BigMarker

How to Create Breakout Sessions + Rooms

We pride ourselves on providing an intuitive and user-friendly hosting experience for our presenters. Follow the steps to create and host breakout sessions at your event. For additional support, contact your BigMarker Account Manager or support@bigmarker.com.

The Attendee Experience

During breakout sessions, smaller groups of attendees can have more in-depth conversations about event topics. Breakout sessions are formatted as live webinars on the BigMarker platform, just like main agenda sessions. So on event day, guests will enter the breakout session just as they would any other live agenda session in the event, either through the Agenda page or a reminder link sent by email.

Once they've entered the breakout session, guests are then split into smaller discussion rooms. These are also structured as webinars on BigMarker, and attendees can interact with the session in the same way they would other live webinars. They can also talk to one another using microphones, microphones and cameras or a public chatbox. Interactive features like Q&As, handouts and polls are also available in breakout rooms.

How to Create a Breakout Session

Start on your event channel's homepage, then click **Create a Webinar** on the top of your screen. From the options that appear, choose **Live Webinar**.

	nd of webinar do you want to	
LIVE	8	
Live Webinar Happens at a specific time, or on a recurring basis.	Summit or Series A group of live, on-demand or automated sessions with a single registration flow.	On-Demand Webinar Customizable, embeddable videos, with Interactive super powers.
6	2	
Live Stream Stream a live webinar to Facebook, YouTube or other broadcast platforms.	Automated Webinar Simulate a live webinar experience with automated videos, chats, polls, and offers.	Evergreen Webinar Run an automated webinar around the clock to automate marketing or training.
	C	
	24-7 Webinar Launch an always-on online conference room or classroom with a single link.	

Create a live webinar and name it Breakout Sessions. Schedule it to begin and end at the time you'd like participants to be in the breakout. Under Live Event Experience, select **Interactive Mode**. In Interactive Mode, there is no lag in streaming and audio, which facilitates more seamless conversations between attendees. Click Create Webinar to save.

IMPORTANT: You only need to create one webinar. The webinar associated with the Breakout Session also stores each of the individual rooms that will be open to attendees. Throughout this document, you will learn how to create these rooms, assign participants to rooms and enter breakout rooms in progress.

Give your webina	r a name						
Hosted By							
S Kathleen's Characteris	innel						~
About Webinar							
The description wil	l be used on the v	webinar la	inding pa	ge and i	in email i	invitatio	ns.
Add Agenda							
When?							
One time 🗸 or	12/10/2020	Ë	at 1	: 30	PM ~	for 1	nour ~
Cer	ntral Time (US & C	anada) - C	hange				
Live Event Experience							
Interactive	Webcast						
Interactive webinars a audience members pa see the default webina	rticipate with mics	+ webcan	ns actively	/. Preser	ters and	attende	es will both
Privacy							
Public	Private						

Choose a landing page template, then click Next.



From there, you'll proceed to the webinar dashboard associated with your breakout session. In the left-hand menu, select **Breakout Rooms**.

EBINAR				
Dashboard	Breakout Ses	sion		
Analytics & Reporting	Thursday	December 10, 0000, 1,00 PM 00		
Test the Webinar Room	Live Webinar Thursday,	December 10, 2020 · 1:00 PM CS	51 · Webinar ID: 5a9ea3cdfba2	
Manage Webinar Registrations	Enter Webinar S	nare Link Copy Webinar	Practice Webinar	More v
Custom Registration Fields				
SEO/Social Sharing Tags	Webinar Stats			View Analytics
Confirmation Page				,
Waiting Room	Registrants 💿	Revenue	Page Views 💿	Invited 0
Push Notifications	0	\$0.00	2	0
Transcript	+ 0% this week	ticket price: FREE	unique visitors	No invites sent yet
Chat Spam Protection				
Block List				
Webinar Survey	Webinar Setup			
Attendance Monitor	Landing Page			
Lucky Draw	Start with a template, then ad	ld content and branding		A Shertup's Guide to Nevlighting Digital Disruption in HealthGure
AD Banner	Customize >			Excite formation of the second
Disclaimer				gant I Tugga katalan ngang sa
Breakout Rooms	Registration Form			
mmersive Booth (Admin Only)	To register, people must prov	ide the following data:		

Here, you can create and adjust settings for all of the individual breakout rooms within that session.

