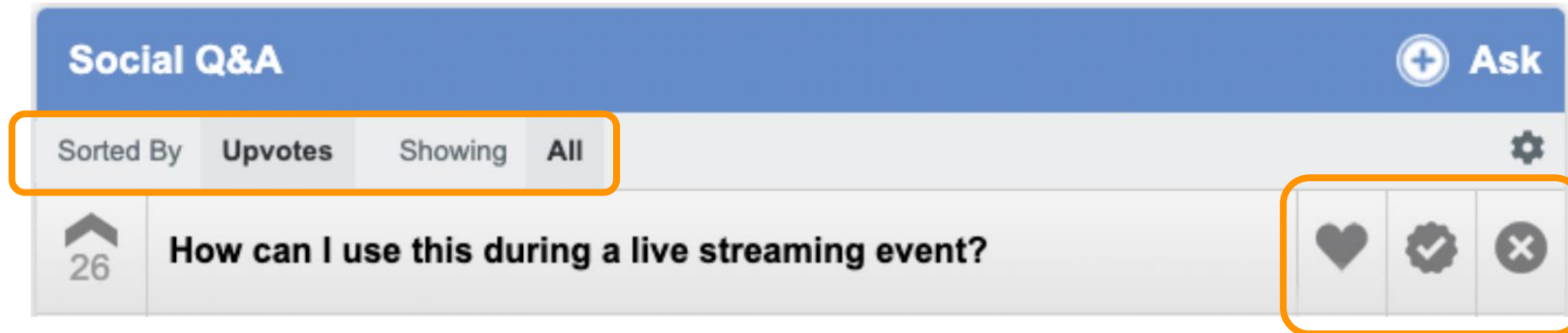
1. Attendees both in-person and online will submit questions during the session.
2. Attendees can also upvote questions asked by others.
3. Questions with the most votes will rise to the top of the list.





MODERATOR TOOLS

The moderator has tools the attendees aren't able to access. If you'd like to use them, they can help you keep the questions organized.





MODERATOR TOOLS



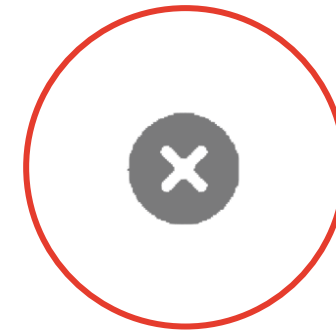
Save

Use this button to highlight a question so it's easier to find later. Attendees aren't aware which questions have been highlighted.



Complete

Use this button to mark a question as complete. Completed questions are removed from the attendee view but you can change this in settings.



Delete

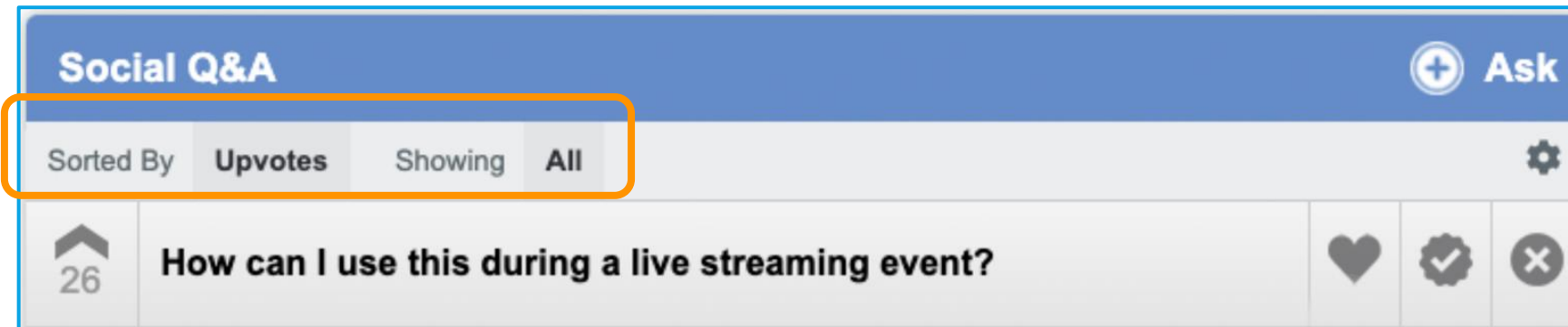
Use this button to delete a question entirely. If you click it accidentally, you'll have a chance to undo the action.
AVOID USING THIS BUTTON



MODERATOR TOOLS

Sort questions by upvotes, most recently submitted, or oldest questions.

By default, moderators see all questions submitted but you have the option to filter questions by those you've saved, marked as completed, questions that haven't been answered, and questions directed to a specific presenter.





APPENDING ANSWERS TO QUESTIONS

Moderators can click on a question and enter an answer or reply in real-time.

This can come in handy when audience members ask questions like “What was the name of the book that he mentioned?”

What was the name of the book that he mentioned?

Asked about 30 seconds ago

Update the Response

Type your answer here...


Attendees will be able to view your response by clicking or tapping on this question in the question list.

Save Response





ANSWER QUESTIONS

Once you've replied to a question, all attendees in the session can benefit from your response:


1

What was the name of the book that he mentioned?
Tap to see moderator's answer




1

What was the name of the book that he mentioned?
The Lean Startup by Eric Ries



FAQ:

What will I need to see the questions and moderator tools?

**You can use any device with an internet browser
(smartphone, tablet, laptop).**

If possible, we recommend using a laptop or tablet since they have slightly larger screens but a smartphone will work just as well.



FAQ:

How do we get the questions to the presenters?

Most often, the Moderator will facilitate the Q&A by asking the Presenter(s) questions out loud.

We've found this also helps the Presenter get to more audience questions compared to other methods.



FAQ:

Can I enter some questions ahead of time that I think attendees might ask?

Absolutely. Pre-populating a few questions is a great way to get the ball rolling and make attendees feel comfortable entering their own questions.