



SLIDO Instructions

Used for Session Question Submissions

Session Moderator Information

Moderator Equipment Needs for Day of Session

Moderators will need 2 screen views open to moderate a session.

- (1) Screen view will be open with Zoom to be used for your audio and video
- (1) Screen view will be open with Slido to be used to receive questions submitted by attendees.

Slido Account Setup – You Need to Setup Your Account Before Your Session

Slido is the web-based platform being used for audience question submission.

ONLY Moderators will be accessing Slido, not Speakers.

Step 1: Create an Account

Moderators must create a Slido Account to use during the day of session.

- Click **sign-up** at on the website at <https://www.sli.do/>
- Please note that you will only be able to actively moderate one link at a time per account.

Step 2: Log into the Session

Moderators will be able to actively participate in Slido by clicking on the **session specific** Slido link shared by ATC.

- This link is listed in the final program document being sent by ATC.
- If you don't receive your session final program document by June 3rd, please contact atc@atcmeeting.org.



Instructions on How to Use Slido

Setup Your View

1. Maximize your view to ensure the full display is shown as below.
2. The **Session Title** and **Date** of your session is listed on the **top left**.
3. You will **NOT** use the Share or Present buttons on the **top right**.

Session Title & Date

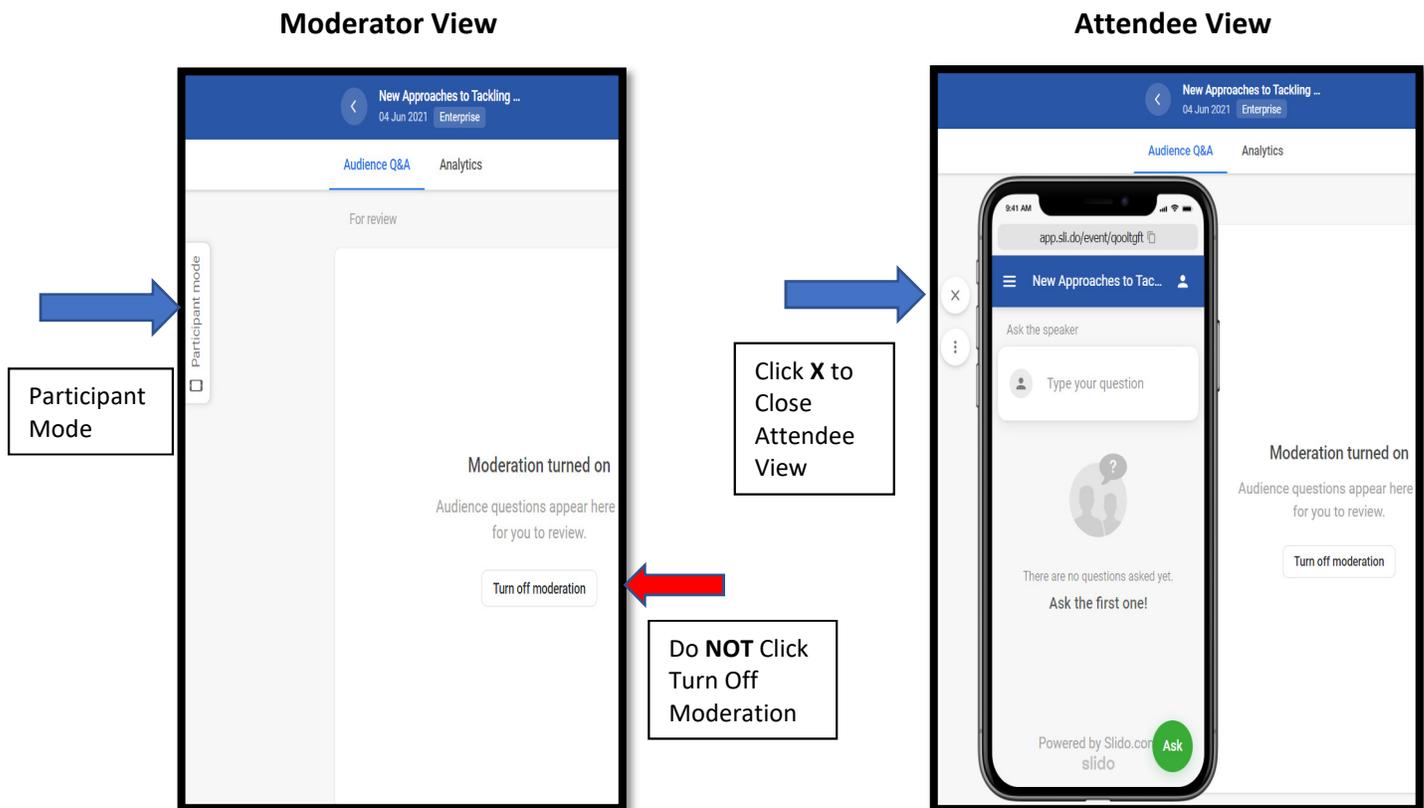
Buttons Not Used
Share Present

The screenshot shows the Slido interface. At the top, a blue header contains the session title 'New Approaches to Tackling ...', the date '04 Jun 2021', the event name 'Enterprise', the hashtag '#atc2021_680', and the status 'Hidden'. On the right side of the header are 'Share', 'Present', and 'SF' buttons. Below the header, there are tabs for 'Audience Q&A' and 'Analytics', and a 'Settings' gear icon. The main content area is split into two panels: 'For review' and 'Live'. The 'For review' panel shows 'Moderation turned on' and a 'Turn off moderation' button. The 'Live' panel shows 'Your Slido is scheduled' and a 'this link' for participants. A 'Participant mode' toggle is on the left, and a help icon is in the bottom right corner.



Attendee View Feature

1. Click on the **Participant Mode** tab on the **left of the screen**.
2. You will then see the view of a phone.
3. This view is used for you see in real time what attendees are seeing.
4. You can also submit questions in this section as an attendee without being logged in as attendee.
 - a. You do NOT have to enter your name before submitting a question – entering your name is optional.
 - b. A reason to submit a question as an attendee is to start attendee engagement.
5. Click **X** to close the attendee view and **continue with the Moderator view**.



