

Moderating Live Q&A

Instructions: With Live Q&A, attendees can submit questions during a session right from the [Event App](#), [Attendee Website](#), or [your Webinar presentation](#). As a moderator, you have the final say on which ones are visible to other attendees and answered live.

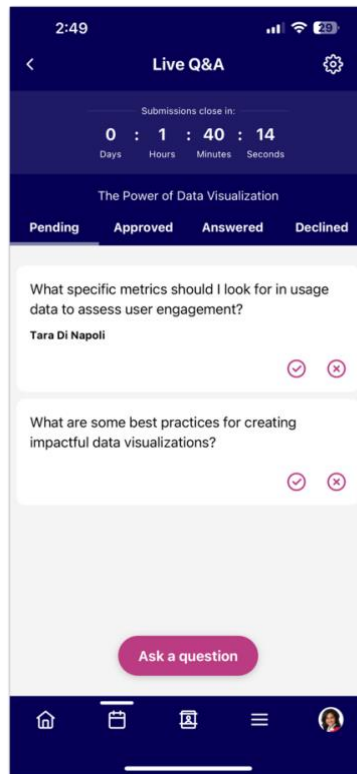
NOTE: Attendees and moderators must be logged in to access Live Q&A.

Moderating Live Q&A from the Event 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.

To approve a question, tap the checkmark. To decline a question, tap the **X**.




NOTE: Don't see the moderator settings? If you logged into Attendee Hub before being assigned as a moderator, you will need to log out then log back in to see the moderator permissions.

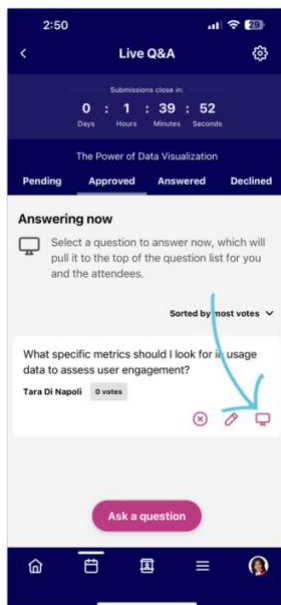
Depending on the Q&A settings for your session, all of the submitted questions may already be approved by default. If you need to decline a question that has already been approved, tap the **Approved** tab. Then tap the **X** next to the question to decline it instead.

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**.

NOTE: Moderator questions are automatically approved.

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 and Attendee Website.

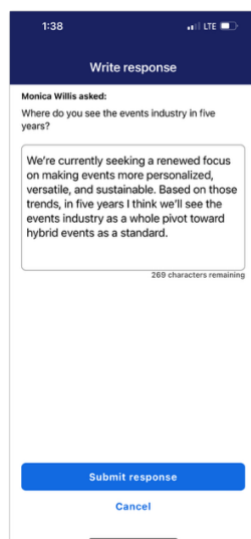


For events with an in-person component, you can also use **Live Display** to share the current question on a monitor for all to see.

Tap the  icon when the speaker has finished answering the current question and it will no longer be displayed.


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**.



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.

4 Adjust the time limit settings, if necessary. Need to adjust when the Q&A session starts or ends? Tap the  icon in the top-right to access the Moderator Tools menu.

Tap **Time limit settings**, adjust the dates and times as needed, and tap **Save**.

5 Adjust the Anonymity settings, if necessary. Tap the  in the top-right to access the Moderator Tools menu.

Tap **Anonymity settings**, select if you want to allow attendees to ask questions anonymously, then tap **Apply**.

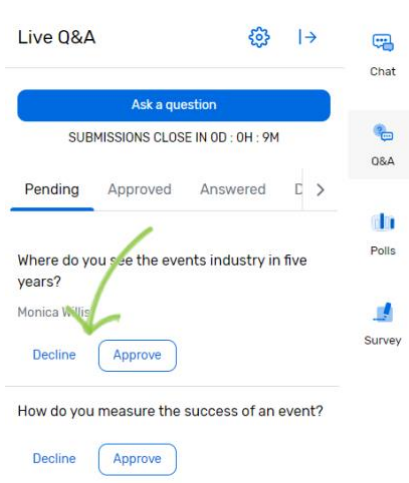
Moderating Live Q&A from the Attendee Website

Follow these steps if you are using Attendee Hub or Webinar.


1 Access the session page from the Attendee Website. Begin by [logging in](#) to the Attendee Website. Locate your session on the schedule and click its name.

2 Start moderating questions. Click **Q&A** in the toolbar on the right to expand the engagement panel. The Pending tab is selected by default and displays all of the questions that have been submitted.

To approve a question, click **Approve**. To decline a question, click **Decline**.



