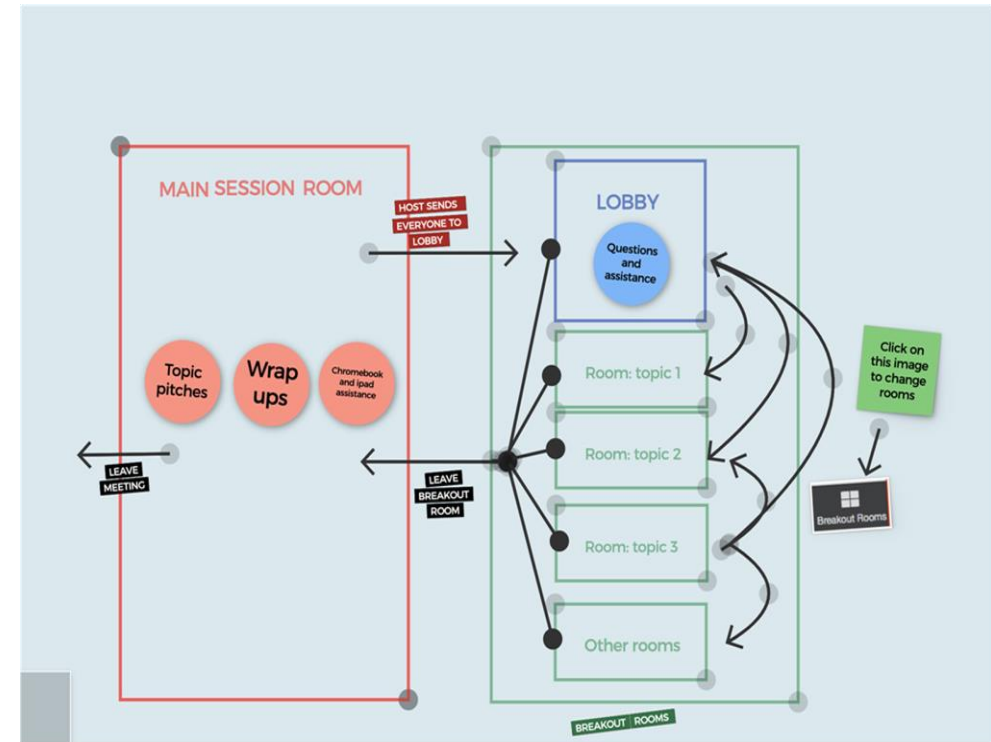
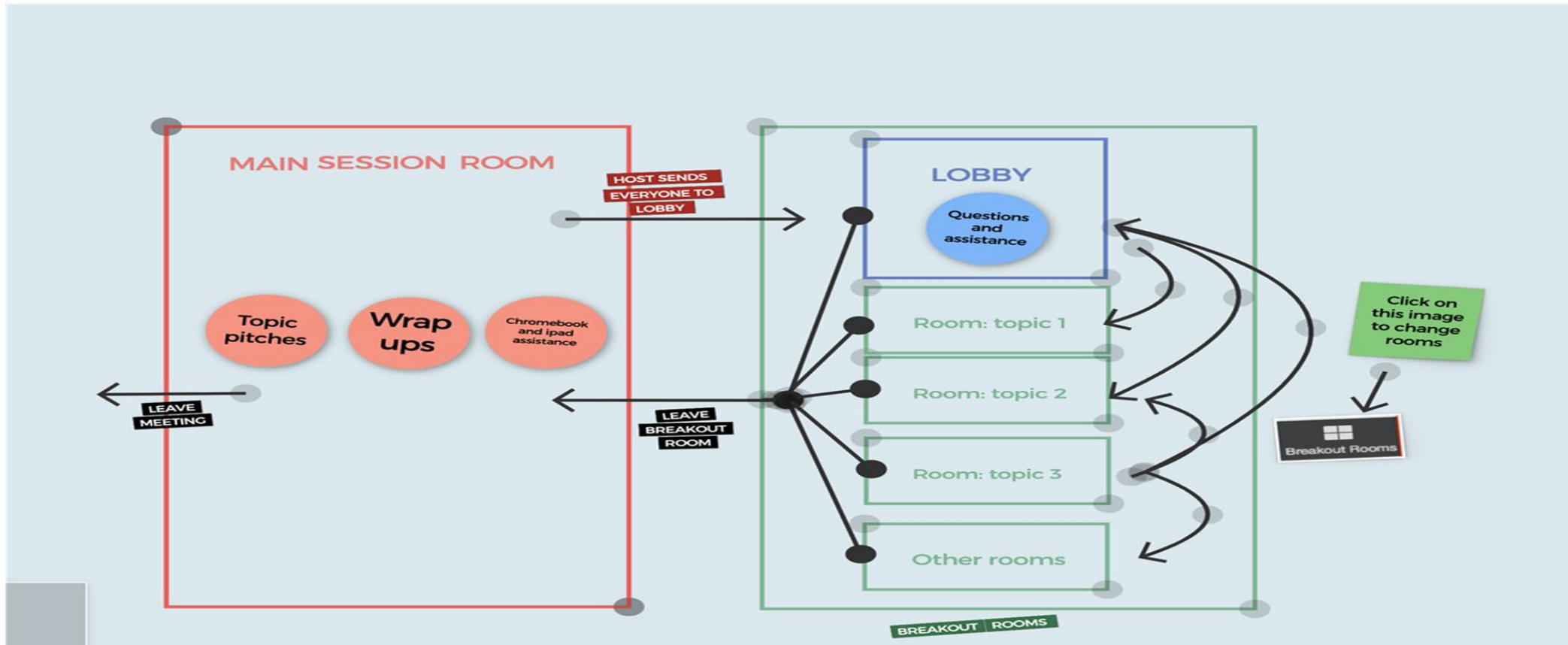


