

MeetingTime: Schedule Lecture and Question and Answer Style Meetings

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Introduction

This document provides a brief explanation of how to schedule a lecture or question and answer style meeting, as well as how to participate in each.

Prerequisites

Requirements

There are no specific requirements for this document.

Components Used

The information in this document is based on these software and hardware versions:

- Cisco MeetingTime (all versions)

The information in this document was created from the devices in a specific lab environment. All of the devices used in this document started with a cleared (default) configuration. If your network is live, make sure that you understand the potential impact of any command.

Conventions

For more information on document conventions, refer to the Cisco Technical Tips Conventions.

Details and Procedures

The Cisco MeetingPlace question and answer feature enables you to set-up lecture style meetings that have one or more main speakers. All other participants in the meeting have listen-only privileges and must request to speak by pressing #71 on their telephone(s).

Set-up a Question and Answer Style Meeting

To set-up a question and answer style meeting, complete these steps:

1. Click the **Cisco MeetingTime Schedule** tab, and enter the details of your meeting.
2. Scroll down to the Meeting Features section, and set the Meeting Type parameter to **Lecture**.

This turns off all participants speaking ability except for the person who has scheduled the meeting.

3. Set the Lecture mtg attend sttgs parameter to one of these options:
 - a. **Admit as listeners** Places participants directly into the meeting as listeners.
 - b. **Start callers in waiting room** Places participants in the waiting room where on-hold music is played until the meeting is called to order.
 - c. **Start mtg with floor open** Places participants directly into the meeting where they can talk with each other until the meeting is called to order. Once the meeting is called to order, participants no longer have speaking ability.
4. Scroll down to the **Q&A Meetings** section, and complete these steps:

- a. Set the Off at mtg startup parameter to **No**.
- b. Set the Notify attendees about Q&A parameter to **Yes**.
5. Set the Q&A introduction and Q&A departure parameters to one of these options:

- ◆ **Beep Only**
- ◆ **Beep + Name**
- ◆ **Silent (None)**

6. If you want the meeting's moderator to control when a participant is moved to the floor and can speak, set the Automatically ask next question parameter to **No**.

Note: If this parameter is set to Yes, participants in line to ask a question, are automatically moved to the floor when their turn arrives.

7. Set the More than one question per site parameter to **No**.

This parameter does not limit the number of questions a participant can ask, but does limit the number of times they can be listed in the queue to ask a question.

8. If you are not going to be hosting or moderating this question and answer session, invite the host and moderator to the meeting and make sure their speaking ability is enabled.
9. Click the **Schedule Meeting** button to finish scheduling the meeting.

Lecture-Style Meeting Keypad Functions

During your meeting there are a series of phone keypad instructions you can use to control the lecture format.

Description of Function	Applicable Keystroke
Bring the meeting to order	#45
Opening the floor to all	#44
Getting into line to ask a question	#71
Putting questions on the floor	#793
Put guest back out into the waiting	#45
Closing the floor to all except speaker(s)	#44

Removing yourself from the line (for guests)	#72
Removing participant after question is done	#791

Bringing the Meeting to Order

If you have chosen to start your participants in a waiting room, you need to bring the meeting to order. When you are ready to begin, you can do this by pressing #45 on your telephone keypad. You should hear a beep and the announcement "The meeting is now in session."

Opening the Floor to All

If at any point you would like to enable speaking capabilities for all of the participants, (for example—if you want to do an informal question and answer session), press #44 on your telephone keypad. You should hear the announcement The floor is now open.

Closing the Floor to All

When you want to close the floor and return to a lecture format, press #44 again. This closes the floor and returns the call to a lecture format. The announcement The floor is now closed plays. You can open and close the floor this way as many times as you like throughout the entire call.

Questions and Answers: Host Options

- After you announce that you are taking questions, inform your participants that if they would like to put themselves in line to ask a question, they need to press #71. This puts them in the queue.
- To move the question onto the floor, press #793. After the participant has finished with his or her question(s), you should press #791 to move him or her off of the floor.
- To move the next person onto the floor, press #793 again. Continue this series until all questions have been asked or until you wish to return to the presentation portion of the meeting.

Note: All functions can be activated at any time during the meeting and as many times as you would like. Any keystroke that activates a function also disables the function if it is repeated

Related Information

- [Voice Technology Support](#)
- [Voice and IP Communications Product Support](#)
- [Recommended Reading: Troubleshooting Cisco IP Telephony](#)
- [Technical Support – Cisco Systems](#)

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