How to use Cvent Events app and Attendee Website to moderate sessions

If you are a moderator/speaker of a plenary session or organized session, this guide is for you.
Priorities 2024 Conference offer event application and website to promote interaction in the conference. The access to your moderator rights on the application and website will be enabled starting 1 May 2024. After that, you can follow the instructions below to explore.

What will you need to moderate sessions?
As a moderator/speaker for a session, you can choose to moderate sessions through either of the 2 options below.

1. **Cvent Events app for smartphones:**

   Scan here to download Cvent Events app on App Store and Google Play Store.

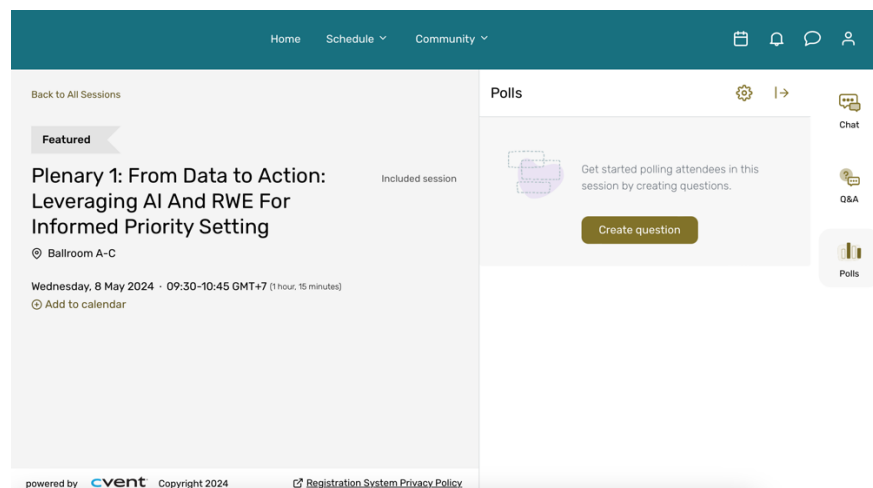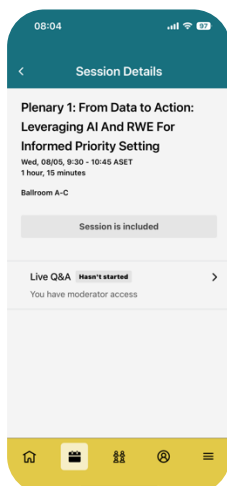2. **Attendee Website:** https://eur.cvent.me/zYanw

   The 2 options are almost identical in terms of functions except for creating polls. Read on for further information.

What functions are available for attendee interactions?
- Live Q&A
- Live polls
- Live display of a specific question or poll question

How to access you session page?

To access the session page, **log in to the Cvent Events App** or **Attendee Website** with the account you register to the conference with. Tap the calendar icon/click on 'Schedule' menu and go to 'All Sessions'. Locate your session on the schedule and tap/click its name. You will see your session page there.
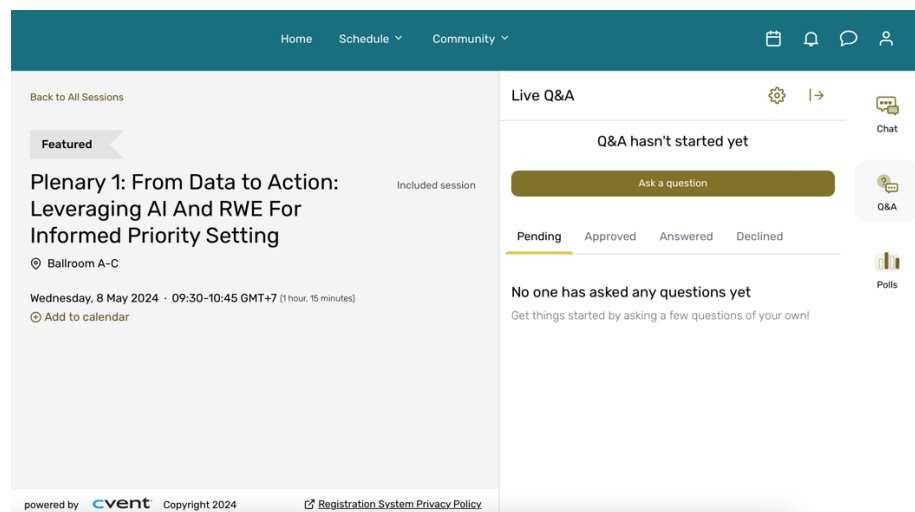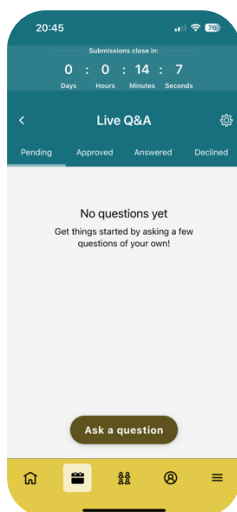
Moderating Live Q&A