6. Do Not Click to Turn Off Moderation.



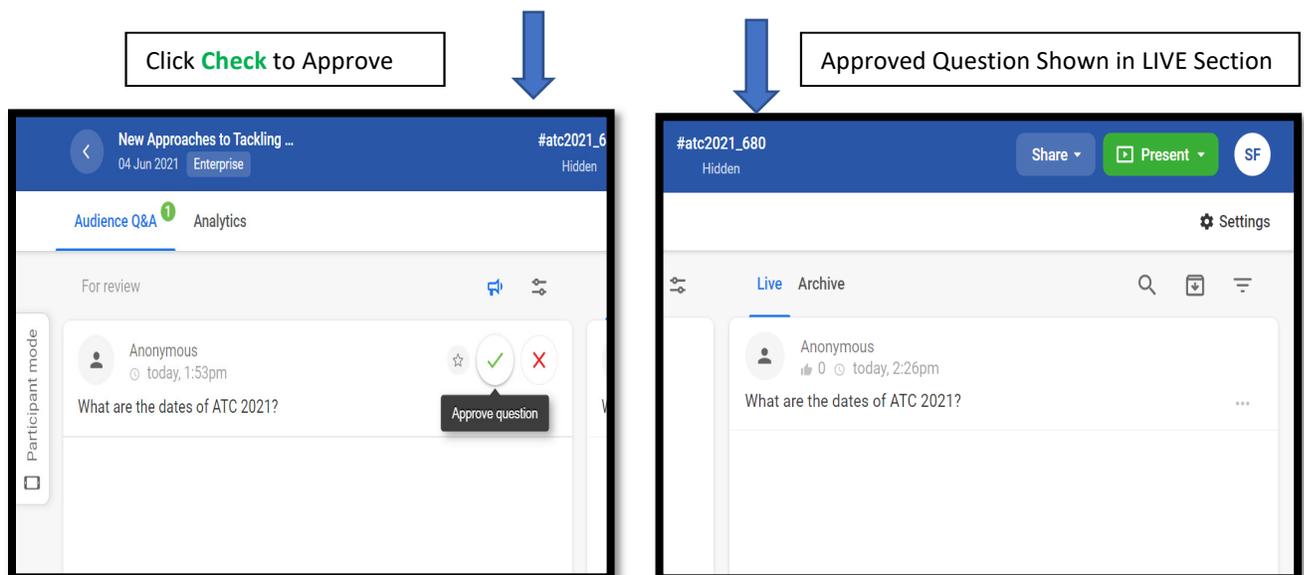
Manage Audience Question & Answer

From the **Audience Q&A Tab** in the left section of the top banner, you will be able to **review** and **manage** the questions submitted by attendees during your live session.

To Approve a Question (Green Check Icon):

You will need to **approve questions** that have been submitted and **you are considering for live Q & A**.

1. Hover over the question. A green check mark will appear.
2. Click the green check mark to approve the question.
3. This will move the questions to the right side and make the question **public**, so all attendees can see it.
4. Once approved, attendees have the ability to vote for a question by clicking the “thumbs up” icon.
5. This can also help you prioritize which questions to answer first and also let attendees know what questions have already been submitted and are being considered for Q&A.





