



How To Set Up a Breakout Room on your stall

How To Get Started

What type of Breakout Rooms are you setting up?

On the platform you can choose to set up your breakout rooms in two different ways:

1

By using your own preferred tool

By choosing this option you can choose your own preferred tool to host the breakout room. For instance, Zoom, Microsoft Teams, Google Meets, etc.

2

By using Graduateland's Zoom account

By choosing this option you will host the breakout room by using Graduateland's predetermined conference tool.

Be aware: You can only have **one** breakout room in your stall, but you can create multiple sessions for **different** time slots within the same room

1. Using your own preferred tool

Online talent

All chats (0)

My chats (0)

Video conversations

Breakout rooms

Stall settings

Select your preferred tool. Advantageously, you can use the conferencing tool that you use in your everyday work. This could be Teams, Zoom, Google meets.

If any other team members need to be part of the breakout room they can always join the call

Start the the breakout room using the "host"-button

Breakout rooms - One day breakout rooms

Use your preferred tool
Paste a link for a meeting you host

PASTE A CONFERENCE CALL LINK
yourlink.com/breakout-ro

PASTE A CONFERENCE LINK FOR HOSTS
yourlink.com/breakout-room-host-link

SESSION NAME
e.g. Talk to the consultants

SESSION DESCRIPTION
eg. You will be joining a conference call with our consultants.

START TIME 12:00 **END TIME** 12:00

[Add new](#)

JOIN THE CALL

HOST THE CALL VIA APP



The "Join" button will be active the day the Session is scheduled for. You can use your preferred tool or the Zoom integration.

In case you select "Use your preferred tool" you have the possibility to add a link for Participants and one for Hosts, if there is no difference paste the link twice.

Here's some useful links to set up your meeting:

- [Zoom](#)
- [Microsoft Teams](#)
- [Google Meets](#)

In case you select "Use our Zoom account", please allow up to 15 minutes for the buttons to be active, if you are creating the Breakout Room on the same day. We advise you to set them up 2 days in advance.

In order to host via Zoom, you will need to have the Zoom App installed on your device.

Insert the link for hosts to join. In some cases this would just be the same link as for the participants.

Enter the schedule for your session. This will activate the 'Join' button for participants within these time slots.

When you have created the session on your preferred tool, insert the link where participants can join.

Add new sessions within your breakout room if you are e.g. covering different topics or targeting different audiences on different times. It is a way for you to create a schedule within your breakout room.

2. Using Graduateland's Zoom Account

Use Graduateland's Zoom account if you do not wish using your own preferred tool. Be aware that you as the host would *need* to have the Zoom APP downloaded

If any other team members need to be part of the breakout room they can always join the call

Breakout rooms - One day breakout rooms

Use your preferred tool
Paste a link for a meeting you host

Use our Zoom Account
An automatic meeting will be created

SESSION NAME
e.g. Talk to the consultants
0 / 40 characters

SESSION DESCRIPTION
eg. You will be joining a conference call with our consultants.
0 / 400 characters

START TIME **END TIME**
12:00 14:00

[+ Add new](#)

SAVE

JOIN THE CALL **HOST THE CALL VIA APP**

Start the breakout room using the "host"-button

The "Join" button will be active the day the Session is scheduled for. You can use your preferred tool or the Zoom integration.

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Enter the schedule for your session. This will activate the 'Join' button for participants within these time slots.

Add new sessions within your breakout room if you are e.g. covering different topics or targeting different audiences on different times. It is a way for you to create a schedule within your breakout room.

Important: If you are using Graduateland's Zoom account, you need to have the breakout room created and saved well in advance.

3. What it looks like on the attendee side

Attendees find your Breakout Room within your stall.

BREAKOUT ROOMS

You can hop in and out of these breakout rooms with Graduateland as you please during their duration.



Sessions

12:00 CET - 15:00 CET	<input type="radio"/> + Add event to your Day Planner	Q&A with our trainees
15:00 CET - 17:00 CET	<input type="radio"/> + Add event to your Day Planner	CV Workshop

They can join the session they are interested in and jump in/out at any time. If any of the participants join the a session before its scheduled time they will enter the ongoing session.

When hovering above the name of the session they are interested in, they will see the description you added.