

## BREAKOUT ROOMS



## Description

Breakout rooms are a flagship feature of LiveWebinar that allow the host to split users into different rooms. With the help of breakout rooms, you can facilitate group work and discussion during lessons, trainings or meetings. Each room has its own presenter, and the host of the webinar can move freely within the rooms to check in on progress.

Groups are selected by the host, or a presenter who was selected for the role before the webinar started and joined the webinar via a special (presenter) link. Attendees can be assigned into rooms by hand or randomly thanks to the “**Randomize**” button.

The host of the webinar can move freely around the breakout rooms and moderate the discussions or group work going on. Attendees assigned to a specific room cannot switch rooms without the host’s help.

## When can I use breakout rooms?

Breakout rooms are a great feature for creating interaction and engagement between attendees. Our users make use of the breakout room function when (for example) a given idea or project need to be discussed amongst several groups at the same time.

Here are a few more examples of use cases for this function:

- If you are leading a lesson, divide the students up into groups so that each group works independently on a given task.
- When leading a meeting at work, divide your coworkers into groups interdisciplinary groups and ask them to conduct a brainstorm or work together on a new project.
- While leading a business conference, use breakout rooms to facilitate networking between participants.
- In the case they you’re recruiting new team members, utilize breakout rooms as part of the recruitment process to see how candidates do with working in a team.

## How do breakout rooms work? A mini FAQ

### How do I get the breakout rooms feature?

Breakout rooms are available as part of the CUSTOM package (they must be selected as feature that you’d like to have as part of your package in the pricing section). They can, however, be purchased if you have a BUSINESS or PRO package and choose the breakout rooms feature as an add-on. In the add-on panel you can also elect to purchase more rooms if needed. You can have 5, 10, 15, or 20 breakout rooms as part of your package.

### Do breakout rooms use up concurrent sessions?

No, they do not. Each event planned in the dashboard corresponds with one webinar carried out, breakout rooms are part of the event, not an event within themselves.

### Who can move between rooms?

The host chooses a presenter for each breakout room, but they are only a presenter within the room they were assigned to. A presenter who is invited to be a presenter before the webinar starts (via an invitation from the host) can move freely between rooms like the host.

**How many breakout rooms can I have at once?**

During each webinar you can lead one session of breakout rooms, but you can have multiple rooms going simultaneously. Remember that you can always elect to purchase additional meeting rooms.

**How do I assign participants to the room?**

The host is in charge of assigning participants to the rooms, however the participants can also be randomly placed in rooms with the help of the “**Randomize**” button.

**Can breakout rooms be recorded?**

Yes, within the room, the presenter simply needs to click the “REC” button to begin recording. The recording will be stored on the host’s account in the “Recordings” section of their storage. If the host chooses to run four breakout rooms and record each room, they will find four recordings in their “Recordings” tab in their storage.

