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 additiona support, contact your BigMarker Account Manager or support@bigmarker.com.

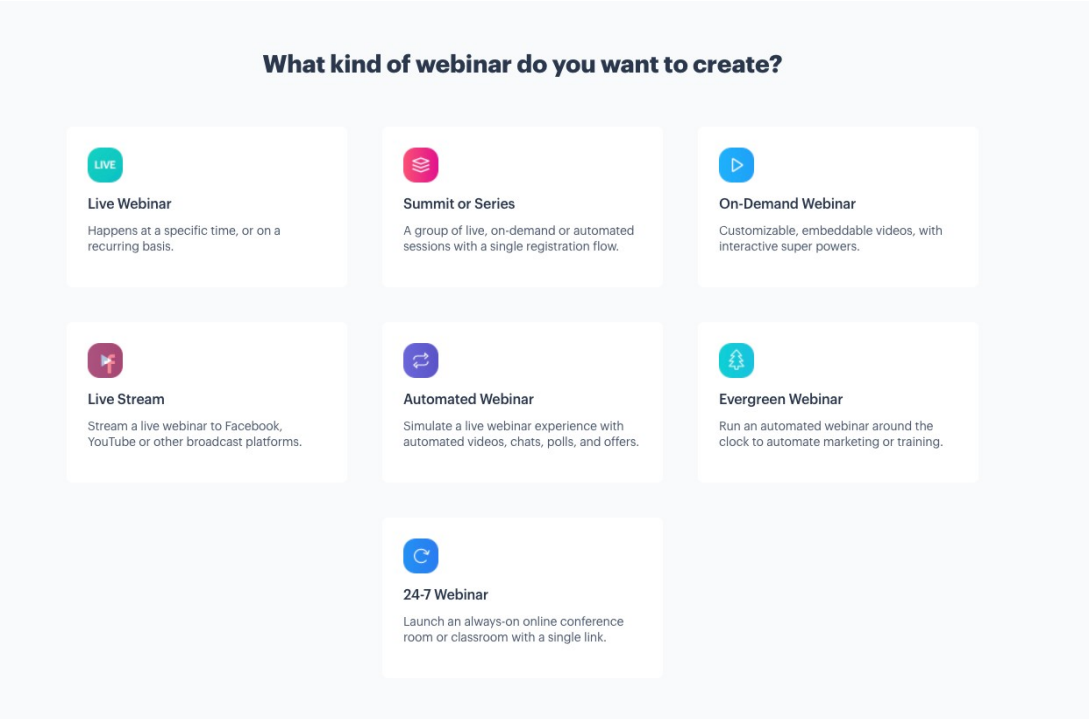
The Attendee Experience

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 eve 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 discussio rooms. These are also structured as webinars on BigMarker, and attendees can interac 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