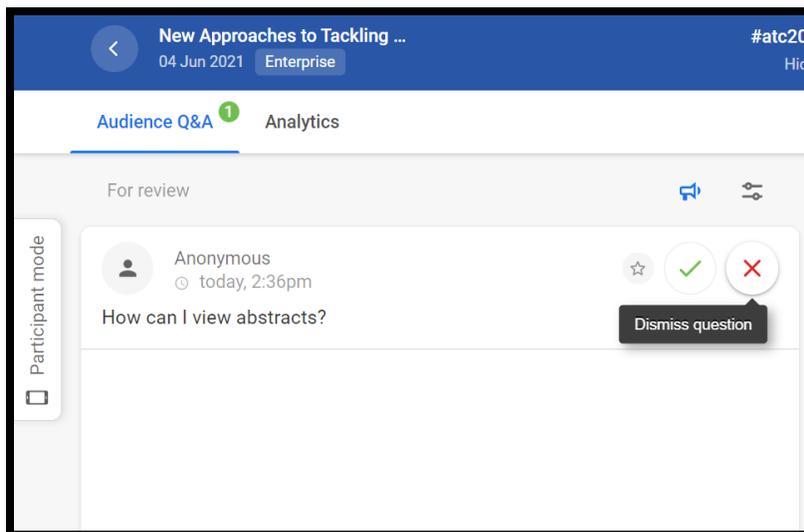
To Dismiss a Question (Red X Icon)

You can **dismiss** a question that is inappropriate, or **you do NOT plan to incorporate** into the Live Q & A.

Dismissing a question moves into the Archive area.

To dismiss a question:

1. Hover over the question. A red X will appear.
2. Click the red X to remove the question.
3. All dismissed questions will move to the “Archived” tab on the right side.



Click X to Dismiss Question



Tips to Organize Question & Answer Responses

The tips below are listed to guide you but are not required to use or implement.

Label a Question

You can **label** a question before or after you approve it. The instructions below are the same if you label a question before or after you approve it.

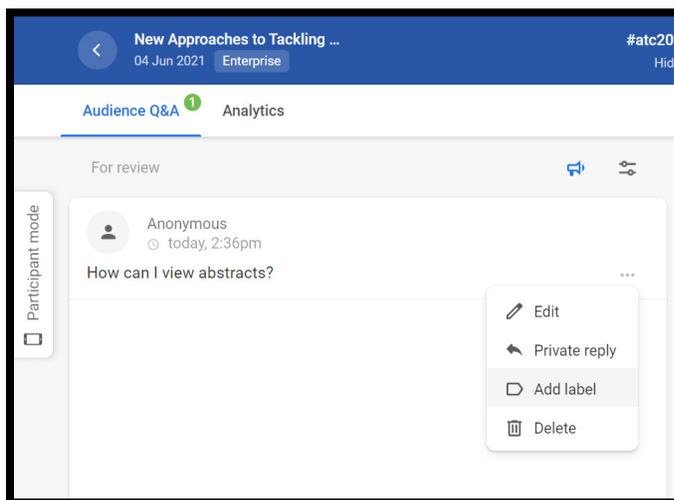
By labeling a question, you can use this for moderators to know which speaker a question is directed to.

