

As of November 20, 2020

Plan for Q&A Success: *Virtual Meeting Edition*

*Quick Tips that Can Make a Big Difference for
LIVE and Semi-LIVE sessions*

DIA

Question Time at DIA

- ▶ Our attendees truly look forward to their time, within the session, to interact directly with the speakers.
- ▶ Plan for 10-15 minutes of Q&A time with the audience



Q&A Within a Virtual Meeting Room


- ▶ Depending on which virtual meeting room your session is assigned, the audience will either be using a Q&A Feature (tool) or a Chat Feature (tool).
- ▶ Once the Session Chair and Speakers have signed into the virtual meeting room “green room”, the Digital Team will review which feature your room has and how it works.

Q&A Feature VS the Chat Feature

Q&A

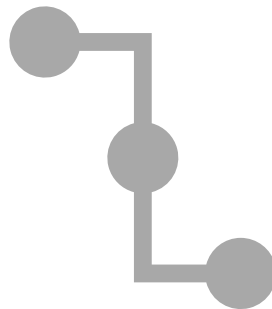
- Straight Forward Only takes question submissions
- The Session Chair can triage questions to the speakers

CHAT

- Standard running Chat box, similar to what Zoom has.
- Attendees can insert comments, emoji and questions 
- DIA is inviting the Session Shepherds to help Chairs by serving as Chat Moderators.
- Chat Guidelines will be put in place to help keep the chatting and question submissions organized

Tips for Q&A Success:

- ❖ 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
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Thank you!