

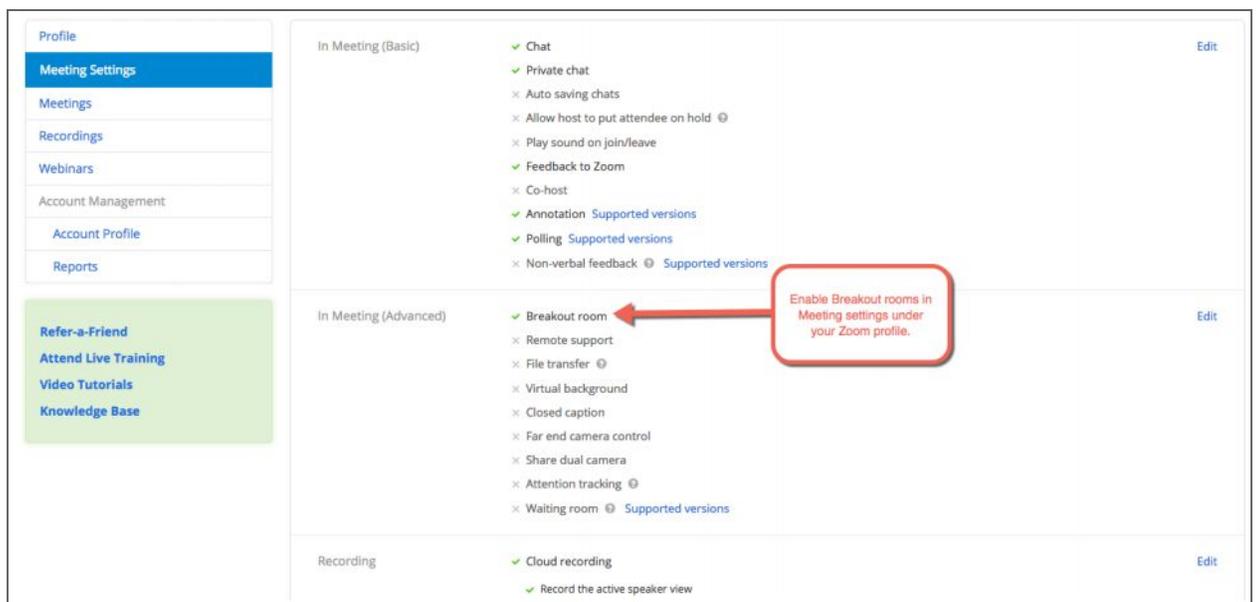
Toastmasters District 2 Guidelines and Best Practices Appendix - Zoom Breakout Rooms

Most video chat programs have a “Breakout Room” feature, but Zoom is the easiest to get started and start using. This is a feature that allows up to 50 separate sessions to occur within the same meeting.

Before

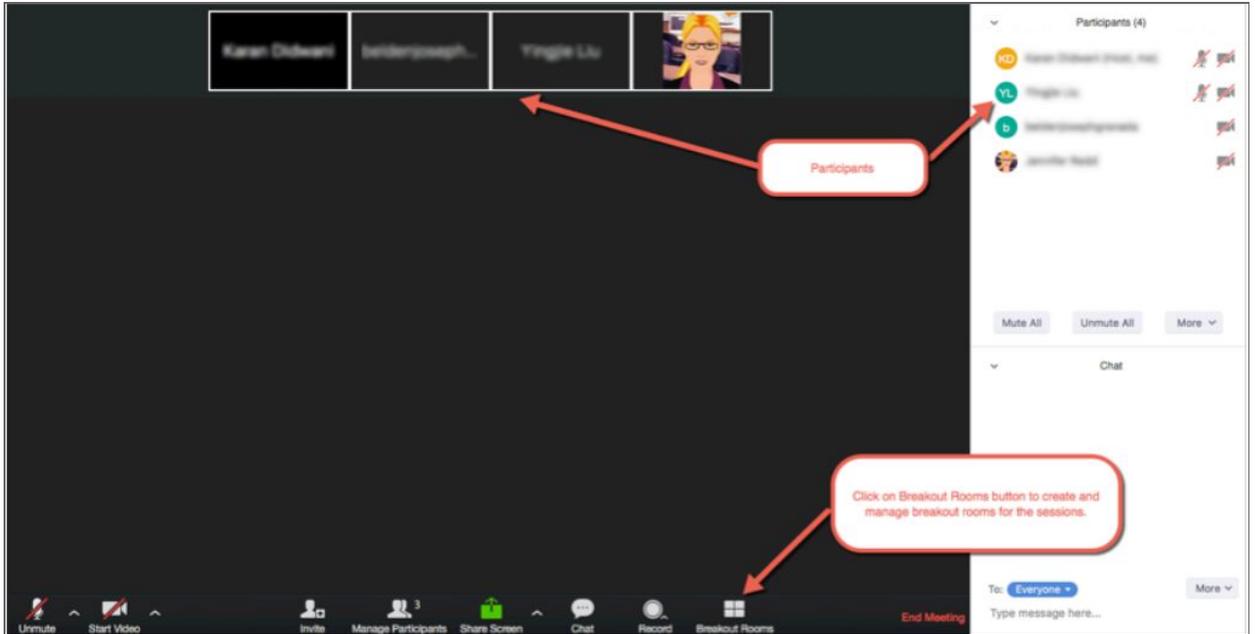
- Set up Breakout Rooms (Toastmaster or Administrator):