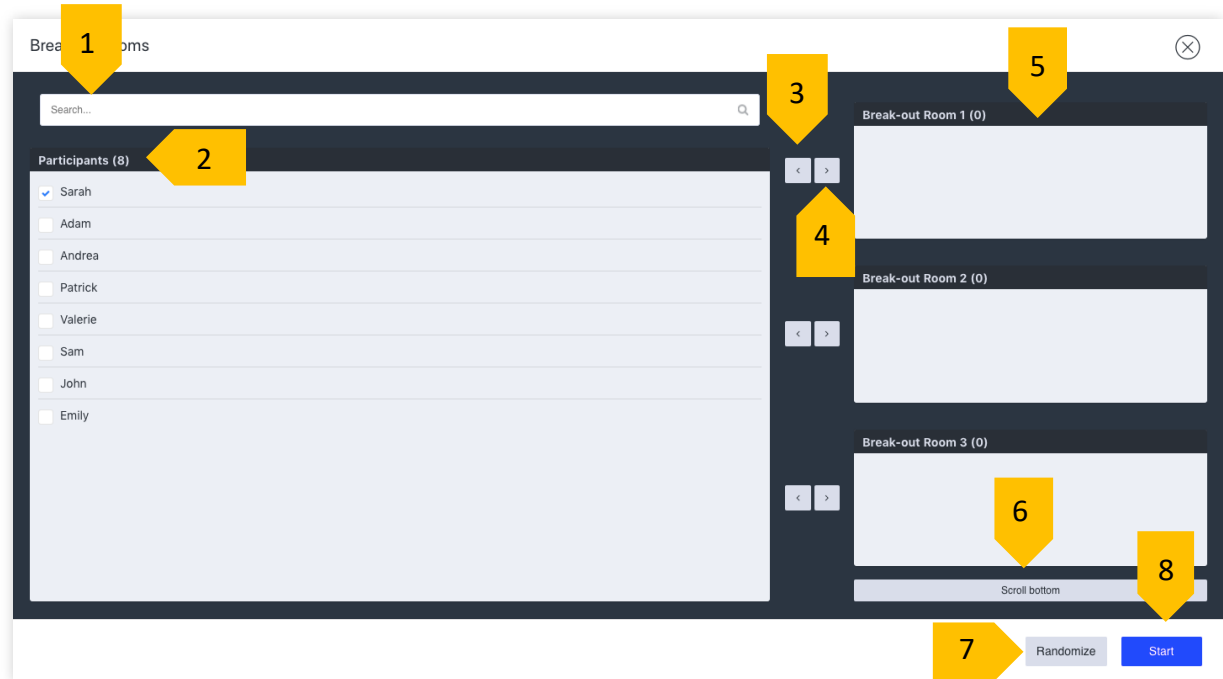
**What is the largest concurrent audience which can use breakout rooms?**

The only limit here would be number of webinar participants allowed by your selected package.

**Can I change the layout of the breakout room?**

Yes, you can change the layout before the session or during it, into a webinar layout or hangouts type layout. You can also change the layout of the breakout room itself.

## How to use break-out rooms

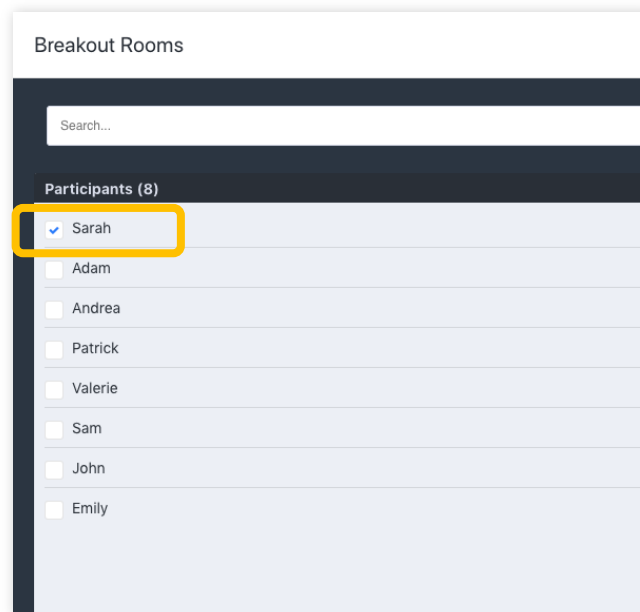


Here is the breakout room window. It is made up of the following elements:

