IBPSA Project 1

Breakout room
guide for Work Package Leaders

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Important information for WP leaders

- First steps in zoom can be found here:
    - PC and Mac: https://support.zoom.us/hc/en us/articles/201362033 Getting Started on Windows and Mac
    - Android: https://support.zoom.us/hc/en-us/articles/200942759-Getting-Started-with-Android
    - iOS: https://support.zoom.us/hc/en us/articles/201362993 Getting Started with iOS

- Before the start of the meeting there is the possibility to choose a username. Our suggestion would be that you log into the meeting with your name and "Lead" + designated work package;

- As an example:
    - If a person has a name Max Musterman and he will be leading the WP 1.1, he should choose a username as:

    > Username: Max_Musterman _Lead1.1

- This will help the host to assign you as co-hosts of the meeting;
- The co-hosts can then take part in other breakout sessions as well;

Important information for WP leaders

Being the Co-hosts

- Shares most of the controls that hosts have, allowing the co-host to manage the administrative side of the meeting, such as managing attendees;

- The host must assign a co-host during the meeting;

- Co-hosts cannot start a meeting;

- Co-hosts cannot be assigned ahead of time;

- The host has to promote a participant to co-host;

- The co-host can take part in different Breakout rooms;

- More information is available at: https://support.zoom.us/hc/en-us/articles/360040324512