NOTE: Don't see the moderator settings? If you logged into Attendee Hub before being assigned as a moderator, you will need to log out, then log back in to see the moderator permissions.

Depending on the Q&A settings for your session, all of the submitted questions may already be approved by default. If you need to decline a question that has already been approved, click the **Approved** tab. Then click the  icon next to the question to decline it instead.

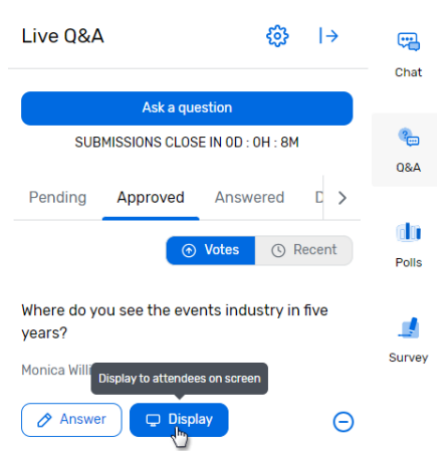
Or, if you need to approve a question that has already been declined, click the **Declined** tab. Then click **Approve** next to the question to approve it instead.

Attendees will not be notified if their question is declined. Additionally, attendees will be able to view all approved questions within the session's Q&A tab.

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. Click **Ask a question**, then type out your question and click **Submit**.

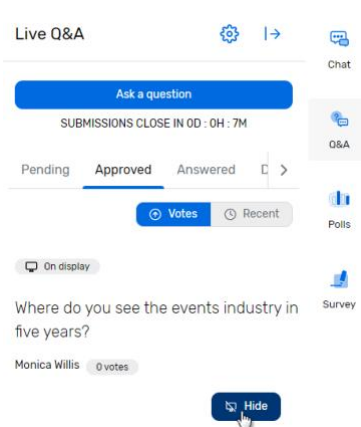
NOTE: Moderator questions are automatically approved.

3 Display a question. Click the **Approved** tab. Click **Display** next to a question to show it as the current question on the Event App and Attendee Website.



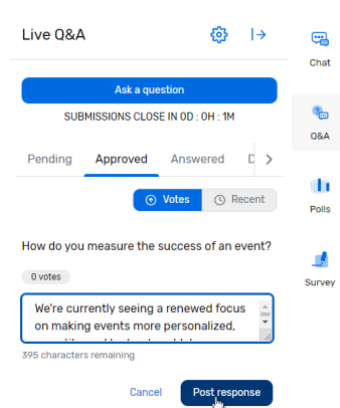
If you're using the Cvent Video Player, virtual attendees will see the question as an overlay over the session content. For events with an in-person component, you can also use [Live Display](#) to share the question on a monitor for all to see.

When the speaker has finished answering the question, click **Hide** to finish displaying the question and to mark it as answered. This can also be done from the **Answered** tab.




Or, write a response to a question. Click the **Approved** tab. Click **Answer** next to a question and type your answer in the textbox.

When you're finished, click **Post response**.




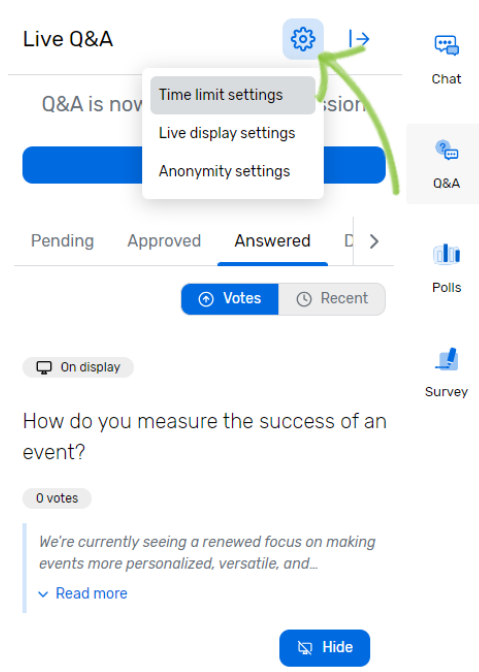
Attendees will be able to view the response within the session's Q&A tab.

If you need to make changes to your written answer, in the Answered tab click the **Edit** button, make the updates, then click **Save**. You can also click the  icon to remove your written response entirely.

NOTE: You can still [display a question](#) you've already written a response for.

4 Adjust the time limit settings, if necessary. Need to adjust when the Q&A session starts or ends?

Click the  in the top-right to access the Moderator Tools menu.



Click **Time limit settings**, adjust the dates and times as needed, and click **Save**.

5 Adjust the Anonymity settings, if necessary. Click the in the top-right to access the Moderator Tools menu.

Click **Anonymity settings**, select if you want to allow attendees to ask questions anonymously, then click **Save**.