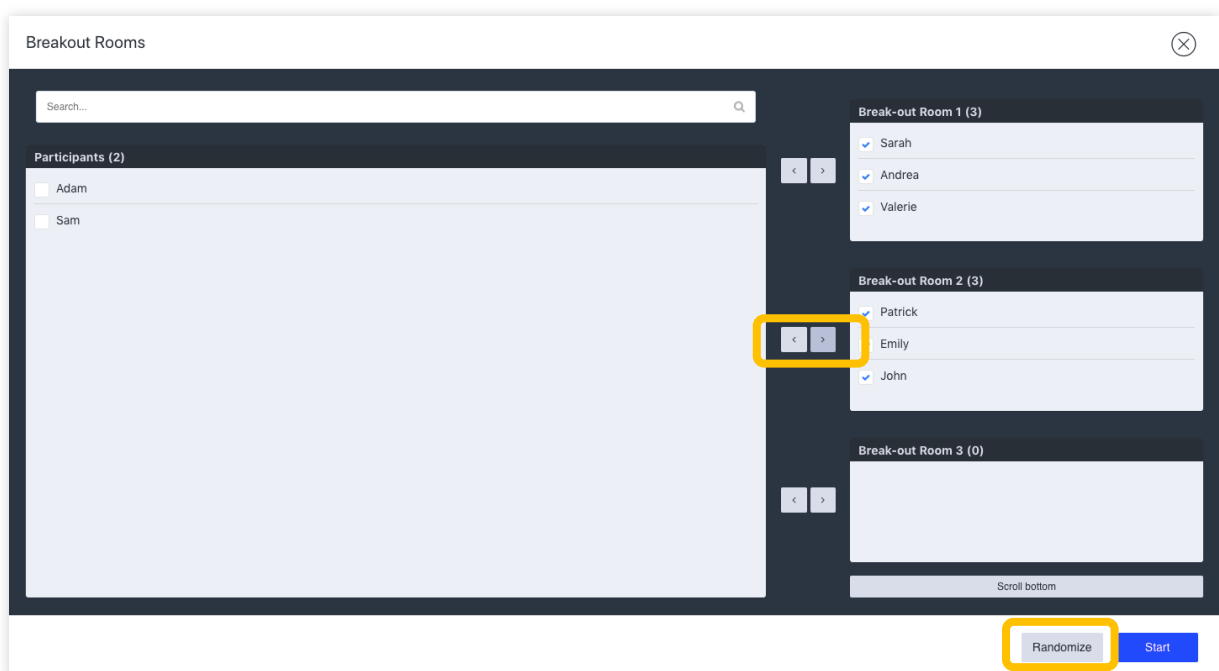
1. **Search** - you can look for attendees by name.
2. **List of attendees** - here is the list of all the participants of your event.
3. **Left pointing arrow** - this arrow moves the participant back in the main attendee list.
4. **Right pointing arrow** - this arrow moves the participant to the breakout room of your choice.
5. **List of breakout rooms** – a list of all the rooms available for participants.
6. **Scroll button** – allows you to scroll down (or up) to the other rooms.
7. **Randomize** – you can assign your attendees into rooms randomly
8. **Start** – clicking it you will start the breakout room session

## Adding Attendees to Breakout Rooms

1. Mark the name of the participant to add them to the breakout room



2. Next, click on the **right pointing arrow** to add an attendee to the room. You can also add participants to the room by dragging and dropping their names into the selected room.

