

# Q & A

30+ Minutes Total

## INSTRUCTIONS

- Determine who will be answering questions. This can be the host or anyone else in the room whether it is the CEO, a department head, etc.
- The person answering questions will go into presentation mode. If they are the host, they can select themselves as presenter. If they are not the host, the host must invite them to present.
- Once in presentation mode, give a brief introduction. This can be as basic as name, location, and role or as specific as what they have been working on recently depending on the audience.
- Participants in the room take turns asking questions.
- After each question asked, the presenter must repeat the question so the entire room can hear it.
- Answer each question. Feel free to share your screen when relevant!
- When time is up or there are no questions remaining, end the presentation.