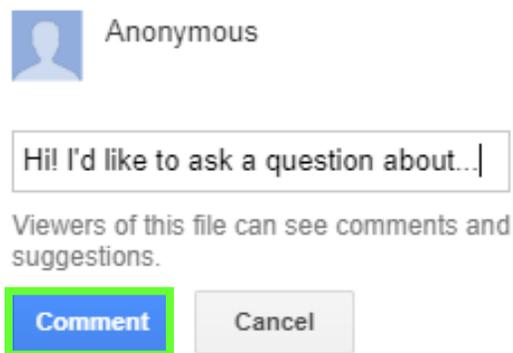


## Attending Poster Q&A Session

For our virtual meeting poster session, we are leveraging the Commenting function on Google Drive to allow attendees to essentially have a “live chat Q&A” with poster authors.

### Poster session attendees:

1. To interact with poster presenters, use <https://www.imno.ca/2020-poster-session> to see the **list of posters**. This should include links to all of the posters that you can interact with using live comments on Google Drive. Presenters should be actively responding to comments during the designated poster sessions (**Thursday, March 26, 9:25-10:25 AM & Friday, March 27, 9:40-10:40 AM**).
2. After opening the poster **you can ask questions by adding comments**. **Right-click** on the area of the poster that you’d like to ask a question about and select **“Add a comment”** or use the **“Add a comment button”**  in the **upper right corner**. This will give you a cross-hair cursor that you can use to highlight the poster area that you’d like to ask about.
3. This will provide a comment box for you to ask your question. Ensure that you click **“Comment”** after typing your question to submit it to the presenter.
  - **Note:** All viewers of the poster will be able to see the question and response.



4. You can then wait for a response to appear below your question on the right side of your screen.
5. **Once you have seen the response** and have no further questions on the topic, please **“Resolve”** your question to remove it from the document.

### Quick tip:

***If you want notifications about questions/comments on your poster... OR If you want a notification when the presenter has responded to your question...***

- With the poster file open in Google Drive, you can select “Manage comment notifications” and decide if you want a notification for “All comments”, “Only mentions and replies to my

comments”, or “Nothing”. If notifications are turned on, these are typically sent to your Gmail e-mail and/or to your mobile device if it has Google Drive configured.

- **Caution: These notifications are not always sent instantly and should not be relied on by poster presenters during their designated session.**

