

Plan for Q&A Success

Quick Tips that Can Make a Big Difference

Question Time at DIA

- ▶ Our attendees truly look forward to their time, within the session, to interact directly with the speakers.
- ▶ Plan for 15-30 minutes of Q&A time with the audience



Tips for Q&A Success:

- Your responsibility, as Session Chair, is to the entire audience. It's important to:
 - Ensure attendees are respectful to one another during the open discussion
 - Try to keep each question to an average time of 1 minute for asking
- ❖ Prepare several questions for the Q&A portion in case there are no immediate questions from the audience. This is also an opportunity to punctuate key points from the session.
- The goal, for your speakers, is not to simply answer questions, but to draw links between the questions and their content.

Tips for Q&A Success: As the Session Chair/Moderator

- **Announce the Q&A session timing at the beginning of the session:** This accomplishes two things:
 1. Your audience is reassured that they will get to ask their questions
 2. Your audience is encouraged to start thinking of questions.
- As the Q&A session begins, **let your audience know how much time you have:** “We have about fifteen minutes for your questions.”
- **Don’t end the Q&A session abruptly.** Let the audience know: “We have time for two or three more questions.”
- When your speakers have finished answering questions, **repeat the main theme or key messages of your session, or repeat the call to action if applicable.** This technique will bring closure to the process and reinforce your messages.

Questions?

If you have any questions, please contact
Maureen Lamplugh at
AnnualMeetingProgram@DIAglobal.org



Thank You!

DIA