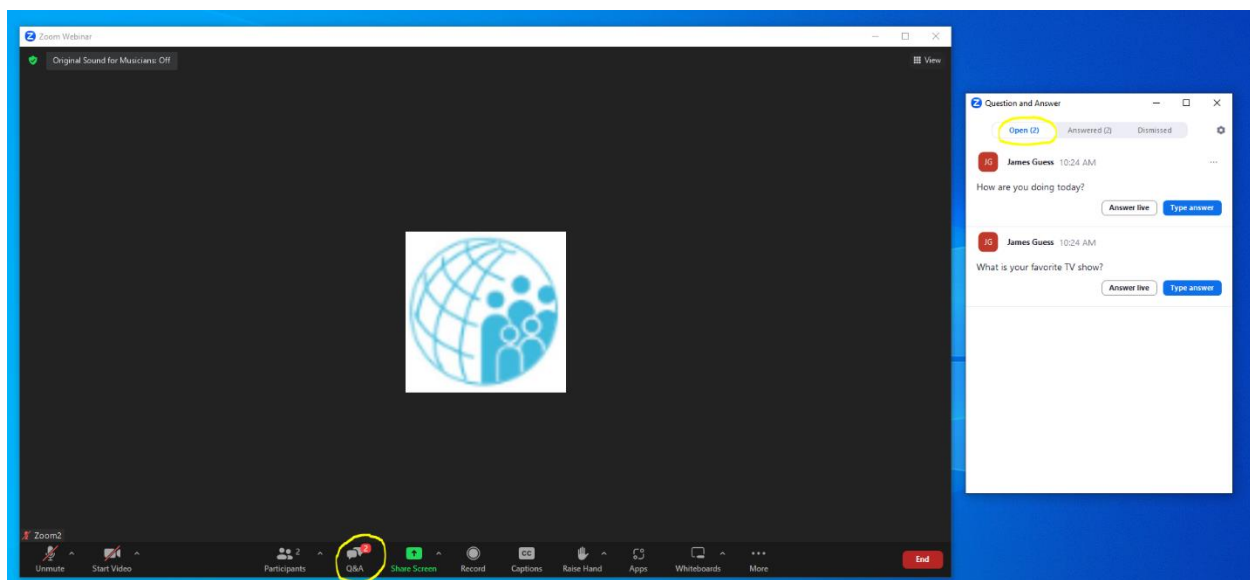# Instructions for Livestream Session Moderator Portal

1. **Log in to the Livestream Session Moderator Portal**

- A laptop will be stationed at the head table and will be logged into the Session Moderator Portal.
- Printed instructions to log into the Session Moderator Portal will be available at the head table.
- Audiovisual staff will be available to ensure Sessions Chairs are comfortable with this process.

2. **Monitor questions submitted by remote attendees by clicking on the Q&A button (circled in yellow below)**

- We have populated the Q&A list below with a few test questions as an example.
- Questions submitted by remote attendees will populate in this window.
- Session Chairs have the option to type in a response personally by clicking "Type answer" or pose the question to the presenter by choosing "Answer live."

Thanks for your participation!