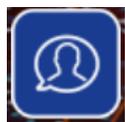


Session Chairs – On the day roles & preparing for live Q&A

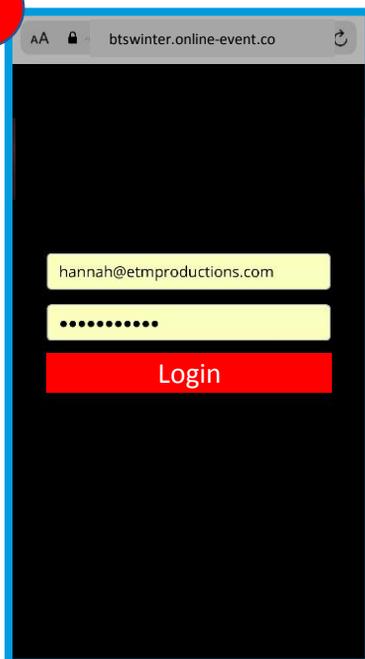
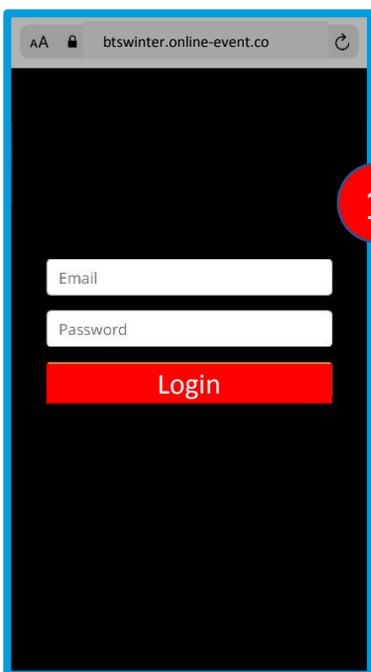
There may be a combination of live and pre-recorded presentations in each session, but all introductions and moderation by Chairs will be live, as will the Q&A. With regards to Q&A activities, questions will be submitted by attendees via the virtual event platform and gathered by the nominated Chair/s during the course of the session presentations, ready for the live Q&A.



You will need a laptop/computer to log in to Microsoft Teams via the link we send you – this is how you will chair your session. The event platform will only allow you to login on one device at any one time so please make sure you are only logged in to Teams on this device and not logged into the Winter Meeting platform as well. In order to access the questions from delegates, you will need to login to the Winter Meeting platform on a separate device (smartphone or tablet).

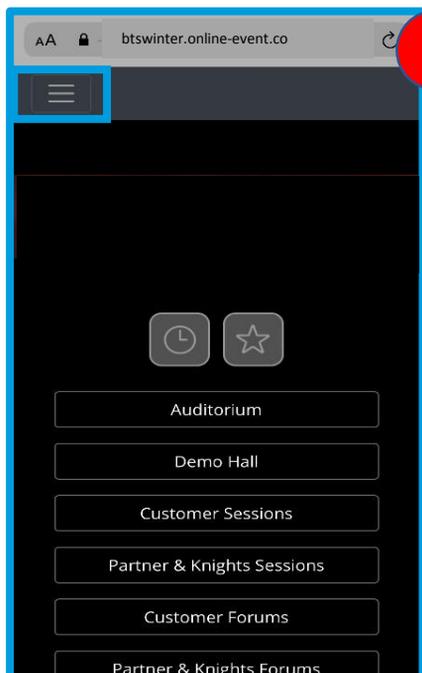
Attendees will be viewing the session on the virtual event platform, where there is a Questions widget available at the bottom of the screen. Attendees can click here to submit questions privately as the session is progressing.

Questions will be routed to the Chairs profile inbox within the virtual event platform. We suggest that, in sessions that have more than one Chair, one of the Chairs is tasked with gathering these questions during the course of the session and has them ready to ask live during the Q&A discussion period. Please note that questions will be viewable by all Chairs within the session.