Step 1: Enable Breakout Rooms

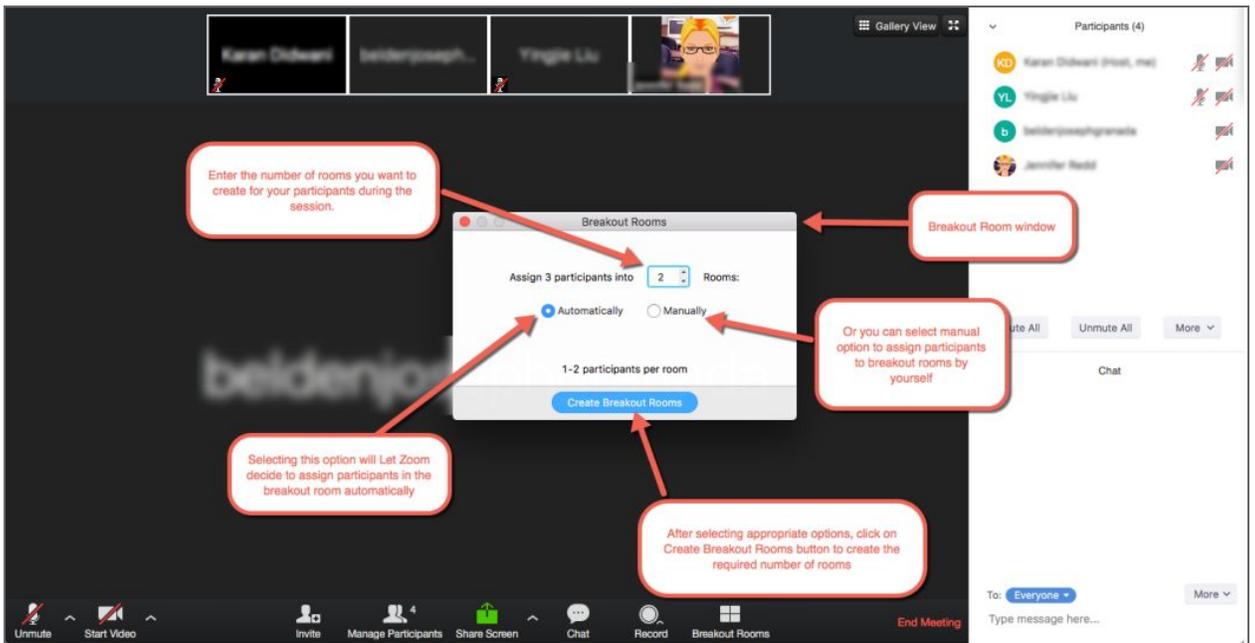


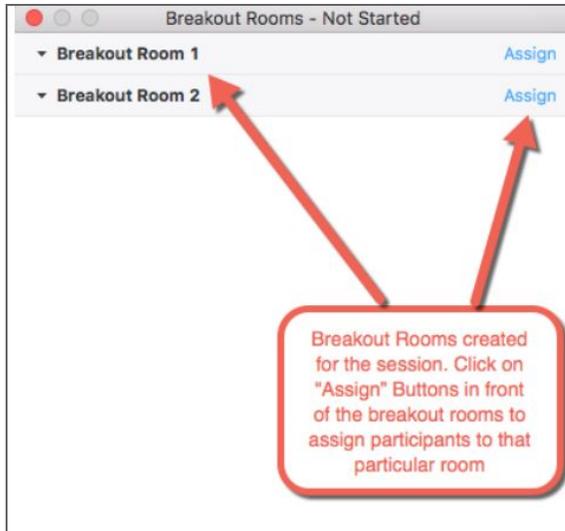
The screenshot displays the Zoom Meeting Settings interface. On the left, a navigation menu includes Profile, Meeting Settings (highlighted), Meetings, Recordings, Webinars, Account Management, Account Profile, and Reports. Below this is a green box for 'Refer-a-Friend' with links for Attend Live Training, Video Tutorials, and Knowledge Base. The main content area is divided into three sections: 'In Meeting (Basic)', 'In Meeting (Advanced)', and 'Recording'. The 'In Meeting (Advanced)' section is expanded, showing a list of features with checkboxes. The 'Breakout room' checkbox is checked and highlighted with a red arrow pointing from a red callout box that says 'Enable Breakout rooms in Meeting settings under your Zoom profile.' Other features in this section include Remote support, File transfer, Virtual background, Closed caption, Far end camera control, Share dual camera, Attention tracking, and Waiting room. The 'In Meeting (Basic)' section includes Chat, Private chat, Auto saving chats, Allow host to put attendee on hold, Play sound on join/leave, Feedback to Zoom, Co-host, Annotation, Polling, and Non-verbal feedback. The 'Recording' section includes Cloud recording and Record the active speaker view. Each section has an 'Edit' link on the right.

