



ICIS live Q&A options

We understand that coordinating a virtual symposium has its challenges, with presenters located in various time zones, along with added commitments and restrictions during this time. We have therefore proposed some flexible live question and answer options for your session that we hope will help with engagement:

Each symposium will follow the timings below:

x4 Presenter Symposium Session (90 minutes):

- 2-minute recorded video introduction from chair
- 15-minute presentation for each speaker (+ 5-minute Q&A)
- 8-minute Q&A

x3 Presenter Symposium Session (90 minutes):

- 2-minute recorded video introduction from chair
- 20-minute presentation from each speaker (+ 5-minute Q&A)
- 13-minute Q&A

Alternatively, if you wish to have a longer group Q&A at the end of your session - rather than a 5 minute allocation per presenter - you can consider doing a live chat Q&A DURING each presentation (attendees asking questions as they arise throughout the pre-recorded talk with the presenter answering in real time), and reallocating this time to a dedicated concluding Q&A.

Q&A Options:

1. Live chat messaging:

At the bottom of each presentation screen there is a text box, which is available for attendees to ask questions and interact with the presenter. This option entails each speaker making themselves available at one or both of their simulated 'live' streamed presentations (BST or PDT), to reply to questions and chat to attendees in real time, from anywhere in the world.

2. Chat messaging and Zoom (or equivalent) combination

This option includes the above chat function, but also incorporates a live Zoom style Q&A at the end of a session. The responsibility for setting up and promoting a Q&A of this kind lies solely with the Chair of a symposium, and/or the participants. A Zoom Q&A can be set up as a group or as separate Q&As for each presenter. This option can be set up well in advance, with the symposium organiser/chair providing a link for attendees to participate. This link can be shared during the presentation as content in a slide deck, in the final holding slide and/or in the chat box. The set ups for the zoom / chat combination are set out below:

- A. Chat Q&A during each talk only (no breaks in between talks), concluding live Zoom Q&A
- B. Chat Q&A during each talk + 5 additional mins chat in between each talk, concluding live Zoom Q&A
(please see timings above for Q&As depending on # of speakers)

**All confirmed Q&A set-up arrangements must be conveyed to the [organisers](#)
no later than June 22, 2020**