

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.

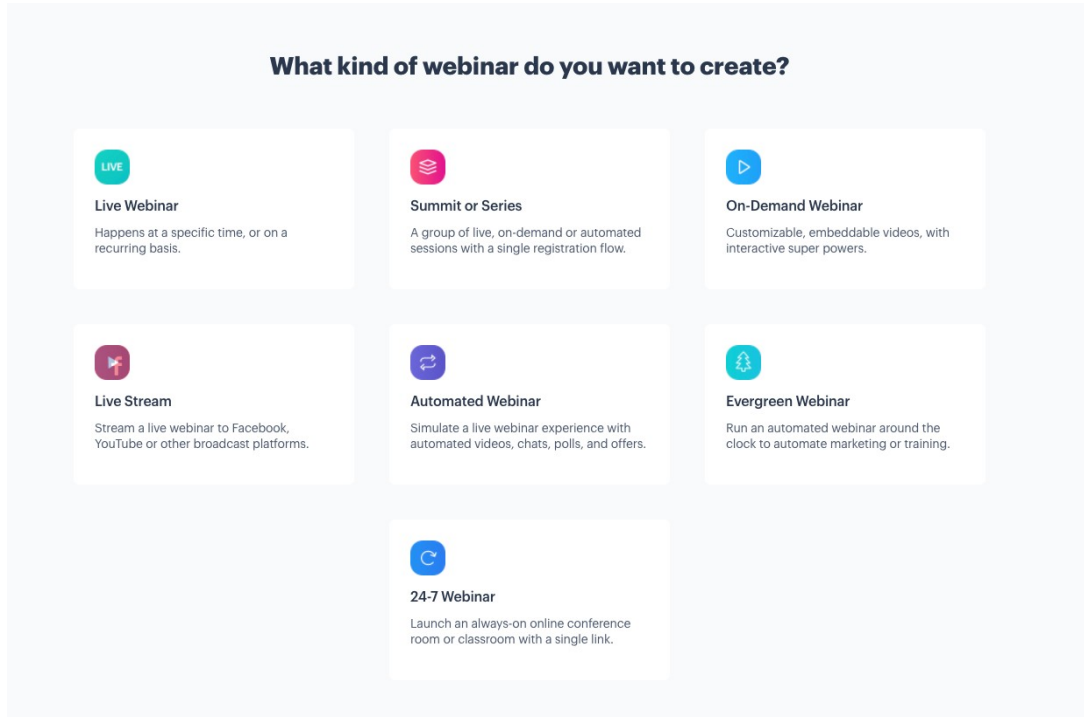
The Attendee Experience

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**.



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.

Schedule a Live Webinar

Title

Give your webinar a name

0/110

Hosted By

Kathleen's Channel

About Webinar

The description will be used on the webinar landing page and in email invitations.

Add Agenda

When?

One time

on 12/10/2020

at

1

:

30

PM

for

1 hour

Central Time (US & Canada) - [Change](#)

Live Event Experience

Interactive

Webcast

Interactive webinars are real-time events best suited for meetings and town-halls where audience members participate with mics + webcams actively. Presenters and attendees will both see the default webinar room, and there is no delay, allowing for seamless audience participation.

Privacy

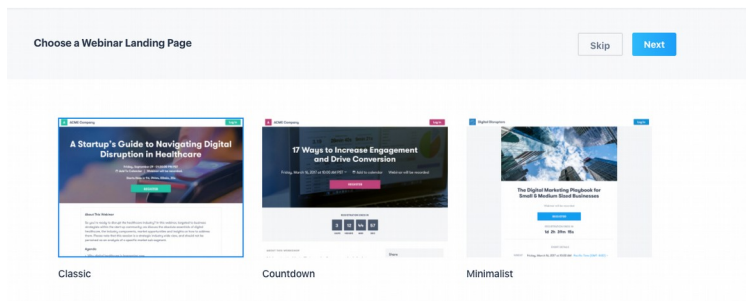
Public

Private

Create Webinar

Cancel

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**.

