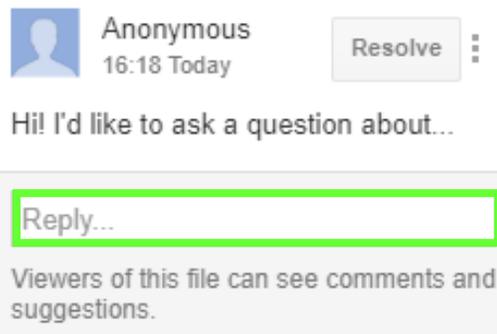


Poster Session Q&A

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

Note: Poster presenters are expected to be responsive to any questions asked during **BOTH** poster session. Poster sessions will be held on **Thursday, March 26, 9:25-10:25 AM** and **Friday, March 27, 9:40-10:40 AM**. You can access the lists of posters at <https://www.imno.ca/2020-poster-session>

1. During your allotted poster presentation session, open your file via your own Google Drive. You should be able to see comments with questions appear on your document. **Note: Please access your poster through the original file in your Drive (rather than the sharing URL), if possible, as it will be more responsive to incoming comments. If you are not seeing comments appear, try refreshing your page periodically.**
2. Left-click on the comment to see a yellow box appear on your poster, showing which part of your poster the question refers to. You will have the option to **Reply** to the question.
 - **Note:** All viewers of your poster will be able to see the question and response.



3. Once the question-asker has seen the response and has no further questions, they have been asked to “Resolve” the question, which will delete it from your 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.**



 Share

 Move to

 Add star

 Rename

 Find

 Details

 Manage comment notifications

 Hide comments column

 Open in new window

 Report abuse