- Switch Breakout Rooms on so that the breakout session "splits" into discussion groups, then brings everyone back together at the end.
- Use the next prompt to give your audience members permission to use their microphones, cameras or both while in the breakout rooms. Note: hosts can enter breakout rooms while they're in session and manually activate and deactivate individual microphones and cameras.
- If you want to randomly assign guests to breakout rooms, toggle the next switch. To pre-assign guests to breakouts, check the box reading Pre-assign participants and follow the steps on the next page.
- Using the dropdown menu, select the number of breakout rooms you'd like to create. You can host up to 25 breakout rooms at the same time. Click Save to complete.

Breakout Room Settings	
Breakout Rooms On • Break the session up into smaller discussion groups, then bring everyone back together. On	<u>ئ</u>
Allow Breakout Room attendees to share mics and cameras? Mics On Cameras On Randomly assign unassigned attendees to break out rooms Cameras How many Breakout Rooms do you plan to use?	
5 rooms ~ Save	
Pre-assign participants to Breakout Rooms	

How to Pre-Assign Guests to Breakout Rooms

To pre-assign guests to specific breakout rooms, check **Pre-assign participants**. Each of the breakout rooms you've created will then open in the dropdown form seen below. Add participants to each room by clicking on its name. A webinar associated with that breakout room will open in a new tab.

re-configure Breakout Rooms etup, name, and allocate registrants to different breakout rooms.	
nto 5 rooms	
> Breakout Room 1	O participants
> Breakout Room 2	O participants
> Breakout Room 3	O participants
> Breakout Room 4	O participants
> Breakout Room 5	O participants
Add Room	

This leads to the webinar dashboard of the desired breakout room. In the left-hand menu, select **Manage Webinar Registrations**.

Edit Presenters Design En	nails & Invitations Manage W	ebinar Automation Integ	grations	View Landing Page
WEBINAR				
Dashboard	Breakout Roo	m 1		
Analytics & Reporting	Live Webinar Thursday,	December 10, 2020 · 1:00 PM CS	ST Webiers ID -0706-07-060	
Test the Webinar Room	Live webinar Thursday,	December 10, 2020 • 1:00 PM C	51 · Webinar ID: e9/91c3/e019	
Manage Webinar Registrations	Enter Webinar S	hare Link Copy Webinar	Practice Webinar	More ~
Custom Registration Fields				
SEO/Social Sharing Tags	Webinar Stats			View Analytic
Confirmation Page				
Waiting Room	Registrants	Revenue	Page Views	Invited
Push Notifications	0	\$0.00	1	0
Transcript	+ 0% this week	ticket price: FREE	unique visitors	No invites sent yet
Chat Spam Protection				
Block List				
Webinar Survey	Webinar Setup			
Attendance Monitor	Landing Page			
Lucky Draw	Start with a template, then a	dd content and branding		A Stantup's Guide 15 Manhanting Digits Disruption is Wanthing to The second second
AD Banner	Customize >			in a result. The contract of the contract of t
Disclaimer				and The second se
mmersive Booth (Admin Only)	Registration Form			
RE-LOAD	To register, people must prov	vide the following data:		
Pre-Load Pop-up Offers	Full name Email addres	s Job Title How did you hear	r about us? GDPR fields	
Pre-Load Files & Videos	Customize >			
Pre-Load Handouts				
Pre-Load Polls	Sell Tickets Off			
IDGETS	Add Tickets >			
Registration Widget	Waiting Room On • Attendees can enter the wait	ing room up to 15 minutes early		X
Multi-Webinar Widget	Customize >			
Live Webinar Widget				

Click **Add Registrants** to assign guests to this room. In the pop-up that appears, enter the name and email of each participant that will be assigned to Breakout Room 1. Repeat this process with each of the breakout rooms you created.

