

# Ask the Speaker

## Ask the Speaker Guidelines – Via the Congress App

During the session, all attendees will be able to ask the speakers questions using the Ask the Speaker function on the congress App.

### **When you introduce the session, please:**

- Remind attendees that they can ask questions via the congress App any time during the session.
- Explain that questions will be answered if time allows.
- **Explain how to use the App:** Attendees should find the session in the interactive program on the App, then click on the **'Ask the Speaker' button**. They then type their question and click the arrow to submit.
- Attendees can also approach the standing microphone to ask questions.

### **How to moderate incoming questions from the App:**

All questions will be displayed on the iPad (which one moderator receives 10 – 15 minutes before the session starts). 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.