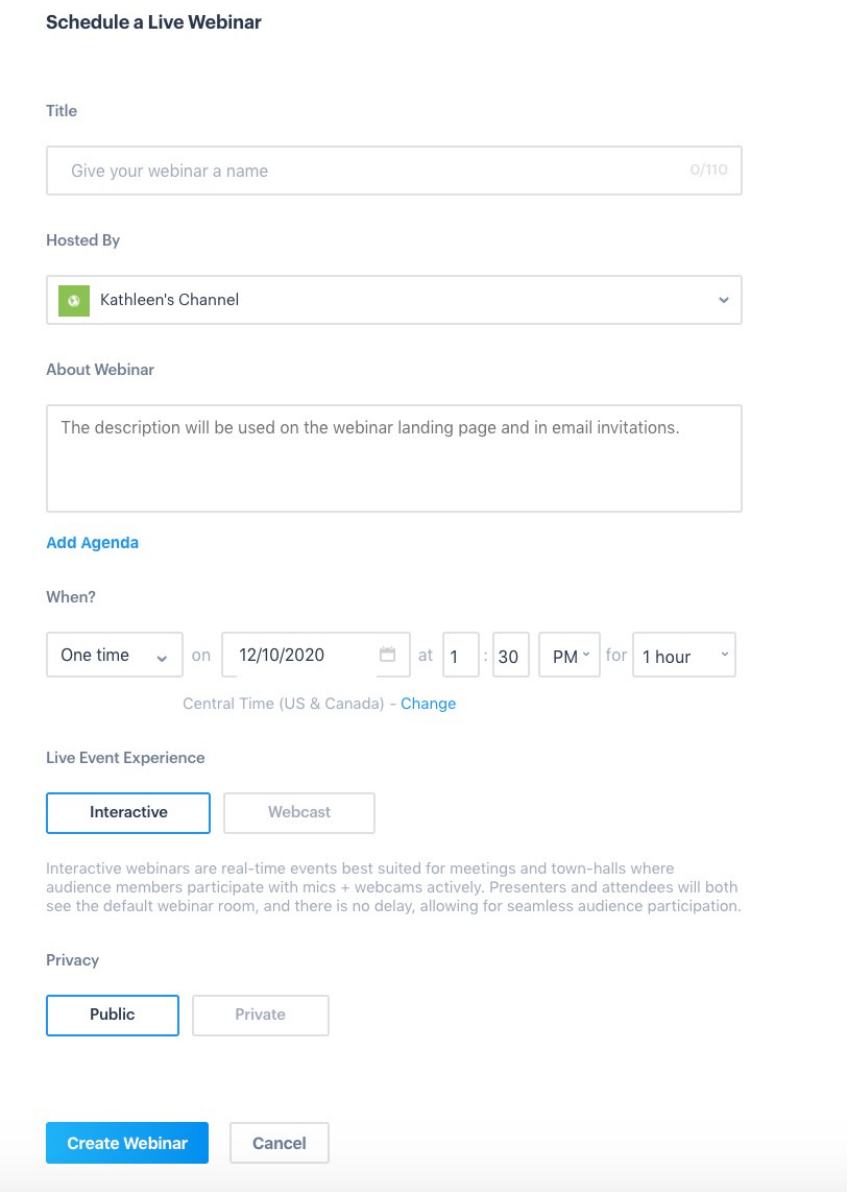
How to Create a Breakout Session

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**.

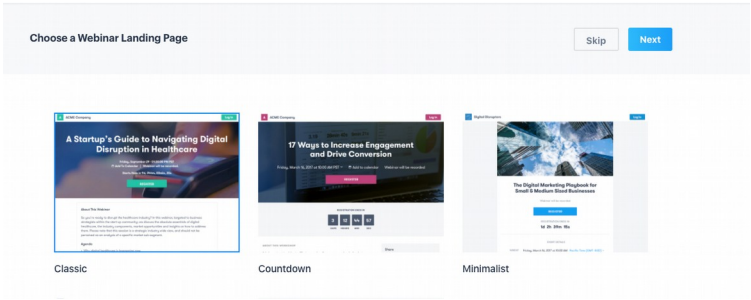


Create a live webinar and name it Breakout Sessions. Schedule it to begin and end at the time you'd like participants to be in the breakout. Under Live Event Experience, select **Interactive Mode**. In Interactive Mode, there is no lag in streaming and audio, which facilitates more seamless conversations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