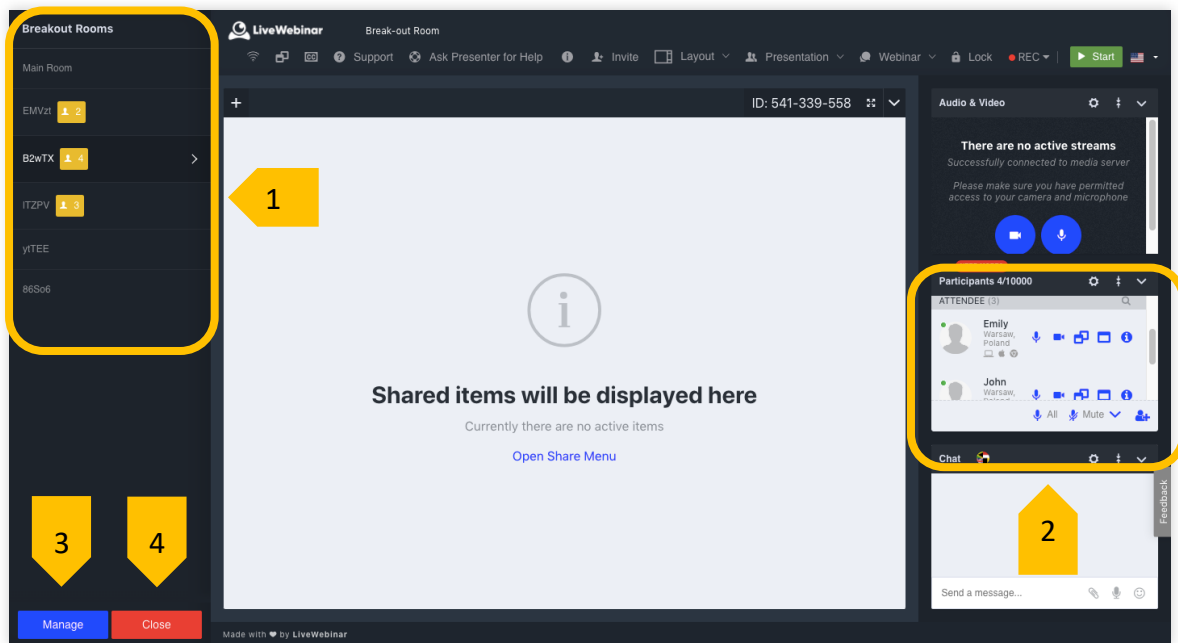


3. If you'd like to assign your attendees to rooms at random, click "**Randomize**".
4. Once all of your attendees are in their selective rooms, click "**Start**" to begin the session.

In the case that a user joins the webinar during an active session of breakout rooms, as the host, you can still assign them to the room with the help of the **“Manage”** button (as seen on the following screenshot). This function will take you back to the breakout room window and you can manually assign the new attendee to a room.

## Starting a session in Breakout Rooms

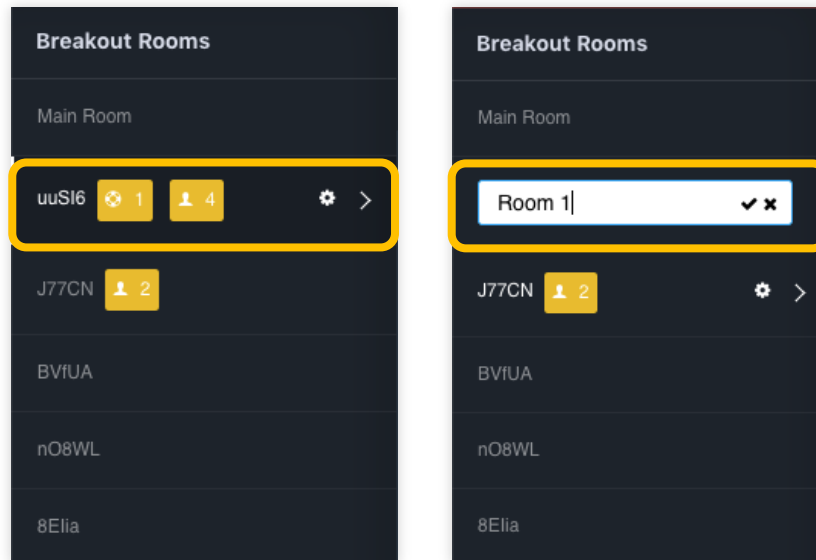
Once you click on **“Start”** button, a menu will appear on the left side of your room. You can choose from the rooms which you created as shown on the screenshot below.



1. List of active breakout rooms.
2. List of attendees who are in the selected breakout rooms.
3. **“Manage”** button – after clicking you will be redirected to the breakout room window.
4. **“Close”** button – clicking this will end the session of breakout rooms.

## How to change the name of a room?

LiveWebinar allows you to change the name of the breakout room if need be. To do so, hover the mouse pointer over the room who's name you'd like to change, and click on the cog icon that appears. Edit the name in the field that appears, and once you're done, simply click the checkmark.



## How to give a user the role of a breakout room presenter

There are two ways to give someone the presenter role: before the beginning of the event or during it. Remember however, that these methods give the presenter two different levels of privileges.

