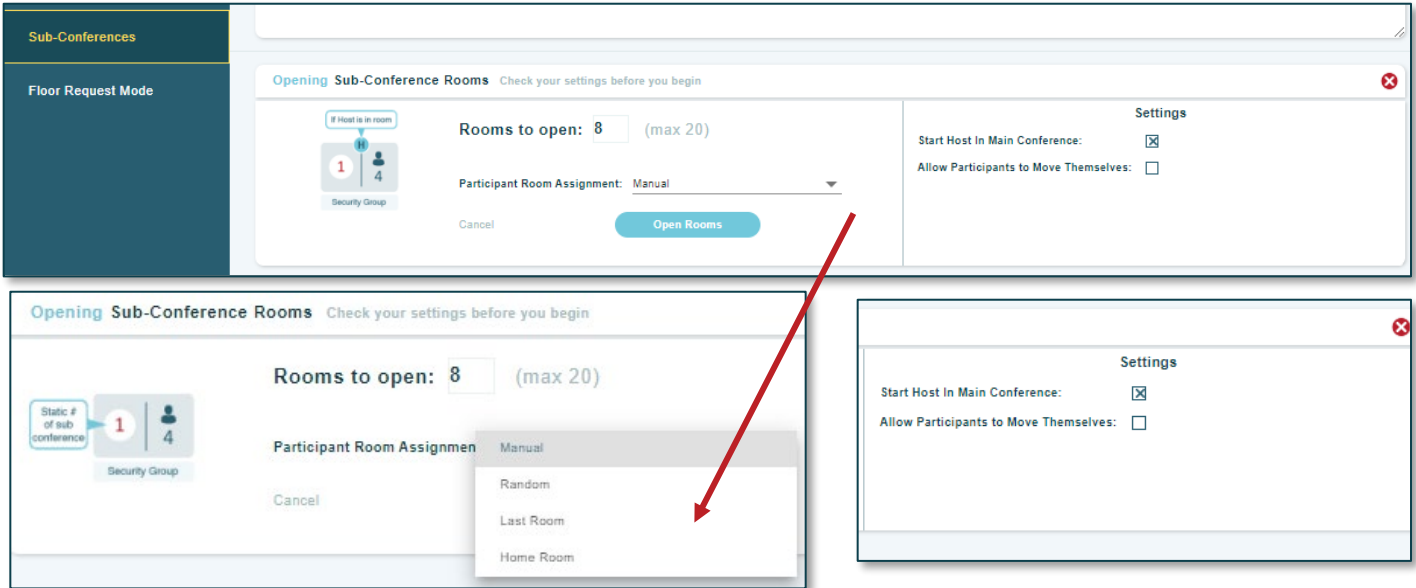# Sub-Conference Rooms

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, small group discussions or any other reason a small group conversation will be needed within a larger meeting.

Click **Sub-Conferences** – Opens the Sub-Conference Rooms settings menu

Opening Sub-Conference Rooms: Check your settings before you begin this activity.
- o **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
- o **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
- o **Random** – Evenly distributes participants in sub-conference rooms randomly
- o **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)
- o **Home Room** – Places them in the room assigned to them in the directory

Host Starts in the Main Conference
- o Checked - Host will remain in the main conference room until they are moved manually
- o 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
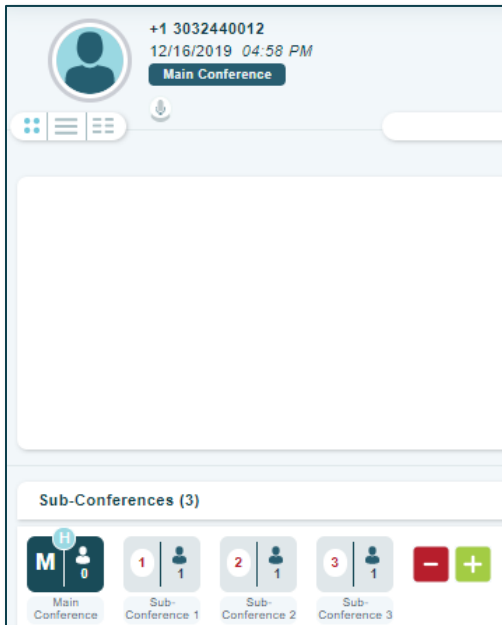
Sub-Conference Display

- Click and drag the Ⓗ to move the host from room to room
- Right click on the room tile: view participants, drag and drop participants to another sub-conference room or move all to main conference
- Host is shown with an Ⓗ in the top left of the room they are currently in (move host the same way as participants)
- Click on the room to see the participants 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, type the desired room name followed by **Enter**
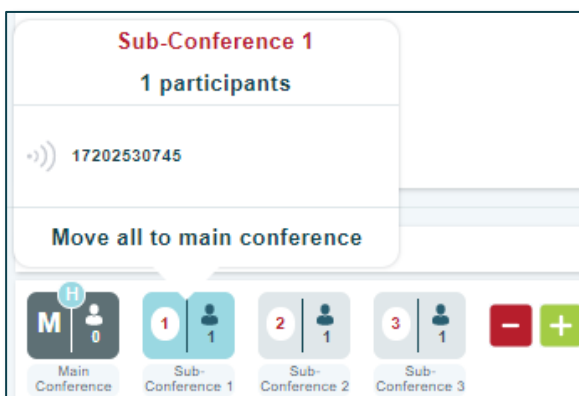
Adding and Removing Sub-Conference rooms

- To Remove – Click the ➖ followed by the ❌ on the room(s) you wish to remove
    - If there are participants in the room you are trying to close, you will need to choose where they will be moved to
- To Add – Click the ➕

Closing Sub-Conference Rooms:

- Click Sub-Conferences again or Click the ❌
    - Closing sub-conference rooms will return all individuals to the Main Conference room
    - **Mute All Participants** – Toggle On/Off
- Click **Close Sub-Conference Rooms**