




Click&Meet  
Q&A Sessions

Manage Q&A Sessions visually from the Click&Meet interface, by showing who has a question and in what order they requested to speak. Don't forget to mute all participants first .



**Open Floor Request Mode** – Open the floor for participants to request the floor to speak.

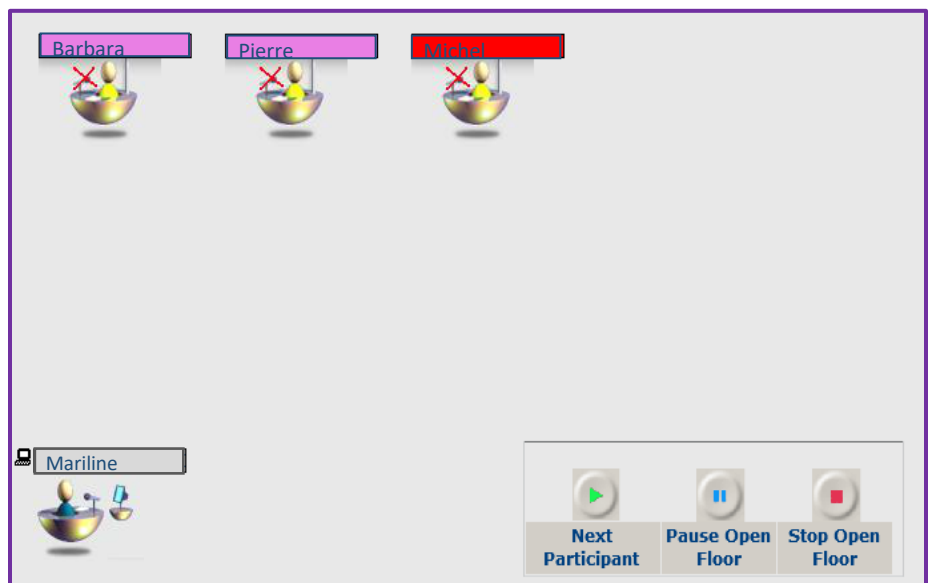
- Audio prompt will announce floor request mode has been activated and participants will be prompted to press \*# on their phone's keypad to request the floor or cancel their floor request.
- Participants who wish to speak will show in red for first request and pink for the next people to request. In yellow or green, the ones having the floor (depending on whether they currently speak or not).

The color indicates the participants' status:

- **Yellow** : Current speaker – when he/she doesn't speak
- **Red** : Next to have requested the floor
- **Pink** : In queue (line)

You can control the floor using the options at the bottom of the screen.

- **Green** : Current speaker – when he/she does speak



- **Next participant** - grants next participant in queue permission to speak and unmutes them
- **Pause Open Floor** - mutes current participant with speaking rights, and awaits the **Next Participant** command to move on to next participant requesting the floor.
- **Stop Open Floor** - ends Floor Request mode