

Sub-Conference Rooms

Sub-Conference Rooms can be used in a variety of ways for different interactions within your audio meeting. You can use Sub-Conference Rooms for collaboration, meeting with focus/crewmembers, and group discussions or use other means a single group conversation will be needed within a large meeting.

- Click Sub-Conference Rooms  - Opens the Opening Sub-Conference Rooms settings menu



The screenshot shows the Zoom meeting interface. On the left sidebar, the 'Sub-Conference Rooms' icon is highlighted with a red box. A blue callout box points to this icon with the text 'Sub-Conference Rooms'. In the main meeting area, the 'Sub-Conference Rooms' settings menu is open and highlighted with a red border. A blue callout box points to the 'Sub-Conference Rooms' button in the settings menu with the text 'Sub-Conference Rooms'.

- **Opening Sub-Conference Rooms settings** Check your settings before you begin this activity.

- **Number of sub-conference Rooms to open** - It's the default number, but you can add up to 20 for your session.

Participant Room Assignment - This drop-down menu includes the following options:

- **Manual** - Participants must be manually moved into sub-conference rooms
 - Right click on the participant to choose a sub-conference room for them
 - Drag and drop participants into a sub-conference
- **Random** - Evenly distributes participants in sub-conference rooms randomly
- **Last Room** - Places participants last into the last sub-conference room they were in during the call, in progress (only available if sub-conference rooms were previously used during the call, in progress)
- **None Room** - Places them in the room assigned to them in the directory

Return to the Main Conference

- **Disabled** - That will remain in the main-conference room until they are moved manually
- **Unselected** - That will have auto-leave setting

Allow Participants to Move Themselves - Participants may move themselves in and out of sub-conference rooms in addition to the host.