Which options can be used for this?: Cvent Events app and Attendee Website
Conference participants can send their questions through Cvent Events app, and as the session speakers/moderator, you have the rights to manage the questions – which questions will be shown, answered and so on.

Each session speakers/moderator can access to their session pages to manage the questions through both the app and the website:

1. Start moderating questions. Tap **Live Q&A on the app**/click **Q&A on the Attendee Website**. The Pending tab opens by default and displays all of the questions that have been submitted.

2. To approve a question, tap the checkmark/click 'Approve'. To decline a question, tap the **X**/click **'Decline'**. The questions will be moved to Approved and Decline tab, respectively. You can change your decisions for each questions any time on their respective tab.

3. You can also submit a question yourself by tapping/clicking 'Ask a question.' Questions by speakers/moderator who have the rights to moderate Q&A will be automatically approved.

4. You can write a response to a question. Tap/click the Approved tab. Tap the pencil icon/click 'Write Answer' next to a question and type your answer in the textbox. When you're finished, tap 'Submit Response'/click 'Post Response'. **Attendees will be able to view the response within the Answered tab.**

5. You can choose to show a specific question so participants can see which questions are being discussed by tapping 🖥 icon/click 'Display' next to a question to display it as the current question. It will be shown on both the Event App and Attendee Website. Tap the 🖥 icon/click 'Close Display' when the speaker has finished answering the current question, and it will no longer be displayed.

> *Live Q&A feature for each sessions will start 15 minutes before the session starts and 15 minutes after the session ends. You can adjust the Q&A timeframe for your sessions by tapping the ⚙ icon on your session page.*
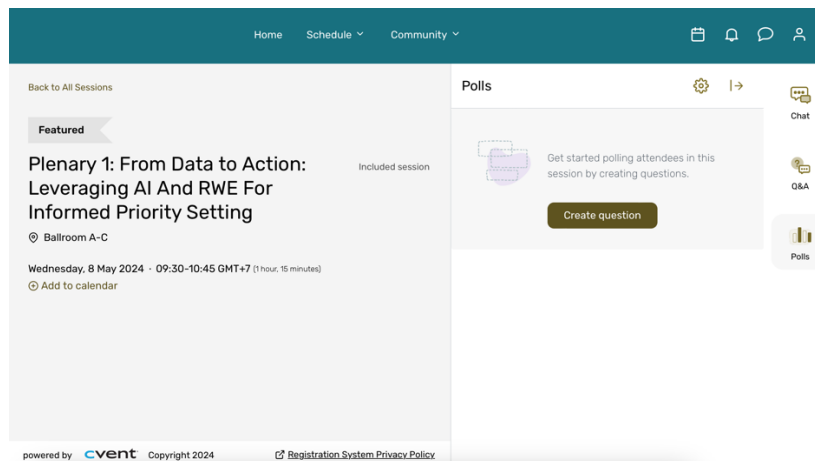
Moderating Live Polls

Which options can be used for this?

- **Creating polls:** Attendee Website
- **Moderating polls:** Cvent Events app and Attendee Website

1. Create polls. In the toolbar on the right, click **Polls**. Click **Create question**. Please note that the poll can be created before the event starts.

Select a question type, then enter the question text and answer options. Click Add option after each answer to add more.

When you're finished, click 'Done' to complete your poll, or 'Add another question' to add more questions to your poll. Any questions you create will appear under a new "Poll questions" header.