Edit Presenters Design Emails & Invitations **Manage Webinar** Automation Integrations View Landing Page

WEBINAR

- Dashboard**
- Analytics & Reporting
- Test the Webinar Room
- Manage Webinar Registrations
- Custom Registration Fields
- SEO/Social Sharing Tags
- Confirmation Page
- Waiting Room
- Push Notifications
- Transcript
- Chat Spam Protection
- Block List
- Webinar Survey
- Attendance Monitor
- Lucky Draw
- AD Banner
- Disclaimer
- Breakout Rooms**
- Immersive Booth (Admin Only)

Breakout Session

Live Webinar Thursday, December 10, 2020 · 1:00 PM CST · Webinar ID: 5a9ea3cdfba2

Enter Webinar Share Link Copy Webinar Practice Webinar More ▾

Webinar Stats View Analytics

Registrants 0 + 0% this week	Revenue \$0.00 ticket price: FREE	Page Views 2 unique visitors	Invited 0 No invites sent yet
---	--	---	--

Webinar Setup

Landing Page
Start with a template, then add content and branding
[Customize >](#)


Registration Form
To register, people must provide the following data:

Full name Email address Job Title How did you hear about us? GDPR fields

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

Allow Breakout Room attendees to share mics and cameras?

Mics On Cameras On

Randomly assign unassigned attendees to break out rooms

How many Breakout Rooms do you plan to use?

5 rooms

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

Save

Pre-assign participants to Breakout Rooms

Pre-configure Breakout Rooms
Setup, name, and allocate registrants to different breakout rooms.

Into 5 rooms...

> Breakout Room 1	0 participants ...
> Breakout Room 2	0 participants ...
> Breakout Room 3	0 participants ...
> Breakout Room 4	0 participants ...
> Breakout Room 5	0 participants ...

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

Edit Presenters Design Emails & Invitations **Manage Webinar** Automation Integrations [View Landing Page](#)

WEBINAR

- Dashboard**
- Analytics & Reporting
- Test the Webinar Room
- Manage Webinar Registrations**
- Custom Registration Fields
- SEO/Social Sharing Tags
- Confirmation Page
- Waiting Room
- Push Notifications
- Transcript
- Chat Spam Protection
- Block List
- Webinar Survey
- Attendance Monitor
- Lucky Draw
- AD Banner
- Disclaimer
- Immersive Booth (Admin Only)

PRE-LOAD

- Pre-Load Pop-up Offers
- Pre-Load Files & Videos
- Pre-Load Handouts
- Pre-Load Polls

WIDGETS

- Registration Widget
- Multi-Webinar Widget
- Live Webinar Widget
- Live Full Webinar Widget

Breakout Room 1

Live Webinar Thursday, December 10, 2020 · 1:00 PM CST · Webinar ID: e979fc37e0f9

[Enter Webinar](#) [Share Link](#) [Copy Webinar](#) [Practice Webinar](#) [More](#) ▾

Webinar Stats [View Analytics](#)

Registrants 0 + 0% this week	Revenue \$0.00 ticket price: FREE	Page Views 1 unique visitors	Invited 0 No invites sent yet
---	--	---	--

Webinar Setup

Landing Page
Start with a template, then add content and branding
[Customize >](#)

Registration Form
To register, people must provide the following data:
[Full name](#) [Email address](#) [Job Title](#) [How did you hear about us?](#) [GDPR fields](#)
[Customize >](#)

Sell Tickets Off
[Add Tickets >](#)

Waiting Room On
Attendees can enter the waiting room up to 15 minutes early
[Customize >](#)

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.

Manage Webinar Registrations Add Registrants


Tracking Codes

To track the source of registrants, add "utm_bmc_source" to the end of the webinar URL before posting the link Example: https://www.bigmarker.com/kathleen-mcauliffe1/Breakout-Room-1?utm_bmc_source=tracking_code1. The Source column will track where each registrant came from.

When people register for the webinar, they'll appear here

This page will display registrant data, including names, emails, and any data captured via custom registration fields.