### Giving the role of presenter before the beginning of the event:

To add a presenter before the event begins, this user must be added to the list of presenters available to you in your dashboard, or they must join the event via a presenter link sent before the start of the event. There are a few ways of doing this:

1. Invite the given person to the event with the help of the **"Invite Participants"** tab in the main menu.

**Invite Participants**

Email Address	First name	Last name
example@mail.com	Optional	Optional
example@mail.com	Optional	Optional

[+ add another](#) | [add many at once](#) or [send invitations myself](#)

**Select room:**  
Test - Breakout Rooms - 177-336-312

**Send invite only for certain roles:**

- ☒ Attendee
- ☐ **Presenter**

2. Select a presenter while planning an event from the **"Presenters"** tab.

**PRESENTERS**

**Presenters (0)**

Here you can assign a presenter to this event from you account presenters list. Presenters have more privileges to your room

**ASSIGN**

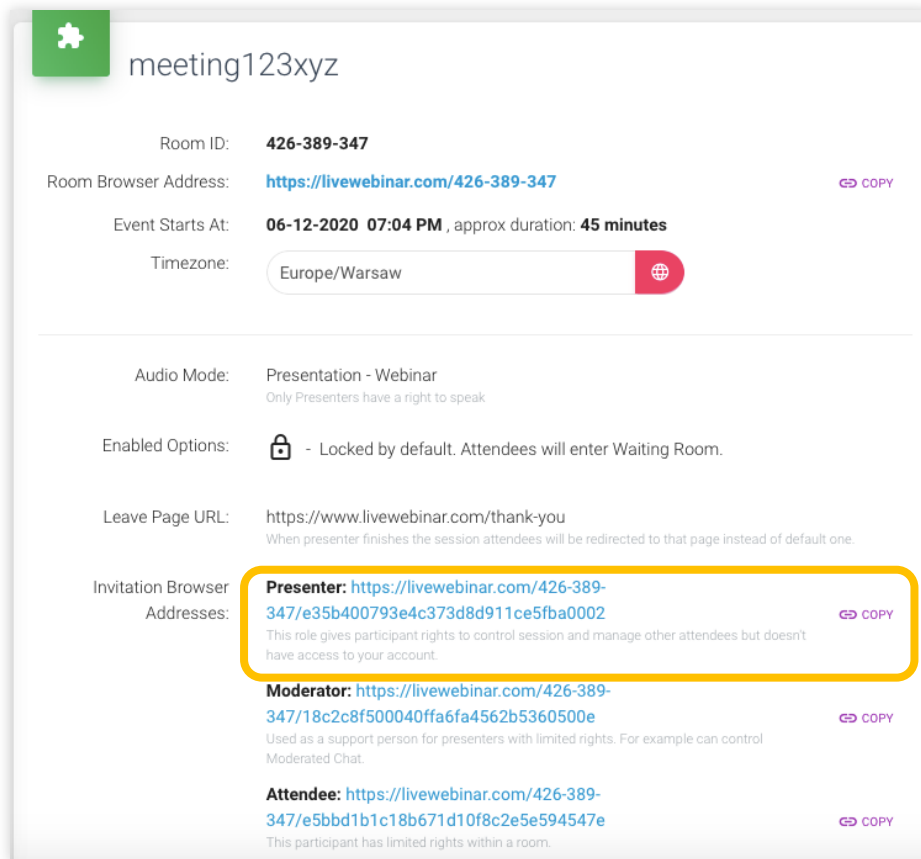
**Account Presenter:**

**John Smith**

**SCHEDULE**



### 3. Send the user a presenter link.




meeting123xyz

Room ID: **426-389-347**


Room Browser Address: <https://livewebinar.com/426-389-347> [COPY](#)

Event Starts At: **06-12-2020 07:04 PM**, approx duration: **45 minutes**

Timezone: **Europe/Warsaw** 

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Audio Mode: **Presentation - Webinar**  
Only Presenters have a right to speak

Enabled Options:  - Locked by default. Attendees will enter Waiting Room.

Leave Page URL: <https://www.livewebinar.com/thank-you>  
When presenter finishes the session attendees will be redirected to that page instead of default one.

