

# Attendee – your meeting experience

## Before the session begins

- You will receive a link to join the meeting as an “attendee.” Use this link to join the meeting at any time during the Annual Meeting event.
- **Enter “full-screen” mode on your device** – for the best experience. We suggest you use the “Fullscreen” feature. You will be muted upon entry until permitted to talk.

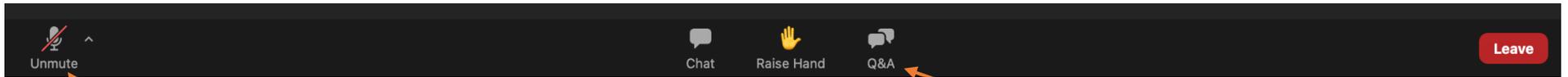
**During presentations** – CHAT will be disabled for all attendees. Q&A will be available to use for submitting questions to presenters and panelists.

- **Use the Q&A function** to submit a question at any time during the presentation. Please keep in mind; there is not enough time to answer every question. Questions not answered in a session will be deleted before the new session begins.
- **Use the “raise hand” function** after submitting your question and wait for the host to grant you permission to talk.

## After the presentations - Getting your questions answered

- Panelists will select from the submitted question in the Q&A segment to answer:
  - a. **Panelist will read your question:** if time does not permit, a member of the panelist will read aloud selected questions for speakers and presenters to answer. In such an instance, the attendee will NOT be called upon to ask their questions.
  - b. **Panelists will call on you to ask your question:** for segments with a panel discussion, the panelist may call upon some attendees who have previously submitted questions through the Q&A function to ask their questions.
    - Attendees will receive a notice that *“the host would like you to unmute.”*
    - **WAIT!** Do not unmute until the panelist calls upon you and asks you to *“unmute your mic and ask your question...”*
    - Your permission to talk will be removed after you ask your question

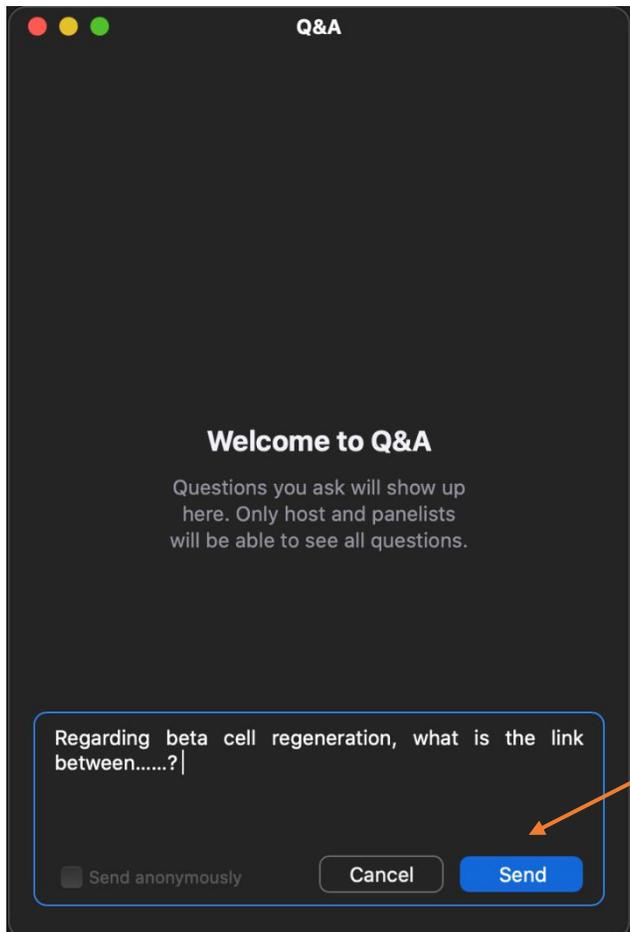
All questions not answered will be deleted after each session. Attendees will have to submit new questions for each session. Please refer to this guide for more details on how [to enhance your Zoom Webinar experience.](#)



*Use to unmute after being granted permission and asked by panelist.*

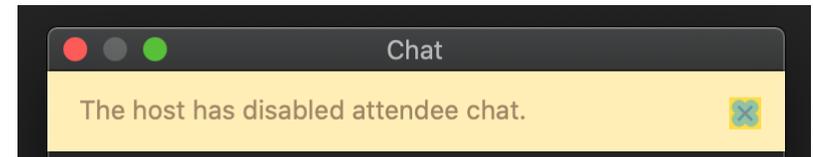
*Use to raise hand and after you've submitted a question in the Q&A*

*Use this button to submit your questions to be answered or called upon*



*Type in your questions in the Q&A box. Panelist will review and call on you if selected. Press SEND when finished with question.*

*Look for the prompt on your screen and the audible response from panelist to "unmute your mic and ask your question..."*



*Please keep in mind, CHAT is disabled for all attendees during main session. Chat will be open during the BREAK periods.*

## HOST GIVING YOU PERMISSION TO TALK



The host would like you to unmute

Stay Muted

Unmute

**WAIT! DO NOT** unmute till the panelist calls on you to unmute your mic and ask your question

 Unmute ^

 Chat

 Raise Hand

 Q&A

Leave