**Moderator Link**
All presenters and moderators will receive a link to access the Q&A/moderator page the day of the presentation.

**Moderators Accept and Reject**
Moderators will use the accept/reject feature on the right side of the moderation link to accept and reject questions. Depending on the configurations for your ARS, this may or may not cause the questions to appear to attendees.

**Adding Responses to Questions**
As a question comes in, it will appear at the top of the question list. The moderator can respond to a question by clicking the “Add Response” button. Depending on the settings for ARS, the response may show to attendees during and after the event.

**Favoriting Questions**
A moderator has the ability to favorite questions by clicking the “Favorite” button. This feature is extremely useful if you are planning on relaying questions to a speaker during a live Q&A panel.
**Navigating Between Tabs**
Each ARS moderator will see a series of tabs across the bottom of the page. This page will allow the moderator to quickly flip back and forth between answered, unanswered, and favorited questions.

<table>
<thead>
<tr>
<th></th>
<th>All (26)</th>
<th>Unanswered (16)</th>
<th>Answered (10)</th>
<th>Favorites (0)</th>
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Paul C. | 10:31 AM |