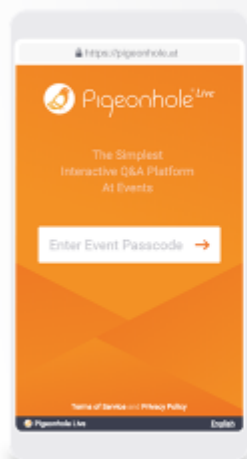


## INSTRUCTIONS FOR AUDIENCE

1. The ATFM/A-CDM Integration Webinar is being organised on Microsoft Teams Platform. It is to be noted that ***Mic and Camera*** for Attendees in the webinar will be disabled. Therefore, attendees will not be allowed to switch on their ***Mic and Camera*** as well as share their screen.
2. The **Chat function** in Microsoft Teams will be enabled and participant can share the problems being faced, if any, using **Chat function**. However, the Questions posted in **Chat function** will not be answered but action will be taken as necessary.
3. The **Q & A** will be allowed only using Pigeonhole tool. Participants who attend the webinar and wish to interact with the webinar with **Q & A** and survey, please simply use personal mobile phone and use any browser to locate <https://pigeonhole.at/>
4. Audience can join the ATFM/A-CDM Integration Webinar Q&A pigeonhole webpage by the following instructions:



Go to  
[www.pigeonhole.at](http://www.pigeonhole.at)

Enter passcode

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Or

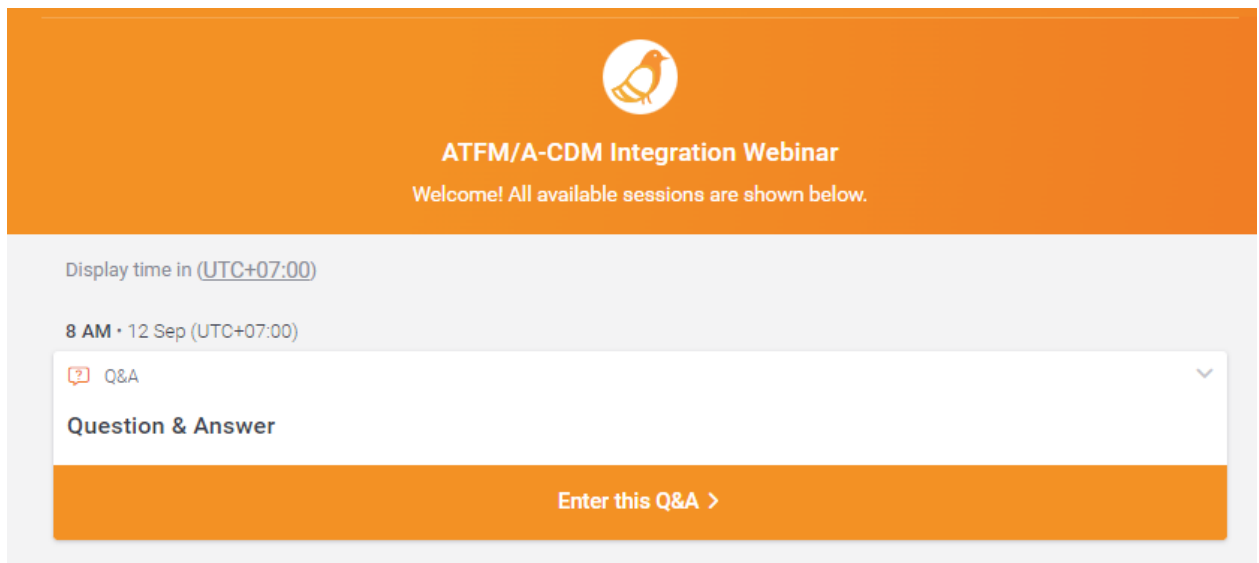


Go to  
**pigeonhole.at**

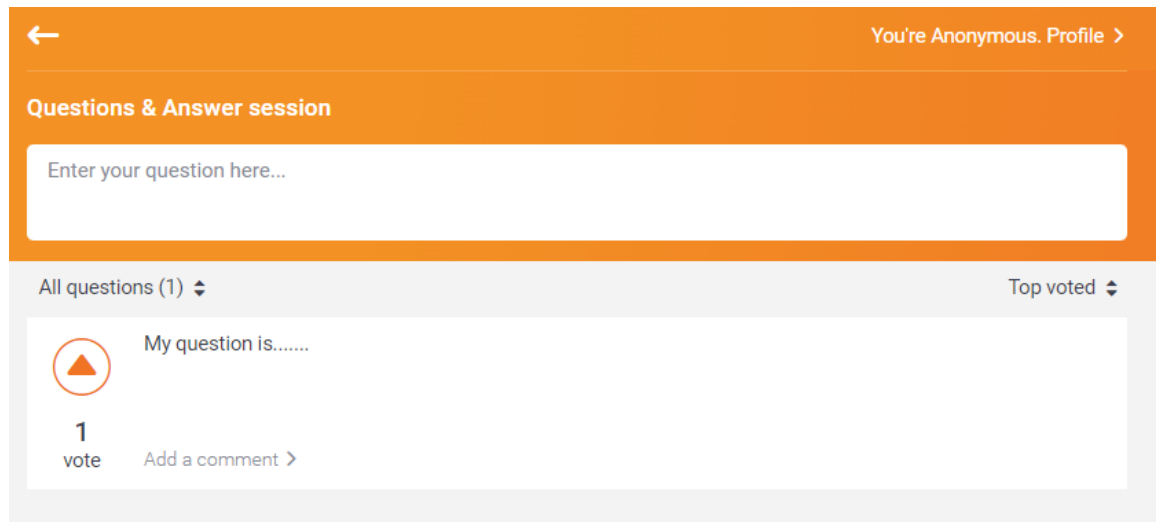
Enter passcode

**ATFMACDMIW**

- Participants will see the agenda for the event on the Audience Web App. Participants can just tap on a session and start participating by asking questions, voting on polls, and competing in quizzes, etc.
- After joining you will see the page like this:



- In order to ask question, please click on **“Enter this Q&A”**.
- After clicking, write your questions here and submit:



9. Speakers/moderator will reply to the questions verbally or in writing based on the availability of the time.
10. Most voted questions will be answered first.
11. It is to be noted that we will try to answer all questions. However, due to the limitation of time most voted questions will be answered during the webinar. Rest of the questions may be answered on pigeonhole webpage in writing after the webinar.
12. Participants can get more information about the app, its use, and can do some practice at following link: <https://pigeonholelive.com/how-it-works/#how=audience>