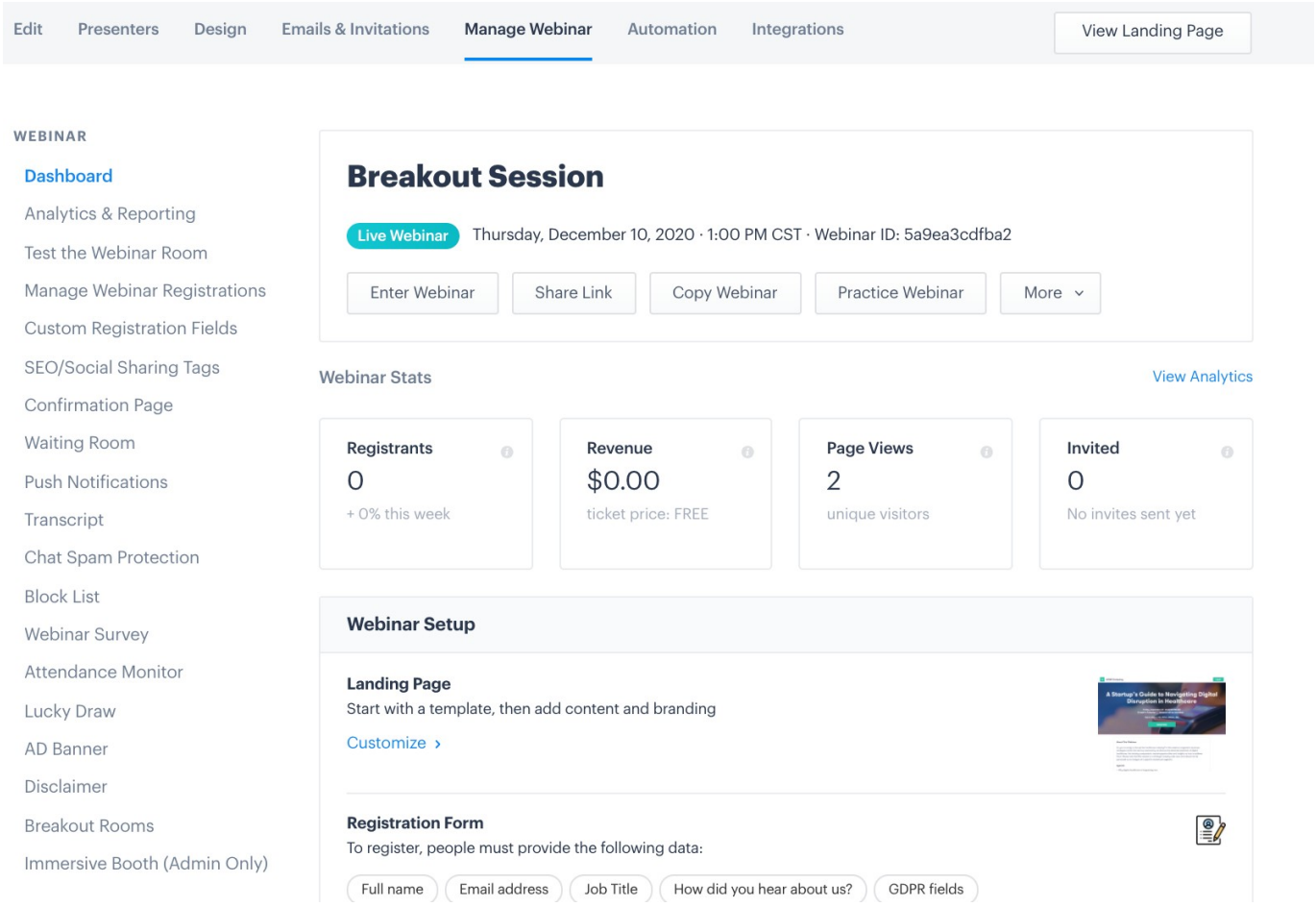
IMPORTANT: You only need to create one webinar. The webinar associated with the Breakout Session also stores each of the individual rooms that will be open to attendees. Throughout this document, you will learn how to create these rooms, assign participants to rooms and enter breakout rooms in progress.



Choose a landing page template, then click Next.