You can also label a question to know which moderator will announce the question.

Please discuss what method you will use with a co-moderator if there are 2 moderators in your session.

To **label** a question:

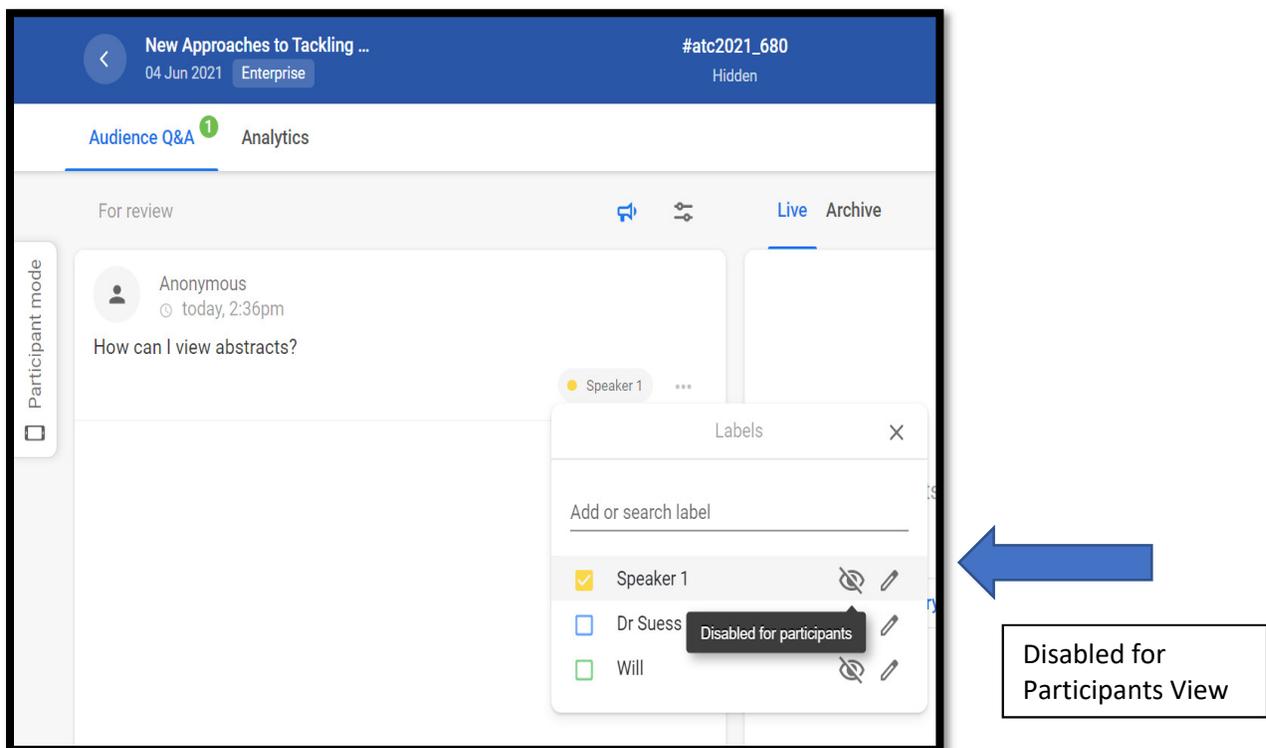
1. Hover over the three dots to the right of the question.
2. Click on the three dots to view the drop down of menu items.
3. Click **Add Label**.
4. Add text for Label.



Click Add Label



5. Ensure your label is **NOT** displayed to the audience.
 - a. Once your label is added, hover over the three dots again and click on Add Label.
 - b. You will be able to view labels.
 - c. Ensure the eye symbol has a line through and the words “**Disabled for Participants**” appears.