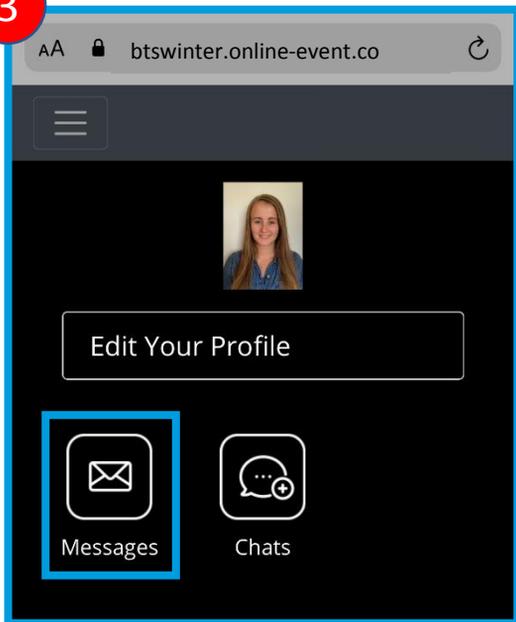
In order to retrieve the questions, please follow the steps below:

1. On a separate device (ideally a phone or tablet), login to the virtual event platform using the login details that will be sent to you prior to the event. This will allow you to maintain your live link via Microsoft Teams to the session on your laptop/computer.

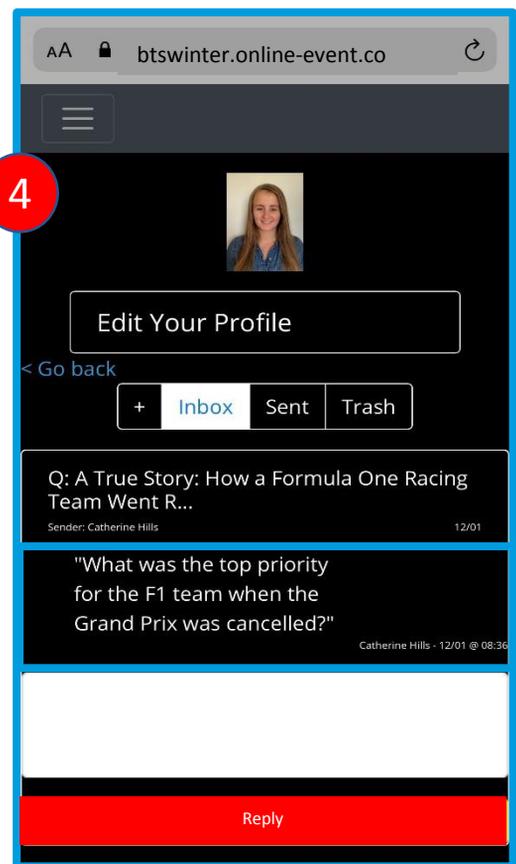


2. You will arrive on the Homepage. Navigate to the Menu Icon in the top left corner of the screen. Select Your Profile near the bottom.

3



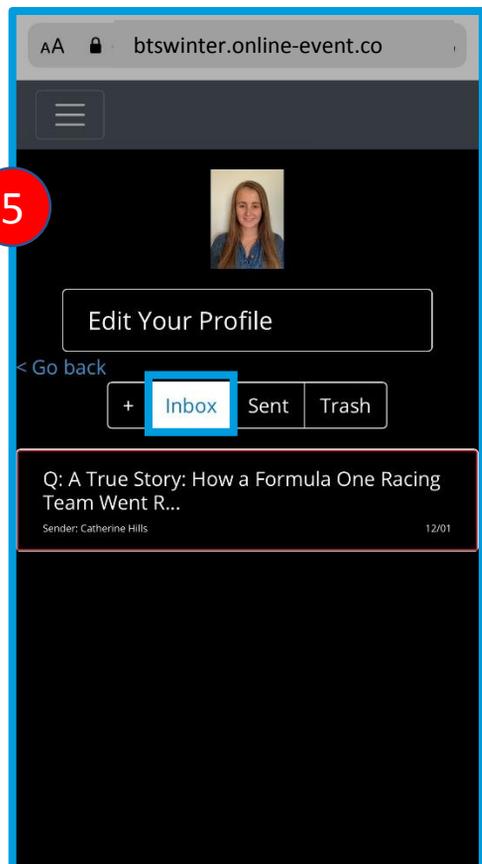
3. Navigate to the Messages icon



4

4. This will open your Inbox. Here you will see a list of questions that have been submitted in an email format. Click into each one to view the question.

5



5. Please gather the questions that you think are most appropriate to use for the Q&A discussion session. **During the live session, please stay on this email page and do not navigate to the rest of the Winter Meeting platform on your smartphone/tablet, as this may cause interference.**

6. Once the session has finished, please **close Microsoft Teams on your laptop**. If you wish to continue viewing the Winter Meeting, please logout of the virtual event platform on your secondary device (phone/tablet). You will then be able to login on your laptop/computer for a better viewing experience.