Quick Reference: Questions Review Spreadsheet

(Steps and screen-caps based on a Chrome Browser on a Windows 10 FDA laptop – your experience may be slightly different)

Visit the *SBIA Events Presenters' Resource Page* for more information

Brenda Stodart is the SME Wrangler for SBIA Events

If you have a question or need help, contact her at **Brenda.Stodart@fda.hhs.gov**
or on her mobile: **301-787-7813**

Chrome is the preferred browser.
Open this link in your browser to access the questions review spreadsheet:

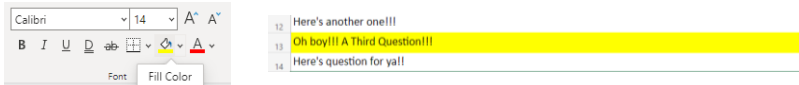# Click Here for the Questions Review Spreadsheet

(https://fda-my.sharepoint.com/:x:/g/personal/jeffrey_kelly1_fda_gov/EYfQPk3Spr1HsTWkDPFUtsgBfu1QkMi6EYKprMh-_plQow?e=fnXJWj)

This is the spreadsheet that the speakers, SBIA and tech staff, and SMEs
will edit together to gather and select "good" questions.

You must be <u>on VPN</u> (or on campus) to access the spreadsheet

FDA Speakers & SMEs:

Review the questions and highlight the "good" ones:

1. Most questions will be prefaced with the name of the speaker they are directed to ("@Jeff"). If a question is not prefaced with a name, but you recognize which speaker should field the question, add the name to the question. Otherwise, the question will be directed to all speakers participating in Q&A.

2. If you **DO NOT** like the question and do not want to respond to it, **simply ignore it**.

3. If you consider the question to be a good one to include in Q&A, click on the row number (on the extreme left of the row) and then click the "Highlight" button in the Excel toolbar to highlight that row in yellow.

4. You can make *minor* edits to the questions to improve them.

5. Please **DO NOT** add any text to the spreadsheet. There is *no value* in typing notes our answers in the spreadsheet.

6. You can "converse" with other speakers/SMEs and the moderator using the *Presenter Chat Pod* **in Adobe Connect**.

Non-FDA Speakers:

Questions that come in for you will be pasted into the *Presenter Chat Pod* **in Adobe Connect**. You can review them there and let us know if you would like us to highlight them in yellow.

Moderators / Question Readers:

Read only the highlighted questions. If the Q&A is in a Panel Session, prepare by grouping questions by speaker so you can ask them in clusters of 2 or 3 before moving onto the next speaker.