# TECH RUN for TECH HOST Before each Session

1. AES host admitting people to meeting (main session room)
2. AES host to TECH HOST
3. TECH HOST co-host the rest
4. TECH HOST set up a lobby & hangout & other B/O rooms
5. TECH HOST to cut and paste agenda to chat to share
6. TECH HOST- BROADCAST TO ALL ROOMS is found next to the CLOSE ALL ROOMS tab
7. TEAM practice returning to the lobby



# The the EVALFEST CLUB virtual open space



# TECH HOST Notes: The EVAL FEST virtual open space

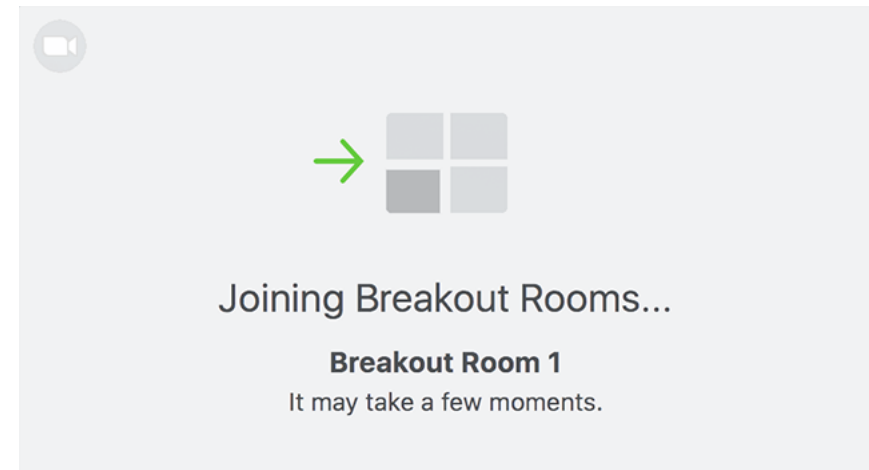
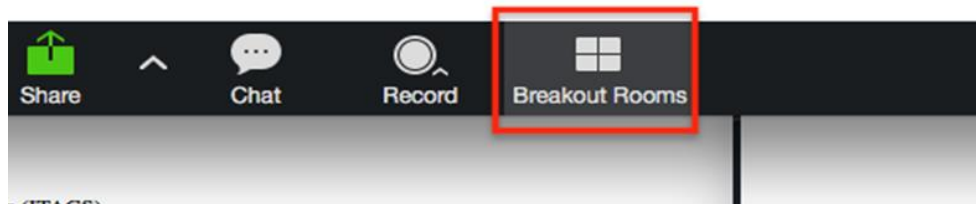
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- **Making everyone a co-host after they arrive in the main session room:**
  - TECH HOST just works through the participants list and converts each one
  - TECH HOST keeps a check on the total # of participants if there is an increase then look for the new arrivals at the bottom of the list and convert them to co-host too
- **TECH HOST makes & renames breakout rooms and sending everyone to the lobby so that they can then choose a breakout room:**
  - After making everyone in the main session room a co-host, then the TECH HOST creates the lobby, hangout & various breakrooms
    - Need to set the timing for the rooms based on the timing in the agenda
    - There is an option to set the count down timer for end of breakout rooms which can be set to a minimum of 30 sec
  - Before participants go to the breakout rooms (the TECH HOST sends them to the lobby first);
    - You need to do a manual assignment of all participants to the lobby
    - Once in the lobby participants can then choose their breakout room topic
  - When the TECH HOST wants to close the breakout rooms everyone is sent back to the main session room
- **If participants can choose to leave the breakout room and go to another (NB: “breakout room” icon (BOR) only visible to co-host when in breakout room mode):**
  - When either in lobby or breakout room they will be able to click on the BOR icon and can click on this to reveal the dropdown list of options and then click the to [JOIN](#) the new room or lobby or hangout
  - If they want to return to the main session they need to click on the button bottom right corner to “leave breakout room” or click on the button bottom right corner “leave meeting” to exit zoom meeting session all together

**If a participant is on an a phone or tablet or pad – then the TECH HOST will need to move them manually. EVALFEST CLUB experience best had on PC.**

# Moving between breakout rooms

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# In the lobby screens – Collapse & Expand

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