

Session Chairs – On the day roles & preparing for live Q&A help sheet (MS Teams Sessions)

Please also find a live Q&A help video [here](#)

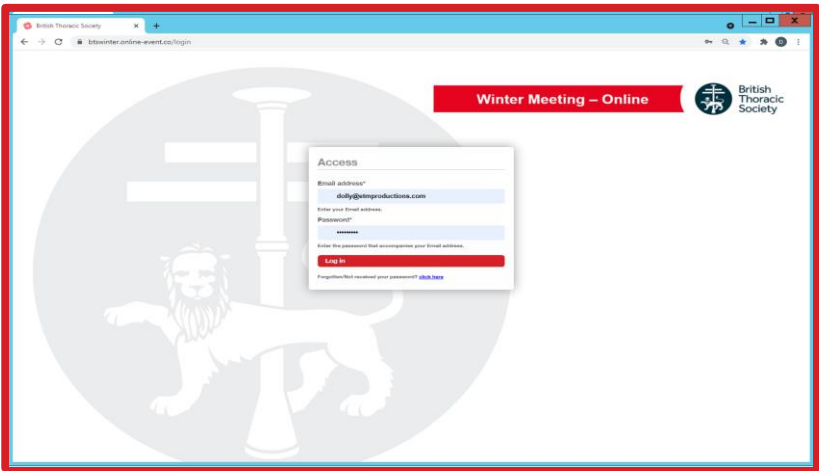
With regards to Q&A activities, questions will be submitted by attendees via the virtual event platform. They will be gathered by you, the nominated Chair/s during the course of the session presentations, ready for the live Q&A at the end of the session.

Attendees will be viewing the session on the virtual event platform, where they will submit questions via a live Chat widget available at the bottom of the screen. This is a public session

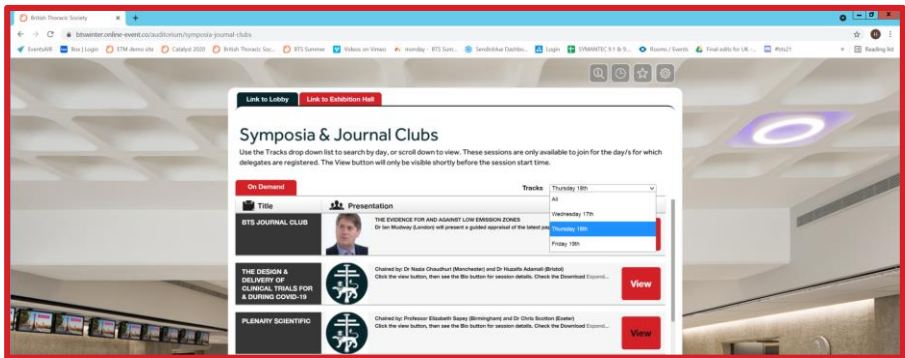
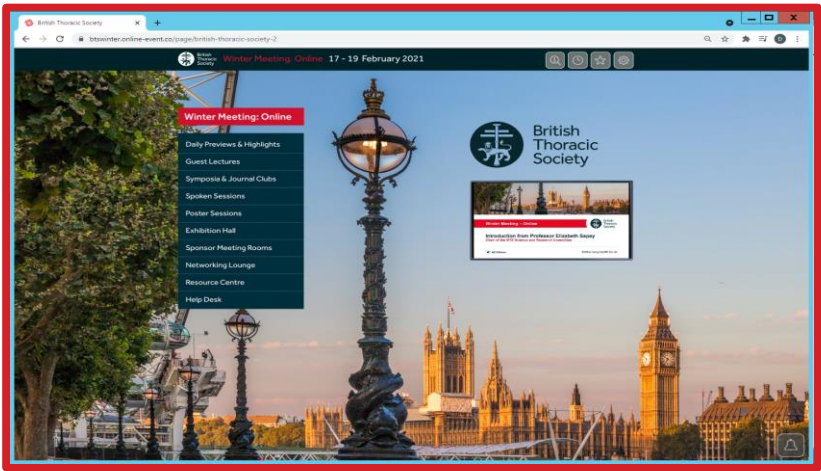
Note: During your live Microsoft Teams session, it is vital that you mute all browser tabs (apart from the MS Teams tab). Not doing so will result in interference with the live Microsoft Teams session you are in. You can do this by right-clicking on each tab header and selecting 'Mute site.'

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

- 1. On a browser tab, [login to the virtual event platform](#) using the login details that will be sent to you prior to the event.