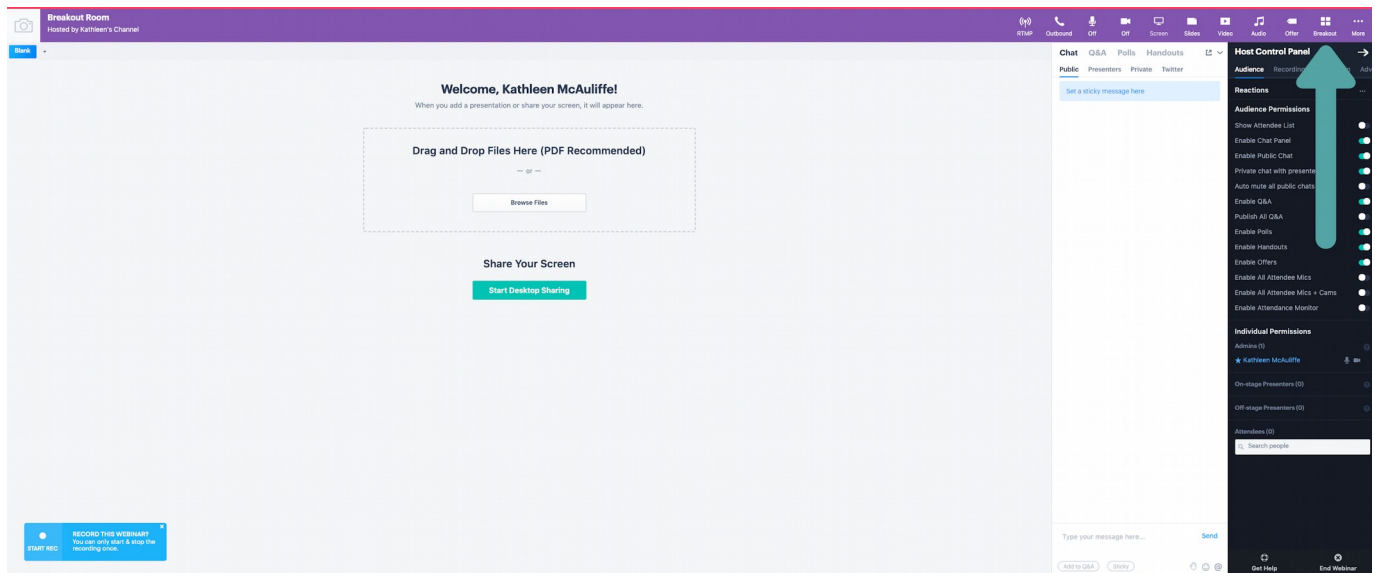
[▶ How it works: Registrants](#)



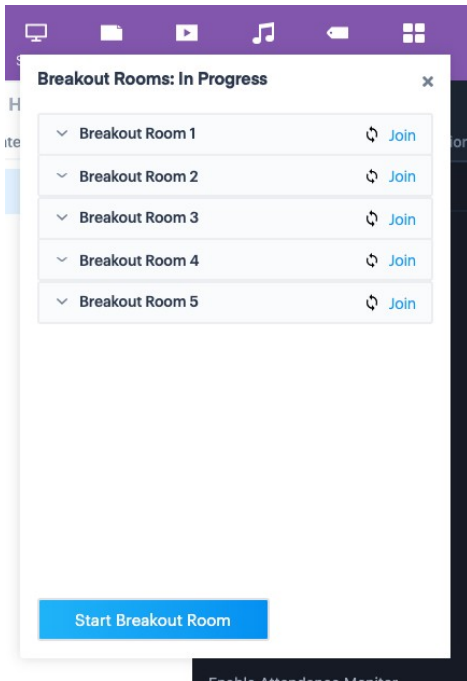
How to Host a Breakout Session

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 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 McAuliffe'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

RECORD THIS WEBINAR
You can only start to record the recording once.

Chat Q&A Polls Handouts
Public Presenters Private Twitter
Set a sticky message here

Host Control Panel
Audience Recording Automation Adv
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)
Type your message here... Send
Add to Q&A Sticky Get Help End Webinar

Host Control Panel →

Audience Recording Automation Adv






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)

