

2020 HDCA Conference: Add-On to Speaker and Chair Guide, Monitoring Your Whova Session Q&A

While chairs and speakers operate directly from within Zoom during a live presentation, members of the audience primarily use Whova to experience the proceedings. Thus, they also use Whova's Session Q&A to ask questions. These items are not visible to chairs/presenters from within Zoom itself, but it's actually quite easy to monitor (and thus be able to address) them during a live presentation.

Here's how:

- If you use the Whova app on your phone or tablet:
 - o On the *Home* screen, go to *Additional Resources*, and then tap the *Session Q&A* square.
 - o Scroll down to find the session for which you want to see the questions, and go into it via tap.
- If you access Whova through your Internet browser (on your PC):
 - o Head to https://whova.com/portal/webapp/hdcac_202006, log into Whova (if you're not already logged in). On the left, click *Session Q&A*.
 - o Scroll down to find the relevant session, and go into it by clicking *View questions*.

While you chair or present in Zoom, simply keep your phone or tablet handy, or your Internet browser open in the background. When the time for Q&A has come, check for questions from the audience and respond to them live in Zoom.

Remember, chairs and presenters can also invite the audience to pose questions orally (or perhaps even engage in discussion). Simply ask the dedicated tech support for your session to enable audience to unmute themselves (and start their video). By default, these options are disabled to minimise interruptions/distractions during live online presentations. However, it's entirely at the discretion of chairs/presenters whether they wish to follow that protocol.

For questions or suggestions, please email 2020HDCA@massey.ac.nz. You can also contact us in Whova, of course: simply head to *Attendees* and look for Krushil Watene and Marco Grix.

Nga manaakitanga,
The Organisers

2020 HDCA Conference
New Horizons: Sustainability and Justice
30 June to 02 July 2020
Auckland, New Zealand

Find us online: <http://www.2020hdca.com>