2. Edit your question, if needed. To make changes to a question, click the ⋮ icon below the question, then click **Edit question**. Please note that editing the question will delete any attendee responses you've already received, and you'll need to re-open the question after editing, if it was previously opened.

3. Open a poll question. Tap '**Live Polls' on Cvent Events app** or click 'Polls' on Attendee Website. If your session has just one poll, you'll see a list of the available questions by default. Otherwise, you'll see a list of the available polls and will need to tap on a poll to see the questions.

When you're ready for attendees to start submitting their responses, **on the app,** switch the 'Closed' **toggle to 'Open'** above a question, and **on the website, click 'Open question'**. Attendees won't be able to see the question until you do.

4 Display the current poll question. Tap the 🖥 icon/click 'Display' next to a question to show it as the current question on the Event App and Attendee Website. When the current question should no longer be displayed, tap the 🚫 icon/click 'Close Display'.

5. Close the question. Switch the 'Open' toggle to grey/click 'Close Question' when attendees should no longer be able to submit responses to a particular question.

Attendees will be able to view the question responses once they've submitted their own answer, or once the question is closed.

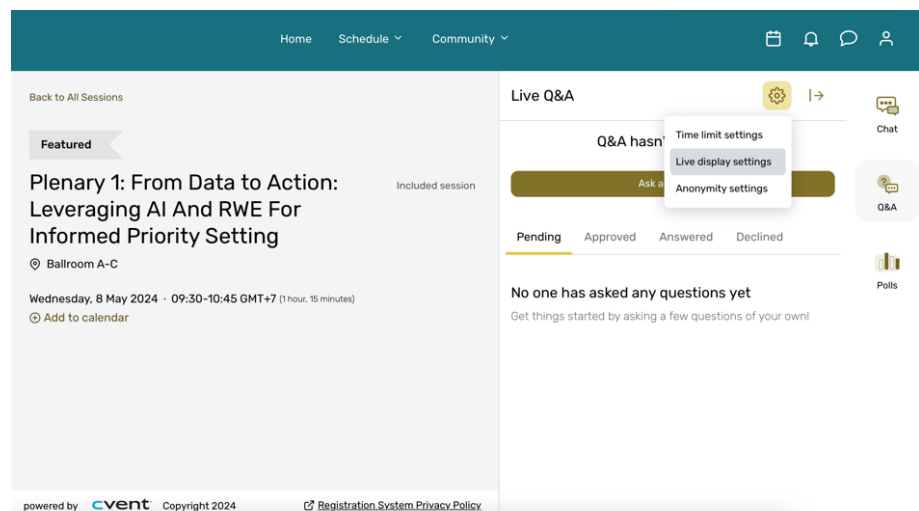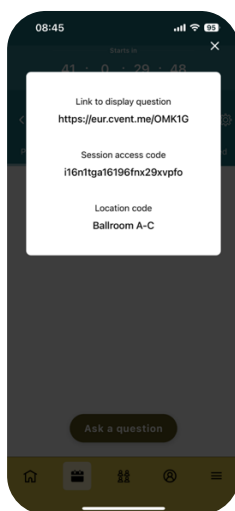# Moderating live display of a question or poll question

Live display here refers to showing a question or poll question on the presentation screen (projector screen or monitor). The live display is a webpage specific for each session and will display either the question from Live Q&A or Live Poll for which the 🖥 is selected/on 'Display'. You can pick which one to show.

To use live display, you need 2 information: your session's **Live Display URL** and **Session Access Code.**

How to find and access the Live Display URL and Session Access Code?

1. Finding URL and Code. On the Cvent Events app, tap the ⚙ icon in the top-right to access the Moderator Tools menu. Tap Live display settings from Live Q&A or Polls and make note of the display link URL. On the Attendee Website, click the ⚙ icon in the top-right, then **Live display settings**.

Then enter the URL in a web browser or click the live display link. If you want to show the live display screen to attendees onsite, **access the webpage on the computer that will be connected to the projector.**

2. Input the Session Access Code. Enter the code then click 'View live display webpage'.

3. Control question on display. You can control which question/poll question will be shown on live display by using the 🖥 icon/'Display' button.

> **Out session coordinator who will be in your room will provide support on setting this function up.**