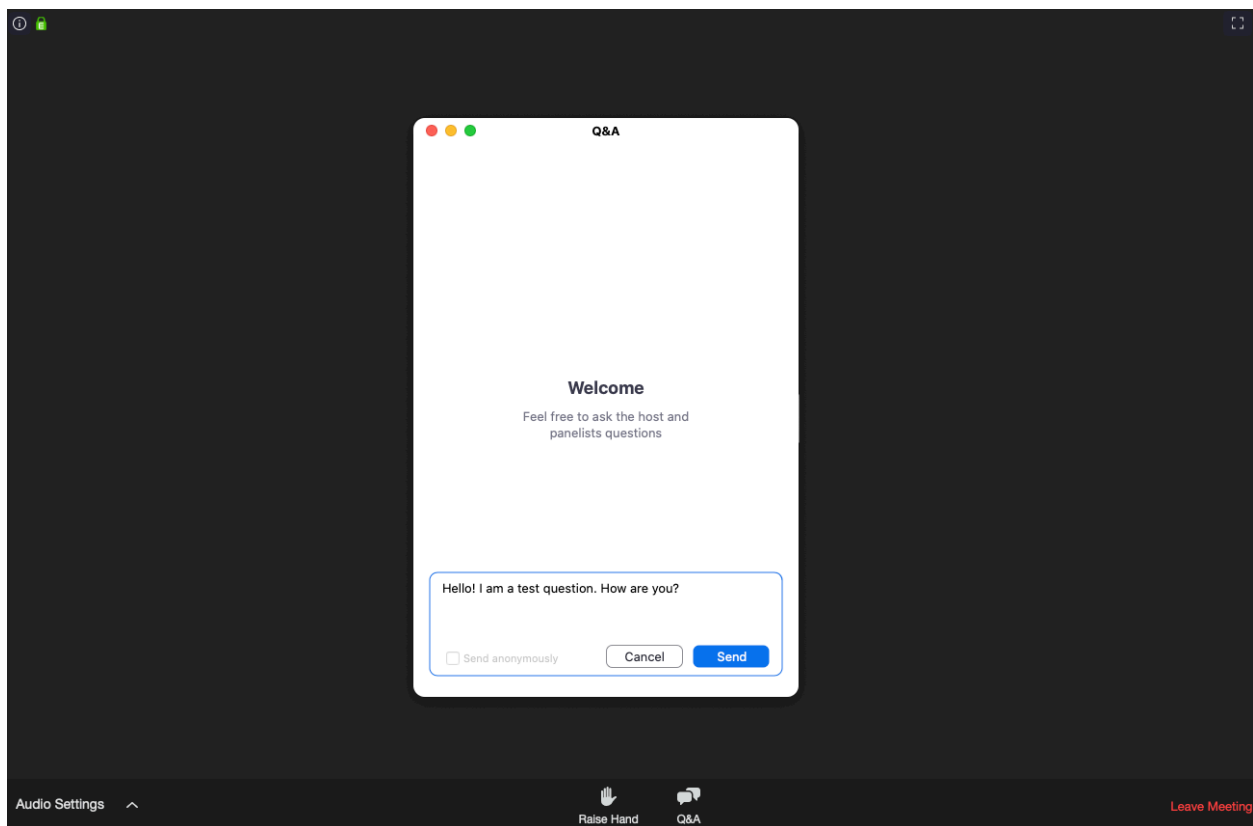# Zoom Webinar Q&A – Attendee and Panelist Experience

This document outlines the experience both an attendee and panelist can expect to have when interacting through the Q&A panel built into a Zoom Webinar.

Attendee Experience

When attendees are granted access into the Zoom Webinar, they will be presented with what appears to be a standard Zoom meeting window – but restricted to a view-only mode unique to webinars. When hovering their mouse over this Zoom window, attendees will see a toolbar appear on the bottom with a prominent Q&A button. Clicking on this button will open the "Submit a Question" prompt for the attendee.

Example screenshot of Attendee's Zoom Webinar session with the Q&A panel activated.
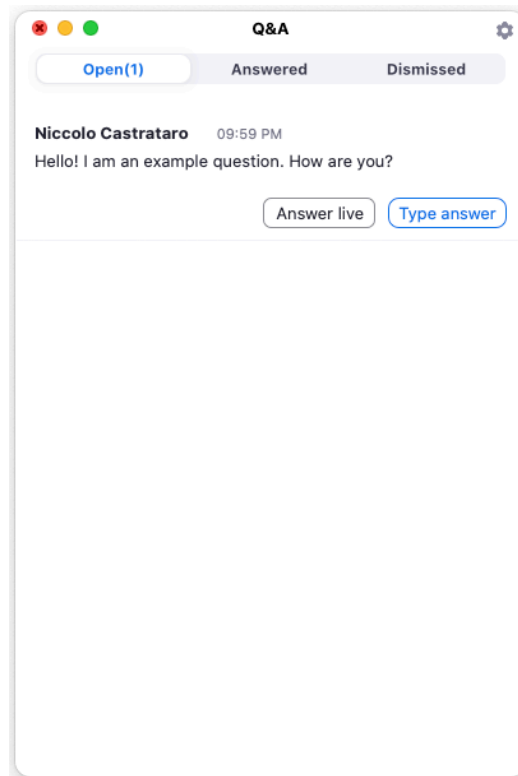
Attendees can submit questions using this panel, immediately viewable by the remote speakers and panelists. The attendee will see all of the questions they have submitted listed in the panel, along with any written replies sent to them by a panelist.

See next page for Moderator Experience

Panelist Experience

Panelists in a Zoom Webinar are the remote presenters capable of sharing video, audio, and slides. The experience of a Panelist in a Zoom Webinar is largely the same to that of a normal Zoom video conference. The webinar however introduces new functionality to the toolbar, prominently the addition of a Q&A button at the bottom.

The Q&A panel appears as a list of submitted questions to panelists, displaying all of the questions submitted thus far by attendees.

Screenshot of the Q&A panel as it appears to Panelists

Panelists can use this panel to scroll through their list of questions and freely answer as they wish during the conference presentation. There are two additional buttons on the panel that do the following:

- **Answer Live:** Highlights the question as one being answered live now. Once answered, an additional "Answered" button will appear to remove it from the "Open Questions" list.
- **Type Answer:** Panelists can choose to answer questions via text instead, using this option to type and display their response to this question.

Note that questions will not be viewable to all attendees unless a panelist selects either the "Answer Live" or "Type Answer" option. If questions should remain private, neither of these options should be used during the presentation.