Mana	age Webinar Registrations	Add Registrants
(Tracking Codes	
	To track the source of registrants, add "utm_bmcr_source" to the end of the webinar link Example: https://www.bigmarker.com/kathleen-mcauliffe1/Breakout-Room-1? utm_bmcr_source=tracking_code1. The Source column will track where each regis	
When	people register for the webinar, they'll appear here	
		0
This pa	people register for the webinar, they'll appear here ge will display registrant data, including names, emails, and any data ed via custom registration fields.	0
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How to Host a Breakout Session

Since breakout rooms are formatted as a live webinar on BigMarker, hosts will enter the breakout session following the same steps they would any other webinar. Starting from the event channel, enter the live webinar associated with the Breakout Session. For more information on entering and hosting live sessions, consult <u>this document</u>.

Once in the webinar room, press the Breakouts icon in the purple banner along the top of the screen.

Brakout Room Hotad by Asthems Churvel	((ү)) ктмр	Outbourd Off	Dff Screen			Her Breakout	••• More
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Drag and Drop Files Here (PDF Recommended) 					Enable Public Chi Private chat with Auto mute all pub Enable Q&A Publish All Q&A Enable Polis Enable Handouts	t presente	
Share Your Screen Blart Dealtag Sharing					Enable Offers Enable All Attend Enable All Attend Enable Attendanc	e Mics + Cams e Monitor	•
					Individual Perm Admins (1) ★ Kathleen McAu		
					On-stage Presente Off-stage Presente		
					Attendees (0)		
ACCORD That by the state and t		Type your messa		Send	Cot Help	(End W	3 /ebinar

In the box that opens, hosts can start and manage the breakout rooms. Click **Start Breakout Room** to open all of the rooms to participants. At this point, guests are automatically redirected from the main breakout session to individual rooms. From there, enter an individual room via the **Join Now** button next to its name.



In each of the breakout rooms, use the Host Control Panel on the right-hand corner of the screen to manage individual attendee microphones and cameras, as well as interactive functions like Chat, Q&As, Handouts and Polls. (Consult screenshots on the following page for additional information.).

Just before the breakout session is scheduled to end, all attendees are redirected from their individual rooms back to the main breakout session room, where the host can provide instructions on next steps.

6	Breakour Room (v) Hosted by Killheim's Charkel	\$ 0/100	• ound		e#	Ç. Screen		Video Audio	Coffee	Breakout	•••• More
Blank						Handout: ite Twitte			ntrol Panel Recording		→
	Welcome, Kathleen McAuliffe! When you add a preventiation or share your softeen, it will appear here.		Set a s	ticky me	isage here			Reactions Audience Show Atter	Permissions		
	Drag and Drop Files Here (PDF Recommended) brown Film							Enable Cha Enable Pub Private cha	t Panel lic Chat t with present all public chat A Q&A		
	Share Your Screen Start Deaktop Sharing							Enable Har Enable Offic Enable All J Enable All J			
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								Attendees (Q. Search			
STA	RECORD THE MERILING MEND				ige here		Send	0		0	
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Host Control Panel	→
Audience Recording Automat	tion Adva
Reactions	
Audience Permissions	
Show Attendee List	
Enable Chat Panel	
Enable Public Chat	
Private chat with presenters	•
Auto mute all public chats	
Enable Q&A	
Publish All Q&A	
Enable Polls	
Enable Handouts	•
Enable Offers	
Enable All Attendee Mics	
Enable All Attendee Mics + Cams	
Enable Attendance Monitor	
Individual Permissions	
Admins (2)	
★ Kathleen McAuliffe	÷ •
★ Kathleen McAuliffe	₽ ₽ ···