Highlight Attendee Question (Blue ^ Symbol)

If a question has been asked multiple times or is one that would be of great interest, you can **highlight** the question.

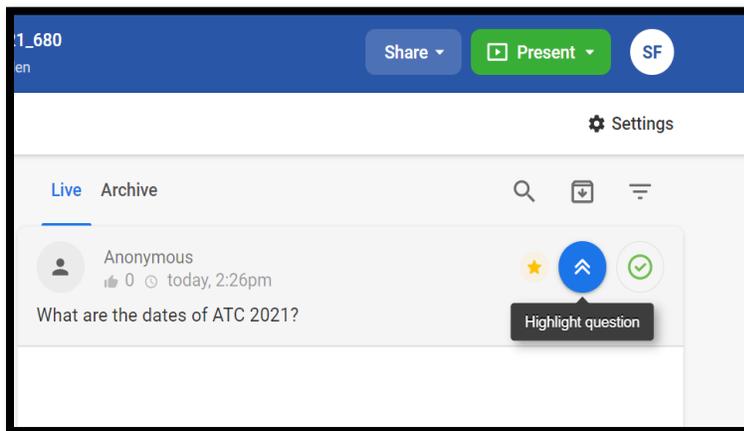
Highlighting the question will keep the question at the **top of the list of approved questions** and **make it highly visible to attendees**.



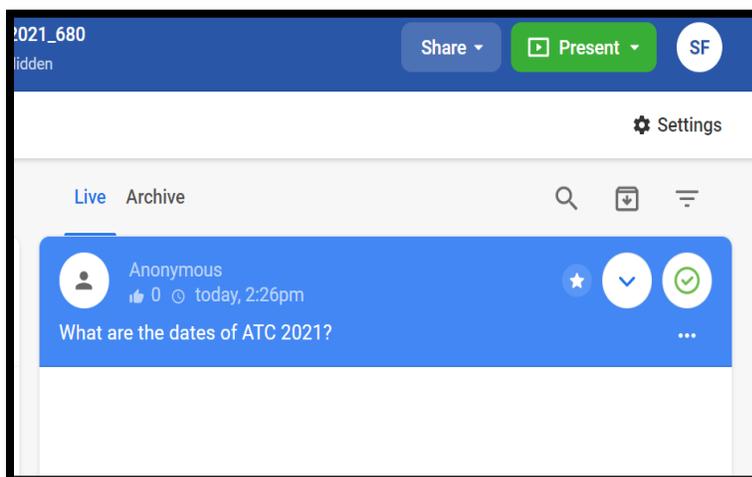
To **highlight** a question:

1. First, approve the question.
2. Hover over the three dots to the right of the question.
3. A blue circle with two ^ symbols will appear.
4. Click on the blue circle to highlight the question.

The question will now appear at the top of the list of approved questions so that the attendees know it is of high interest.



Click the ^ Symbol to Highlight a Question



Highlighted questions show in blue



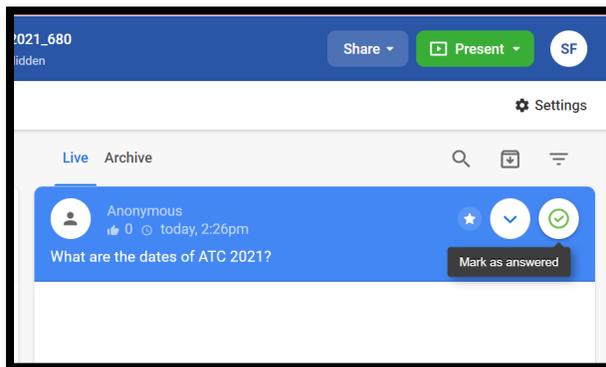
Mark a Question as Answered (Green Check Symbol)

Once a question has been discussed, you can mark it as **answered**.

To mark a question answered:

1. First, approve the question.
2. Hover over the three dots to the right of the question.
3. A green circle with a **check** symbols will appear.
4. Click on the green **check** to mark a question answered.

The question will now be archived.



Click the green check to mark a question answered.