

## Placing your Q&A

- At the beginning: If you are conducting a series of online events, you might as well kick off a session by starting with a Q&A. The questions for the Q&A session can be collected at the end of the last session or the beginning of the new session. By doing so, you recap what was presented in the last session. Make sure you clarify how the topics from the last session are connected to the new one.
- In the middle: You can include short Q&A sessions throughout your online event to provide some space for learners to reflect on what they have heard.
- At the end: Usually, Q&A sessions take place at the end of an event.

## Selecting questions

The quality of a Q&A session not only depends on the expert providing answers but also on the depths of the questions raised by the learners.

Have a question facilitator quietly select questions to be asked at the end of the session. That way, they can filter what questions the expert can answer best and what goes along with the overarching topic of the event. If finding a question facilitator requires more work, you might consider the following alternatives for selecting questions for larger groups:

- Use the learners as question facilitators – This can easily be done by using tools such as [EasyRetro](#).
- Incentives – When voting on the questions, consider having a prize for the best one.
- First come, first served – Open up the floor for learners. They can type in their question in the chat or unmute themselves to ask their question directly.