

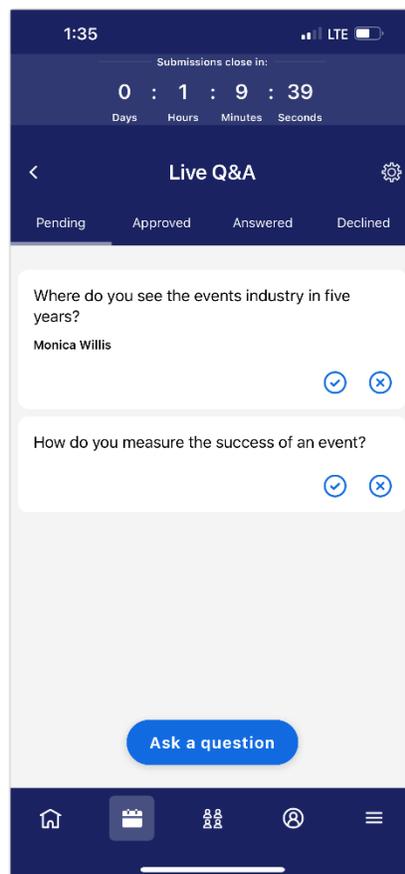
Speaker / Moderator – Live Q&A

Quick Instructions for managing Live Q&A in the Road School App:

1. Access the session page. Log in to the Event App and tap the calendar icon. Locate your session on the schedule and tap its name.

2. Start moderating questions. Tap **Live Q&A**. The Pending tab opens by default and displays all of the questions that have been submitted.

Questions will be automatically approved and displayed, but can be removed if deemed inappropriate or not applicable by a session speaker and/or moderator.



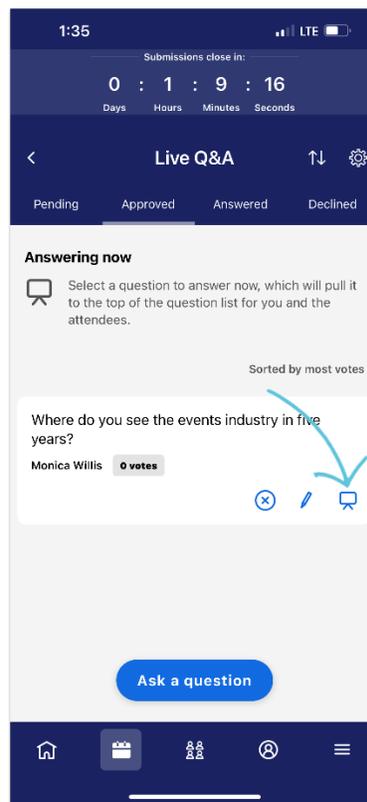
If you need to remove a question that has already been approved, tap the **Approved** tab. Then tap the **X** next to the question to decline it instead.

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Or, if you need to approve a question that has already been declined, tap the **Declined** tab. Then tap **Move to approved** in the bottom right corner of the question to approve it instead.

Or submit a question yourself. If you want to guarantee that some good questions are submitted during the session, there's nothing stopping you from asking them yourself. Tap **Ask a question**, then type out your question and tap **Submit**.

3. Display the current question. Navigate to the **Approved** tab. Tap the  icon next to a question to display it as the current question in the Event App.



Or, write a response to a question. Tap the **Approved** tab. Tap the pencil icon next to a question and type your answer in the textbox.

When you're finished, tap **Submit response**.

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The screenshot shows a mobile application interface for writing a response. At the top, the status bar displays the time 1:38, LTE signal strength, and battery level. Below the status bar is a dark blue header with the text "Write response". The main content area is white and contains the following text: "Monica Willis asked: Where do you see the events industry in five years?". Below this is a text input field with a rounded bottom, containing the response: "We're currently seeking a renewed focus on making events more personalized, versatile, and sustainable. Based on those trends, in five years I think we'll see the events industry as a whole pivot toward hybrid events as a standard." To the right of the input field, it says "269 characters remaining". At the bottom of the screen, there are two buttons: a blue "Submit response" button and a "Cancel" link.

Attendees will be able to view the response within the Answered tab.

If you need to make changes to your written answer, tap the pencil icon, make the updates, then tap **Save changes**. You can also tap **Delete response** to remove your written response entirely.