Invitation Browser Addresses:

**Presenter:** <https://livewebinar.com/426-389-347/e35b400793e4c373d8d911ce5fba0002> [COPY](#)

This role gives participant rights to control session and manage other attendees but doesn't have access to your account.

**Moderator:** <https://livewebinar.com/426-389-347/18c2c8f500040ffa6fa4562b5360500e> [COPY](#)

Used as a support person for presenters with limited rights. For example can control Moderated Chat.

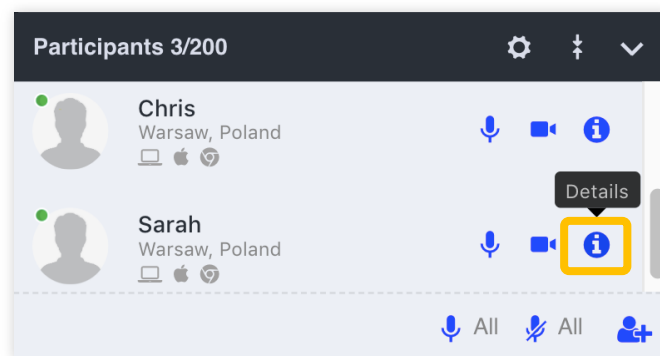
**Attendee:** <https://livewebinar.com/426-389-347/e5bbd1b1c18b671d10f8c2e5e594547e> [COPY](#)

This participant has limited rights within a room.

A user who received the role of presenter before the event started will be able to (like the host) move around between breakout rooms with ease.

#### Adding a presenter during an active session of breakout rooms:


To assign the role presenter to a user during a session, go to the list of participants in the breakout room. From that list, you can select your presenter. To do so, find the person in the list, and click on the information icon (**i**) by their name.



A window with the participant's details will pop up. Go to the **"Change Role"** field and select the **"Presenter"** option. This autosaves, so just click on the (**x**) icon once you're done.

Participant Details

Sarah



Change Role

✓ Attendee

Presenter

Moderator

Location

>

Browser

>

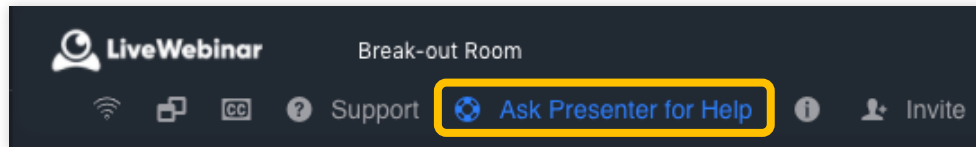
Private chat

Disconnect Participant

NOTE: A presenter role given in this way will limit the user to the room they are in, they are not able to move around between rooms.

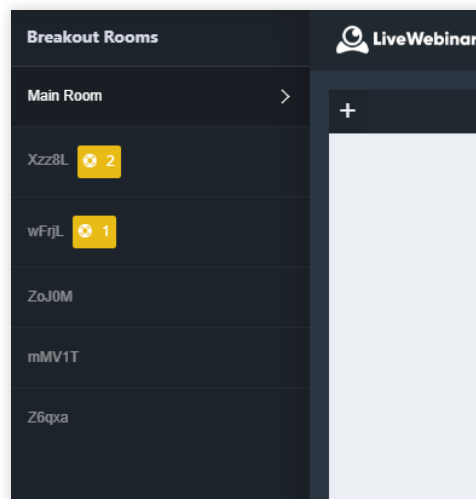
## The “Ask the Presenter for Help” option

If attendees find themselves needing the help of the host or the main presenter who is not currently present in the room, they can use the “**Ask the Presenter for Help**” option at the top of the menu, to the right of the breakout room menu.