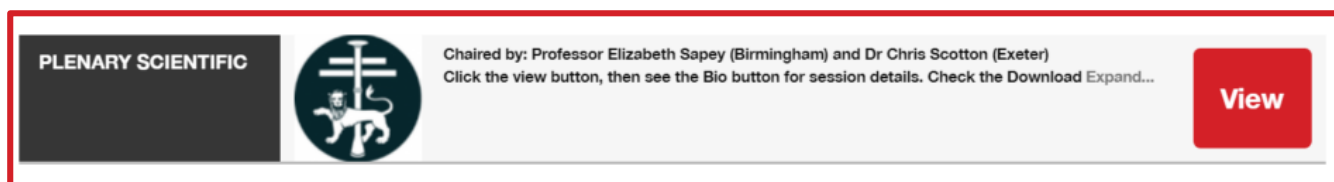


- 2. You will arrive on the Homepage. Follow the navigation through to the correct area for your session.

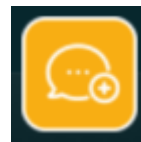


- 3. Using the 'Tracks' dropdown or simply by scrolling, [find your session](#).

4. When the session is live (5 minutes before), please [click the View button](#). This will open the session on another tab.



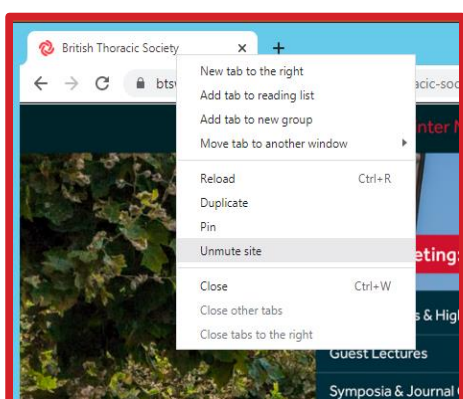
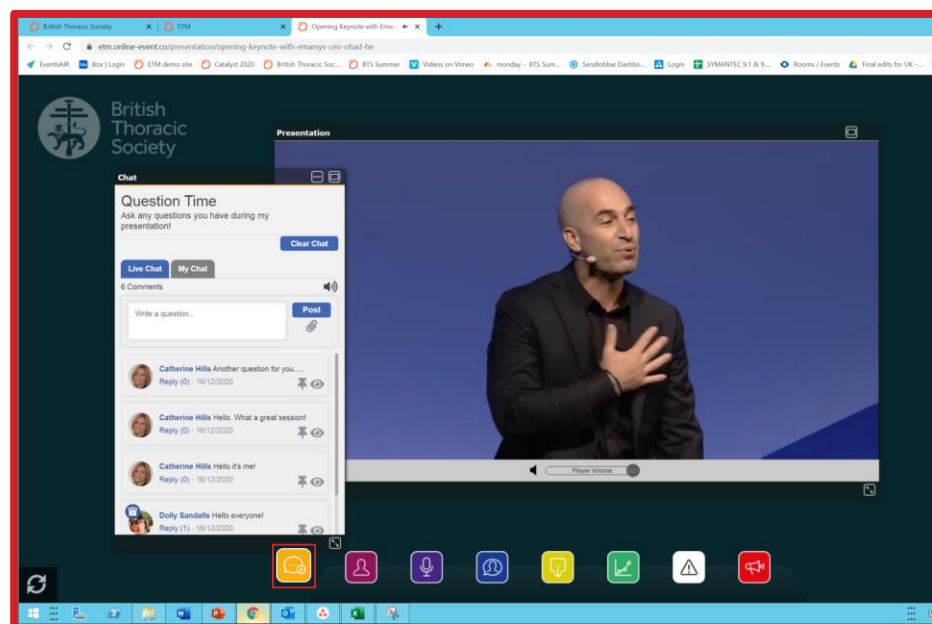
5. To view the live chat, [click the Chat widget](#) below the presentation window. This will open a small Chat window where you can view the incoming chat. You can adjust the size of this window as needed.



6. Please [take note of any questions](#) that are posted in the Chat throughout the session, ready for the Q&A.

You can also [write chat messages](#) yourself [and reply to comments](#) directly. (Chat posts are visible to all).

You will need to navigate between your browser page for questions and MS Teams throughout the session, so it may be helpful to have a second screen/separate device for looking at the questions. Or simply a second tab open on your browser.



7. When the session is finished, simply close the session tab on your browser. You will now be back in the sessions area of the platform.

If you want to continue viewing other sessions on the virtual event platform, please remember to 'Unmute site' by right-clicking the tab header, once you have finished the MS Teams session.