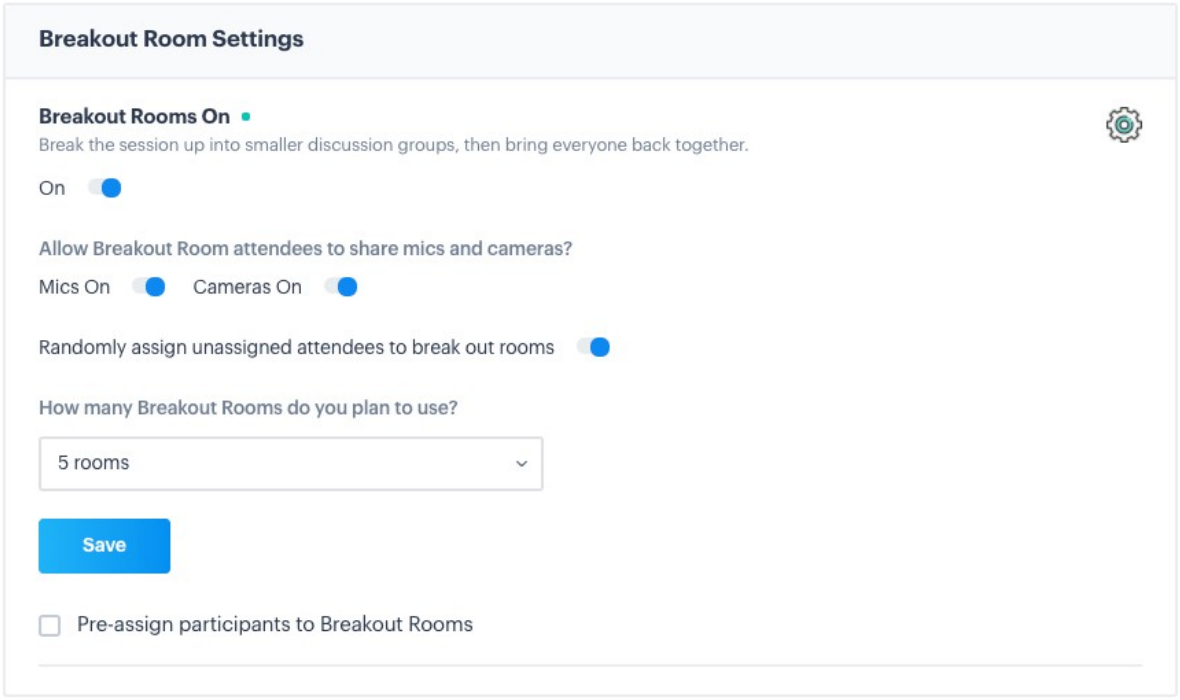


From there, you'll proceed to the webinar dashboard associated with your breakout session. In the left-hand menu, select **Breakout Rooms**.



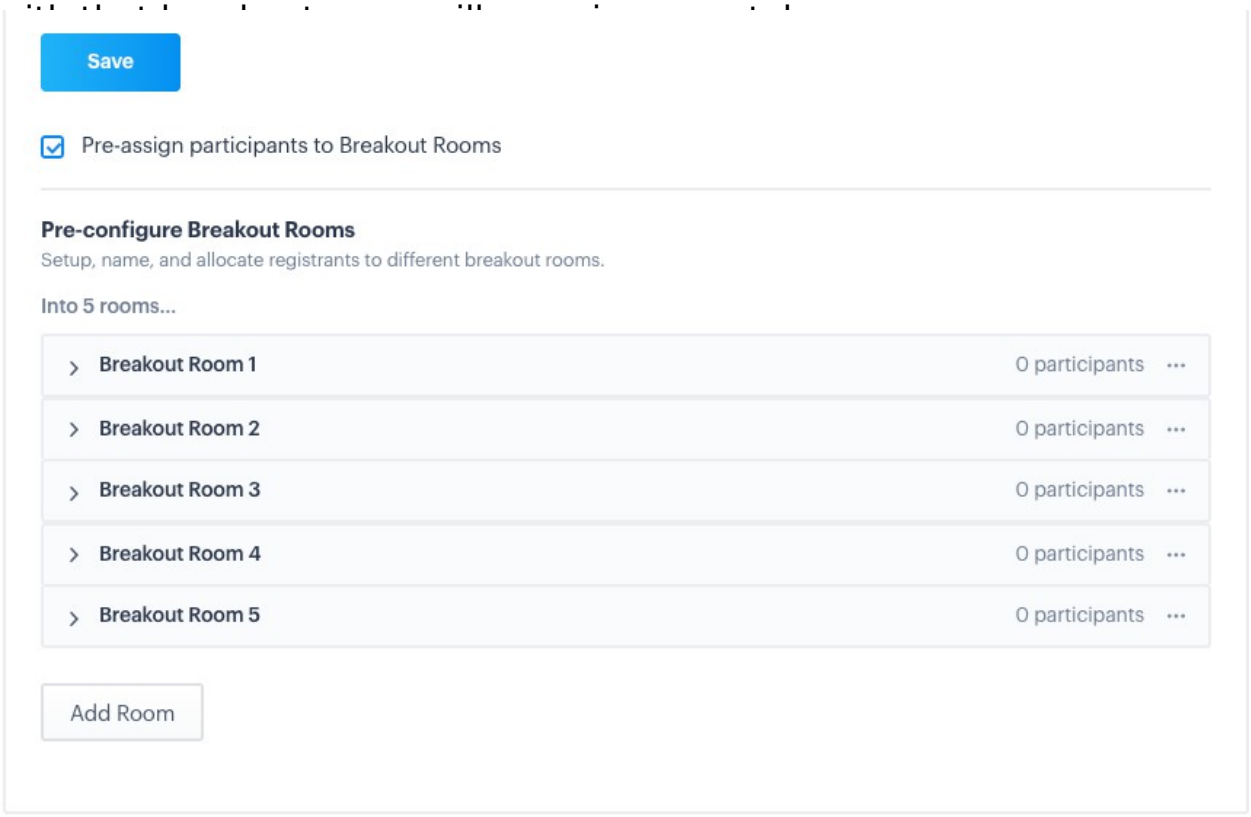
Here, you can create and adjust settings for all of the individual breakout rooms within that session.

