



Click&Meet  
Q&A Sessions

Manage Orderly Q&A Sessions visually from the Click&Meet interface, by showing who has a question and in what order they requested to speak.



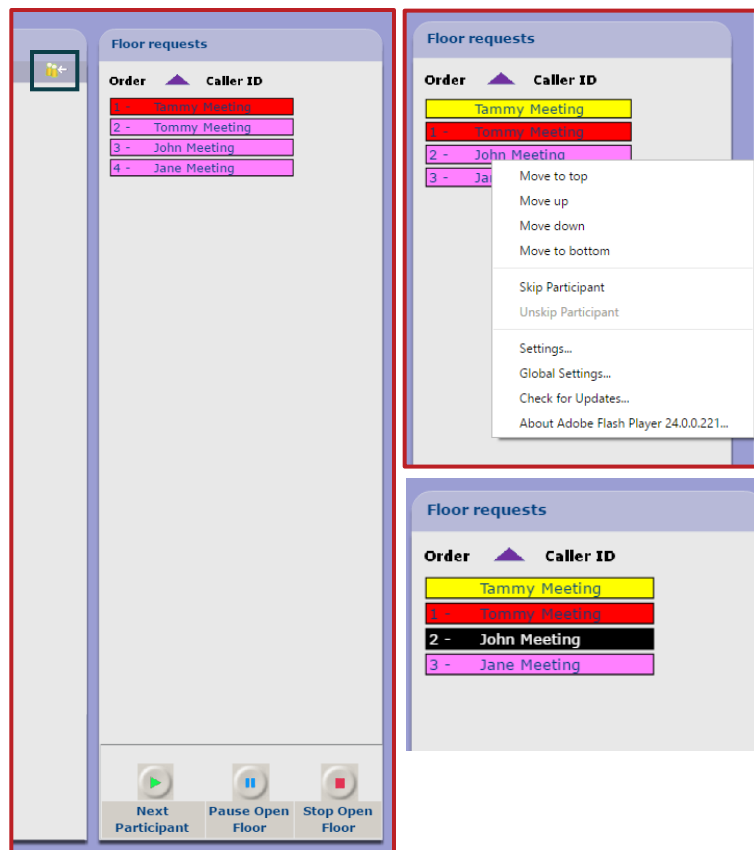
**Open Floor Request Mode** – Open the floor for participants to request the floor to speak.

- 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
- You can now open the floor request panel on the right hand side of the Click&Meet interface
- Participants who wish to speak will show in red for first request and pink for the next people to request

**\*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



The screenshots illustrate the 'Floor requests' interface. The first screenshot shows a list of participants in a queue, with the first participant (Tommy Meeting) highlighted in red. The second screenshot shows a context menu for a participant (John Meeting) with options like 'Move to top', 'Move up', 'Move down', 'Move to bottom', 'Skip Participant', and 'Unskip Participant'. The third screenshot shows the same list with the first participant (Tommy Meeting) highlighted in yellow, indicating they are the current speaker.

Participants are listed in the order they requested the floor and the color indicates their status

**Yellow:** Current speaker

**Red:** Next to have requested the floor

**Pink:** In queue (line)

**Black:** Indicates the participant was Skipped by the host.

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