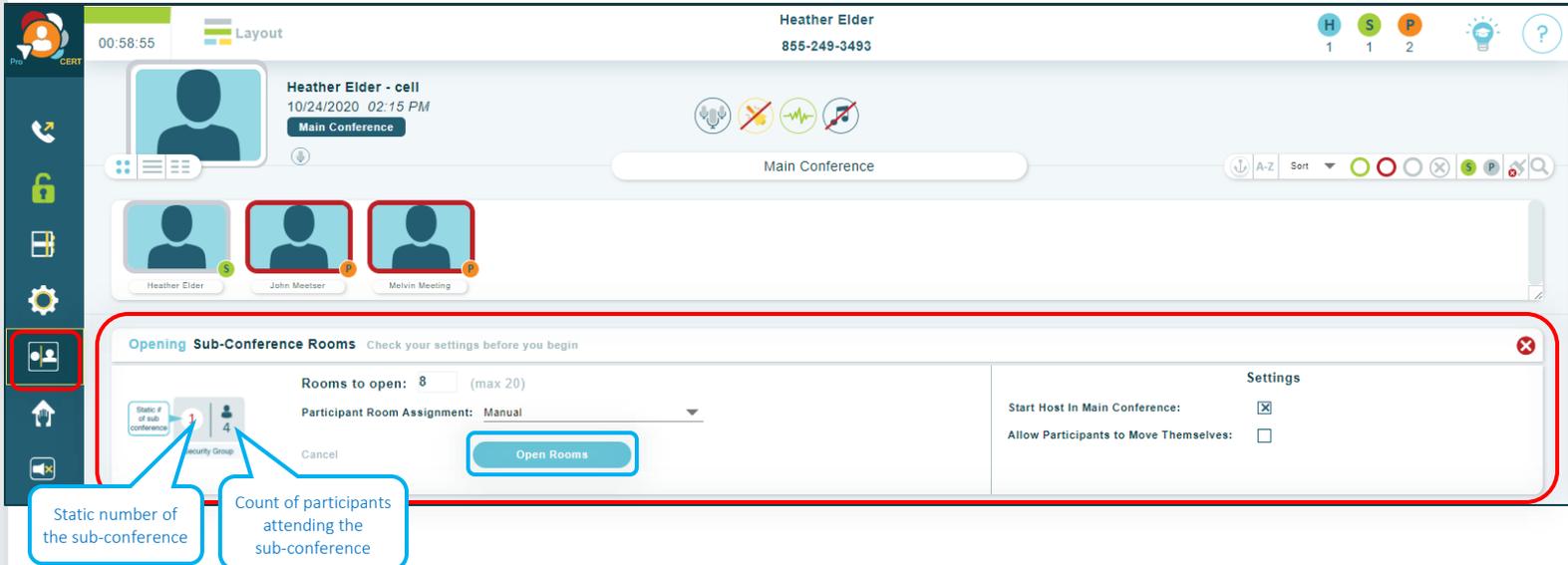


## Sub-Conference Rooms

**Sub-Conferences** 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 hosts/presenters, small group discussions or any other reason a small group conversation will be needed within a larger meeting.

- Click Sub-Conference button  – Opens the **Opening Sub-Conference Rooms settings** menu



The screenshot shows the 'Opening Sub-Conference Rooms' settings dialog. The 'Rooms to open' field is set to 8 (max 20). The 'Participant Room Assignment' is set to Manual. The 'Settings' section has 'Start Host in Main Conference' checked and 'Allow Participants to Move Themselves' unchecked. Callouts indicate that the 'Static # of sub-conference' is 1 and the 'Count of participants attending the sub-conference' is 4.

- Opening Sub-Conference Rooms settings:** Check your settings before you begin this activity.
  - Number of sub-conference **Rooms to open:** 8 is 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 participant into a sub-conference
- Random** – Evenly distributes participants in sub-conference rooms randomly
- Last Room** – Places participants back 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)
- Home Room** – Places them in the room assigned to them in the directory

**Start Host in the Main Conference**

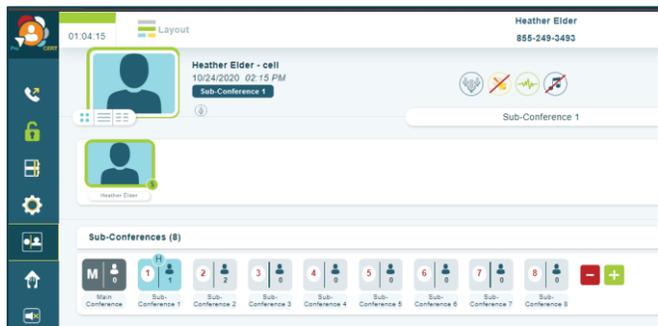
- Checked - Host will remain in the main conference room until they are moved manually
- Unchecked – Host will follow Auto-Assign settings

**Allow Participants to move themselves**– Participants may move themselves in and out of sub-conference rooms in addition to the Host.

- Key Command: 3 \* X # (X = room number)

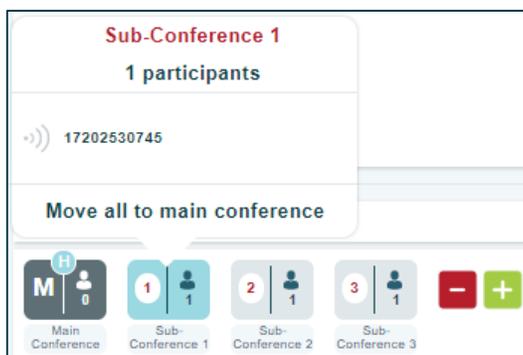
- Click **Open Rooms**

## Sub-Conference Rooms, continued



### Sub-Conference Display

- Click and drag the **H** host icon to move the host from room to room
- Right click on the room tile to view participants, drag and drop participants to another sub-conference room or move them all back to main conference
- Host is shown with a blue H icon **H** in the top of the sub-conference room they are currently in (move host the same way as participants: drag and drop them)
- Left click on the sub-conference room tile to see the participants available in that room (a number will display under the avatar with the number of participants in that room)



### Naming Sub-Conference Rooms

- **Double click** the name of the room (*sub-conference 1, sub-conference 2...*), type the desired room name and press **Enter**

### Adding and Removing Sub-Conference rooms

- To Remove – Click the red minus button **-** followed by the newly appeared red cross button **✗** on the sub-conference room(s) you wish to remove
  - If there are participants in the room you are trying to close, you will need to choose first where they will be moved to
- To Add – Click the green plus button **+** as many times you need to create a supplementary subconference room (max. 20).



### Closing Sub-Conference Rooms:

- Click Sub-Conference button  again or the big red cross button **✗** displayed on the right side of the section. Closing sub-conference rooms will return all individuals to the Main Conference room
  - **Persist Current Mute States** – Toggle ON/OFF
  - **Participants** – Mute  - Unmute 
  - **Speakers** – Mute  - Unmute 

*\*Speakers and Participants' microphones can be managed independently or stay at it was during the Sub-conference sessions.*
- Click **Close Sub-Conference Rooms** button - Closing sub-conference rooms will return all individuals to the Main Conference room.