- 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.

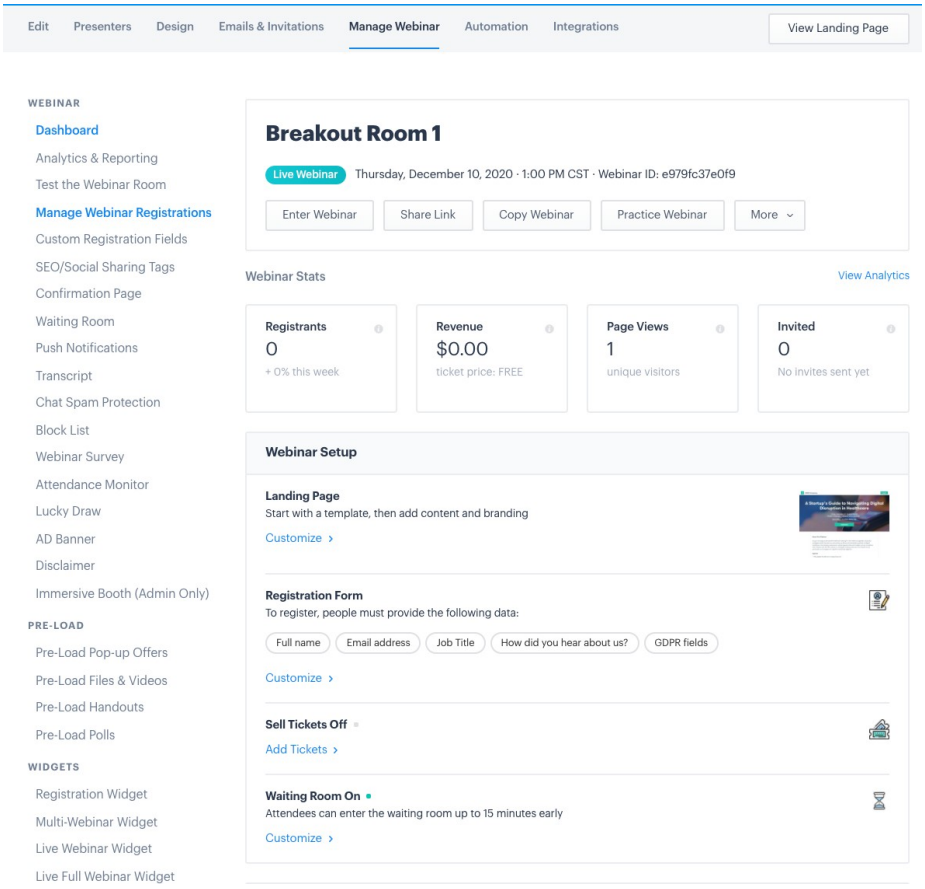


How to Pre-Assign Guests to Breakout Rooms

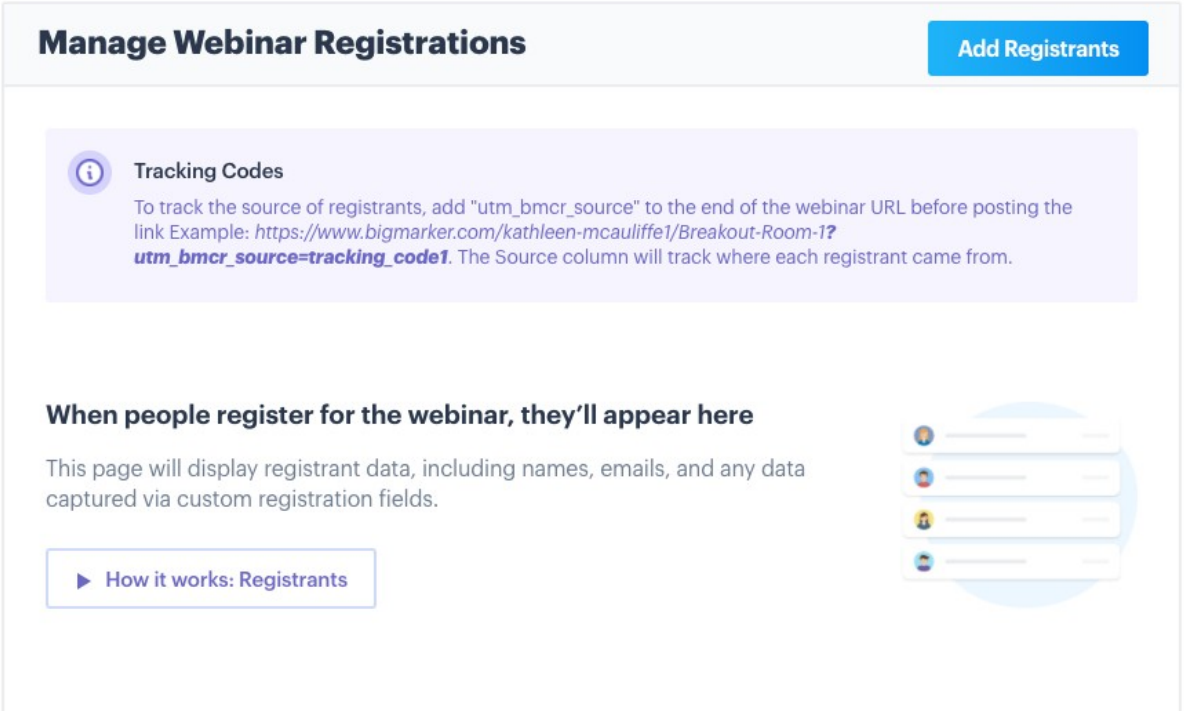
To pre-assign guests to specific breakout rooms, check **Pre-assign participants**. Each of the breakout rooms you've created will then open in the dropdown form seen below. Add participants to each room by clicking on its name. A webinar associated



