

Poster Presenters – Zoom meeting “breakout room” presentation guide

Before your poster session begins

- Enter the room 15-20 minutes before your presentation
- The host will make you a “co-host” for your breakout room
- DO NOT leave for the breakout room until you have been promoted to a “co-host”
- Once you’ve been assigned as a co-host, enter your designated breakout room (*breakout rooms are named by your abstract number and presenter’s last name*)

During your poster session

- Engage with participants as you would in a normal poster session. Use the chat function or speak out loud to the audience to ask questions.
- Audience members can chat with you or ask at loud if you have their mic unmuted.
- As the co-host in the breakout rooms, you have the authority to mute and remove participants at will. You will have to request in order to have participant.
- Stay in the room for the duration of the poster session. The poster session is over the course of 2-days. **PLEASE notify nPOD if you can not be there for your presentation.**

After your poster session:

- The host will send a message to warn you that the poster session is ending. Please make note and wrap-up your conversations/discussions.

Additional Resources – guide to learn more about participating in [Zoom Breakout Rooms](#)

BEFORE YOU ENTER THE MEETING

YOUR FULL SCREEN VIEW BEFORE YOU LOG IN TO ZOOM MEETING

Zoom Meeting Participant ID: 330643



Talking:

Meeting Topic: nPOD Poster Sessions
Host: cmdm@iu.edu
Passcode: 377017
Invite Link: <https://iu.zoom.us/j/87344683231?pwd=QitVREV2bE93Yi80...>
[Copy Link](#)
Participant ID: 330643

Choose ONE of the audio conference options

Phone Call Computer Audio

Country/Region:

Dial: +1 646 558 8656
+1 301 715 8592
+1 312 626 6799
+1 669 900 6833
+1 253 215 8782

Meeting ID: 873 4468 3231
Participant ID: 330643



Join Audio



Share Screen



Invite Others

Join Audio Start Video

Participants 2 Chat Share Screen Record

Leave

MAIN ZOOM MEETING WELCOME ROOM

THIS IS WHERE YOU WILL ENTER BEFORE GOING INTO YOUR BREAKOUT ROOMS

Zoom Meeting Participant ID: 330643

You are viewing Sara Buckallew's screen View Options

Network for
Pancreatic
Organ donors with
Diabetes

13TH ANNUAL SCIENTIFIC
MEETING
A VIRTUAL MEETING EXPERIENCE
February 22 - 24, 2021

Welcome: Poster Session

THIS ROOM IS OPEN UNTIL 4 PM EST.

To visit a poster presenter:

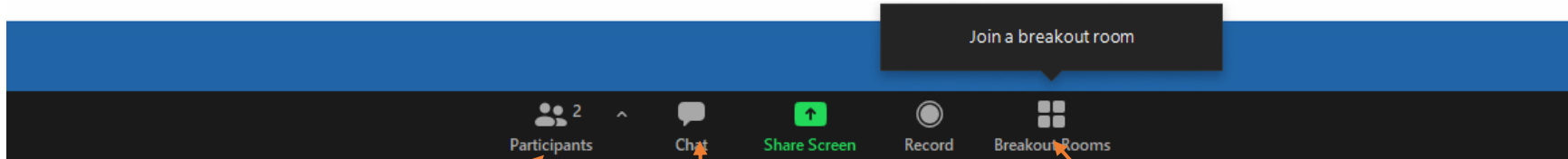
- Select "Breakout Rooms" at the bottom of your screen.
- Find the poster #/presenter name you wish to visit.
- Select "Join room."
- Switch between rooms by repeating Steps 1-3 (above).
- Unless actively speaking, **please remain muted.**

Return to this room at any time by selecting "Leave" > "Leave Breakout Room"

To ask a question while in the room, select "Participants" > "Raise Hand"

Mute Start Video Participants 2 Chat Share Screen Record Leave

HOW TO NAVIGATE WITH THE CONTROL PANNEL

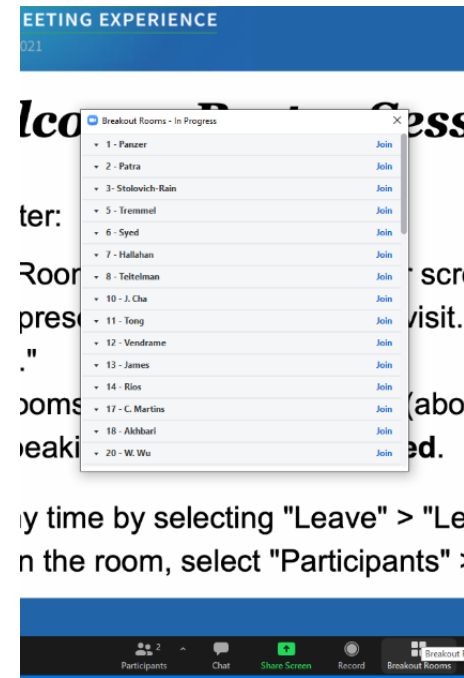


View the list of participants in the Zoom meeting. Check by your name and **make sure you are assigned as a Co-Host**

Chat with participants and host before entering "breakout rooms"

Chat with participants and host before entering "breakout rooms"

View a list of breakout rooms and see if people are already waiting.



**VIEW OF BREAKOUT ROOMS AND ATTENDEES IN
WHEN YOU SESSION IS ABOUT TO END YOU WILL RECEIVE A MESSAGE LIKE THE ONE BELOW**

The screenshot shows a window titled "Breakout Rooms - In Progress" with a close button (X) in the top right corner. The window contains a list of breakout rooms, each with a dropdown arrow on the left and a numerical value on the right. The first room, "3 - Stolovich-Rain", is marked as "Joined" and contains two attendees: "FootBallersAcademy" and "Joseph Pobee". The other rooms are "1 - Panzer", "2 - Patra", "5 - Tremmel", "6 - Syed", "7 - Hallahan", "8 - Teitelman", "10 - J. Cha", "11 - Tong", and "12 - Vendrame", all with a value of "0". At the bottom of the window, a yellow banner contains the text: "All Breakout Rooms will close in 26 seconds" and "You will be returned to the main session automatically." Below this text is a blue button with the text "Leave Breakout Room".

Room Name	Attendees	Count
3 - Stolovich-Rain	FootBallersAcademy, Joseph Pobee	2
1 - Panzer		0
2 - Patra		0
5 - Tremmel		0
6 - Syed		0
7 - Hallahan		0
8 - Teitelman		0
10 - J. Cha		0
11 - Tong		0
12 - Vendrame		0

All Breakout Rooms will close in 26 seconds
You will be returned to the main session automatically.

[Leave Breakout Room](#)