

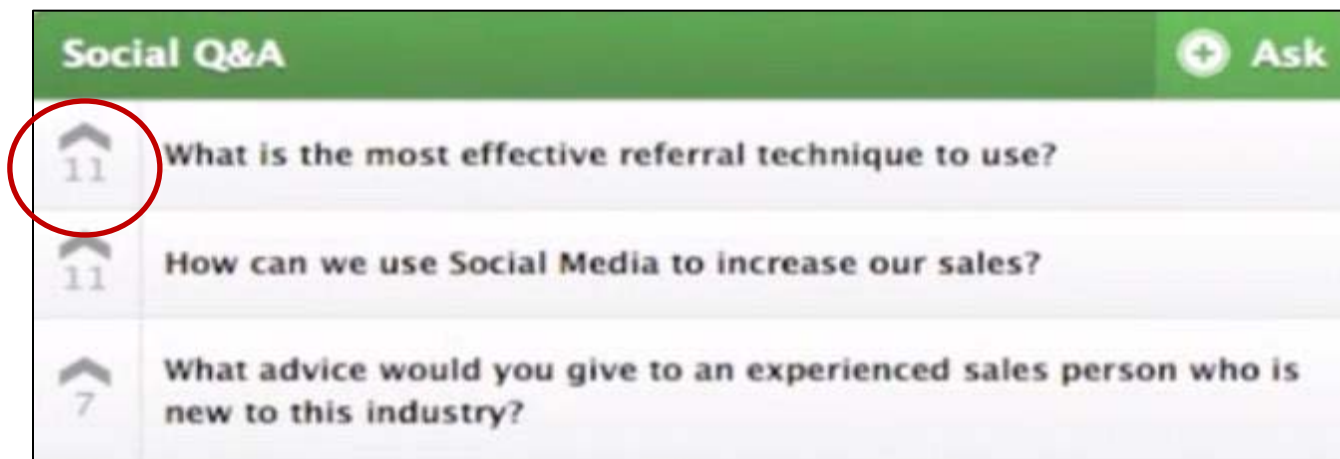
Introduction: The purpose of this document is to assist you as AAFP Faculty in using the Audience Engagement System (AES) technology to effectively manage the question and answer segment of your session.

(1) Audience Engagement During the Lecture

- During your lecture, in addition to answering Poll Questions, learners are able to electronically **submit** questions to you.
- This is what learners see on their web enabled **device**.



- To submit a question, the learner clicks on the +Ask button and types a question.
- Submitted questions are viewed by other learners in the room, who can **like** questions to increase the priority by clicking on the up arrow by the question.



- This allows the learners to **prioritize** which questions they would like addressed.
- This will reduce the number of redundant questions and further **engage** the learners.
- The submitted questions will only be viewable on the **main** projection **screen**, when you click on the link on the Question & Answer slide(s) in your presentation deck.

(2) The Questions & Answers Slide

- The AAFP staff will insert a slide titled "Questions & Answers" at the end of your deck. This slide will contain a link to the questions asked by learners. Clicking the link will show the questions on your presentation screen.

- If you want to have a Questions & Answers slide earlier in your presentation, put a place holder slide in your deck where you want it titled “Questions & Answers”.
- This slide contains a link to the questions submitted by the learners.
- The questions, in priority order, will appear on the presentation screen, the laptop you are using to present your deck, and the learners’ devices.

(3) Order of Questions

- Questions will appear in **priority** order, with the most “liked” questions listed first.
- Your objective is to address the most **relevant** questions first, as voted by the learners.
- When you have finished addressing questions, you can just **advance** to your next slide.
- Of course, you may **manage** leading or controversial questions appropriately as you work your way down the list. (i.e., *skip it, think about it, answer it later if time allows*)