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



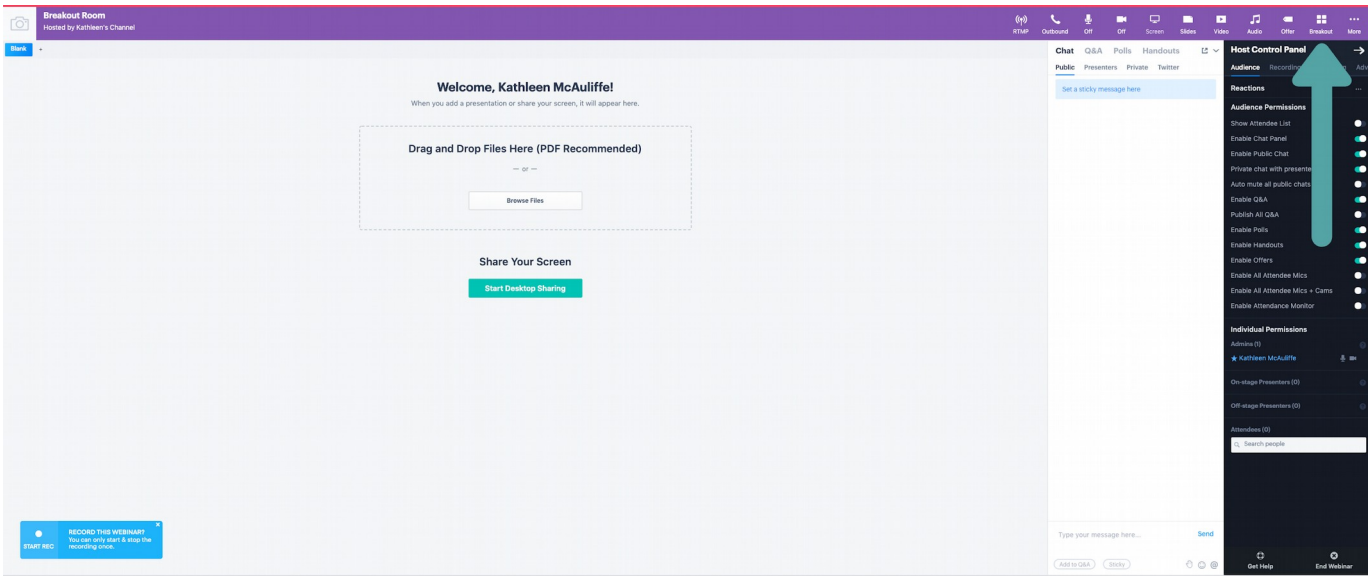
Click **Add Registrants** to assign guests to this room. In the pop-up that appears, enter the name and email of each participant that will be assigned to Breakout Room 1
Repeat this process with each of the breakout rooms you created.