After selecting the “**Ask the Presenter for Help**” option, a life ring icon will appear by the room that’s asking for help. This icon will be visible to three types of users:

- The host
- A presenter assigned before the webinar starts
- An attendee who was made a presenter in the main room during an ongoing session of breakout rooms

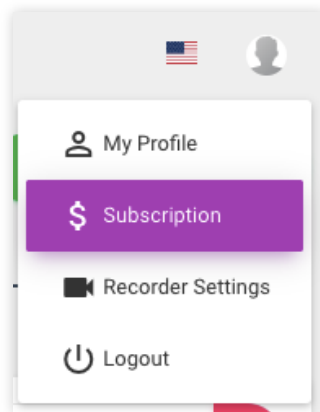


The life ring icon will appear as many times as the help button was pressed. The host or presenter (made ahead of time or in the main room) can enter the room needing help.

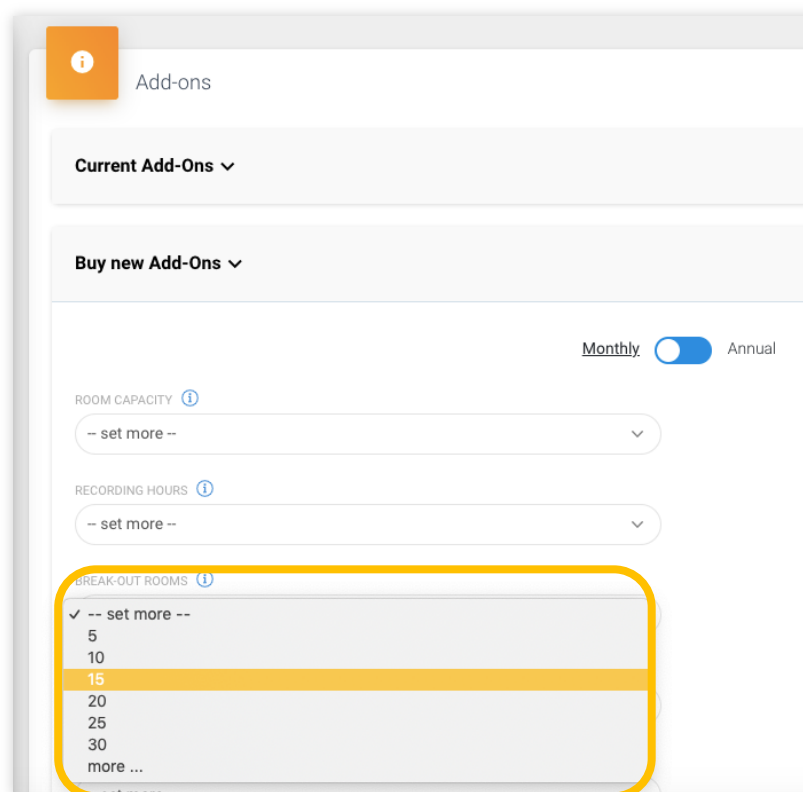
## How to purchase the breakout room option?

If the package you brought doesn't contain the breakout room option, you can easily purchase it as an add-on option. To do so, follow these steps:

1. In the top right corner of your dashboard, click on the user icon and then select **"Subscription"**.



2. You will then be redirected to the **"Subscription and Billing"** page. Go to the **"Subscription Details"** tab, and from the list go to **"Add-ons"**.
3. Expand the **"Buy new Add-ons"** tab and select the amount of breakout rooms you'd like to purchase. To go through with your purchase simply click **"Continue"**.



Add-ons

Current Add-Ons ▾

check

Buy new Add-Ons ▾

configure

Monthly ☒ Annual

ROOM CAPACITY ⓘ

-- set more -- ▾

RECORDING HOURS ⓘ

-- set more -- ▾

BREAK-OUT ROOMS ⓘ

15 ▾

STORAGE SIZE (GB) ⓘ

-- set more -- ▾

CONCURRENT SESSIONS ⓘ

-- set more -- ▾

Add-ons Summary

Cost for add-ons

\$45.00

Charges auto-renew

unless cancelled before next renewal date

VISA

MasterCard

Google Pay

Apple Pay

PayPal

🛡️

We use Braintree and PayPal as payment gateway partners to ensure 100% security for all online transaction.

CONTINUE

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