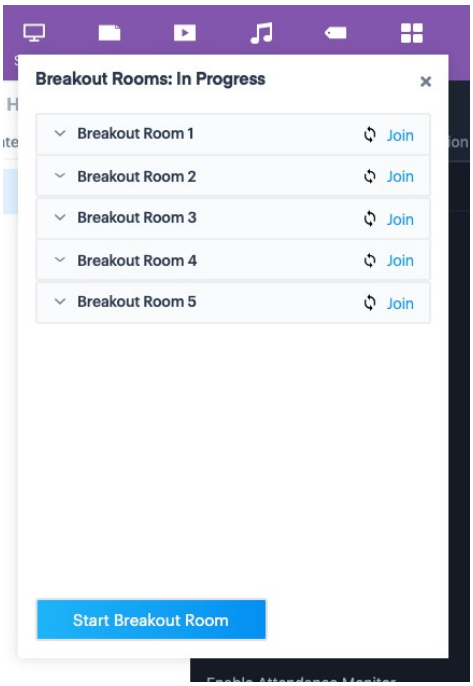
How to Host a Breakout Session

Since breakout rooms are formatted as a live webinar on BigMarker, hosts will enter th 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 this document.

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

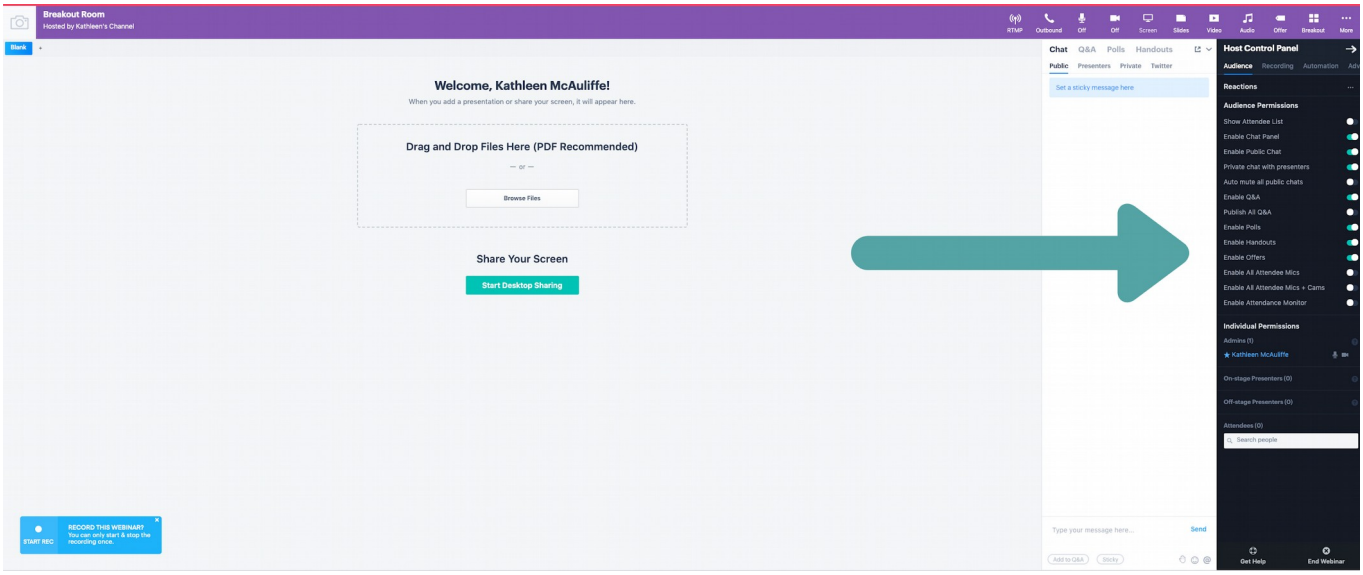


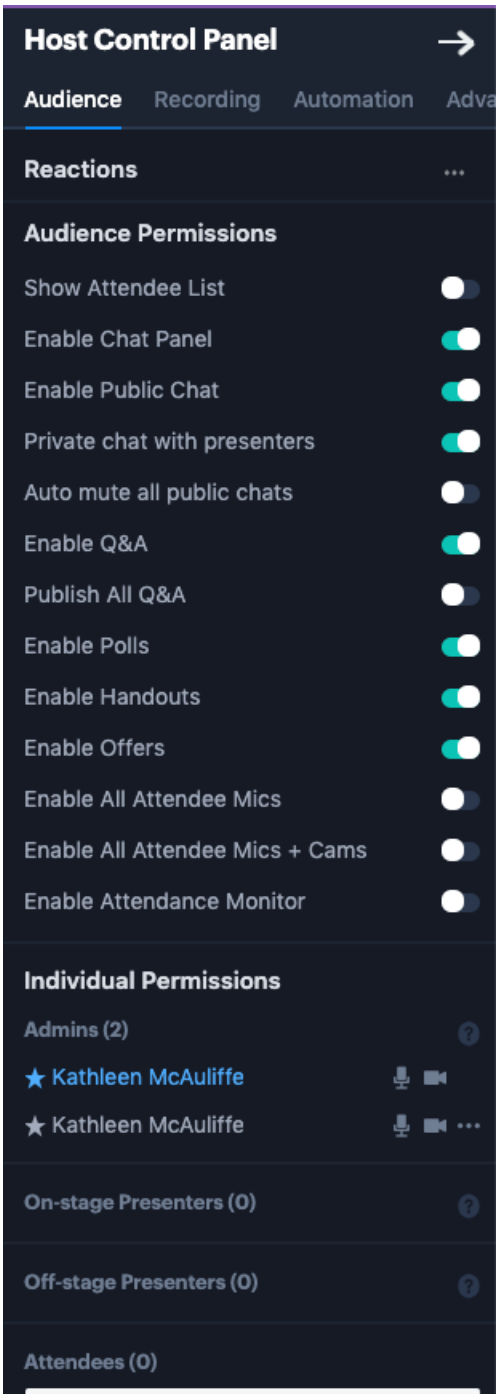
In the box that opens, hosts can start and manage the breakout rooms. Click **Start Breakout Room** to open all of the rooms to participants. At this point, guests are automatically redirected from the main breakout session to individual rooms. From there, enter an individual room via the **Join Now**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


Breakout Room
Hosted by Kathleen's Channel
Welcome, Kathleen McAuliffe!
When you add a presentation or share your screen, it will appear here.
Drag and Drop Files Here (PDF Recommended)
Browse Files
Share Your Screen
Start Desktop Sharing
Host Control Panel
Audience
Recording
Automation
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 (1)
Kathleen McAuliffe
On-stage Presenters (0)
Off-stage Presenters (0)
Attendees (0)
Search people
Get Help
End Webinar


Host Control Panel
Audience
Recording
Automation
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
On-stage Presenters (0)
Off-stage Presenters (0)
Attendees (0)