Step 2: Create and Manage Breakout Rooms during the contest

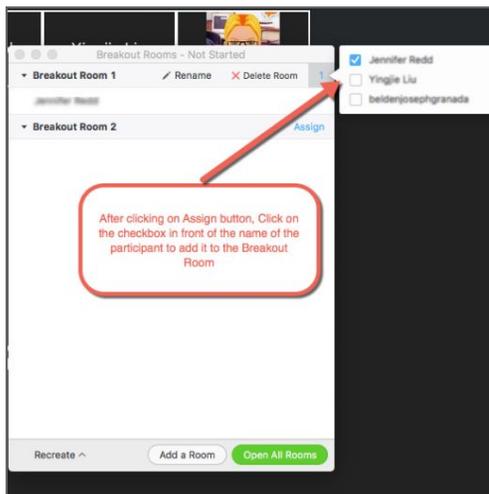


Step 3: Set up Breakout Rooms





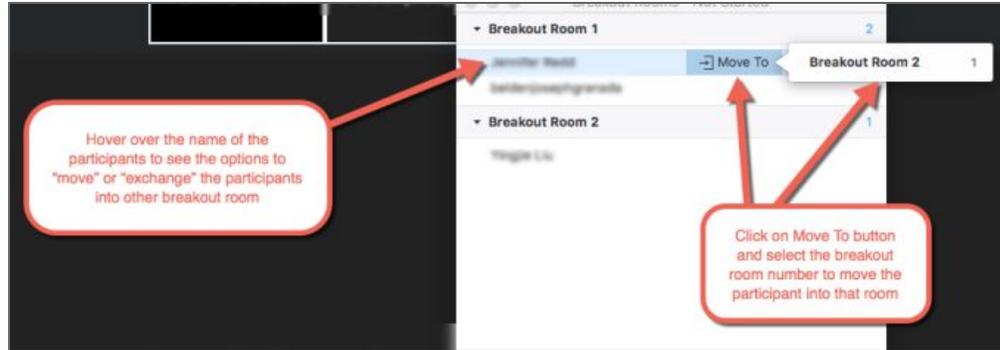
- Pre-assign the contest roles which will need to be sequestered during the contest:
 - Judges for debriefing
 - Ballot counters
 - Sergeant of Arms with the Evaluation Contestants



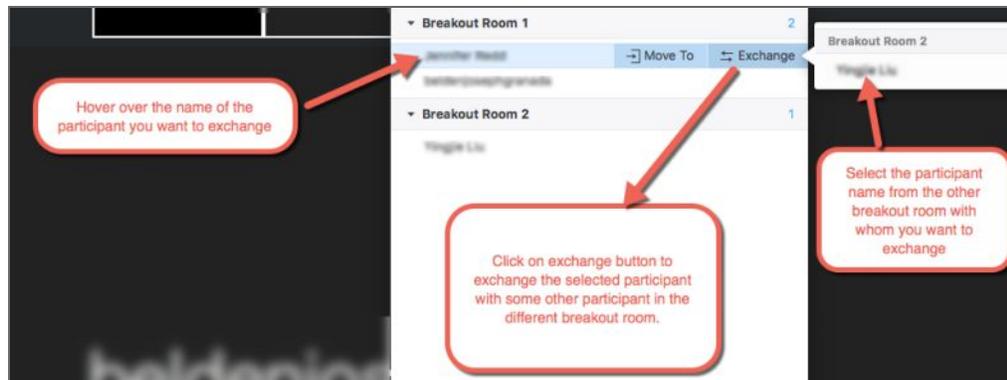
Notes:

- Enable closed captioning and is available for each breakout session
- Presenters will be able to see everyone on video in Gallery View up to 25 or 49 participants, depending on the Zoom client settings and computer specs
- During the meeting, the Breakout Room button will appear on the toolbar (see far right):

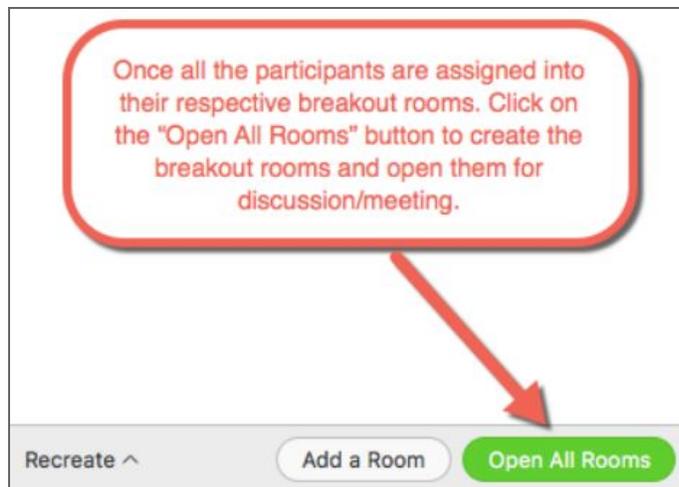




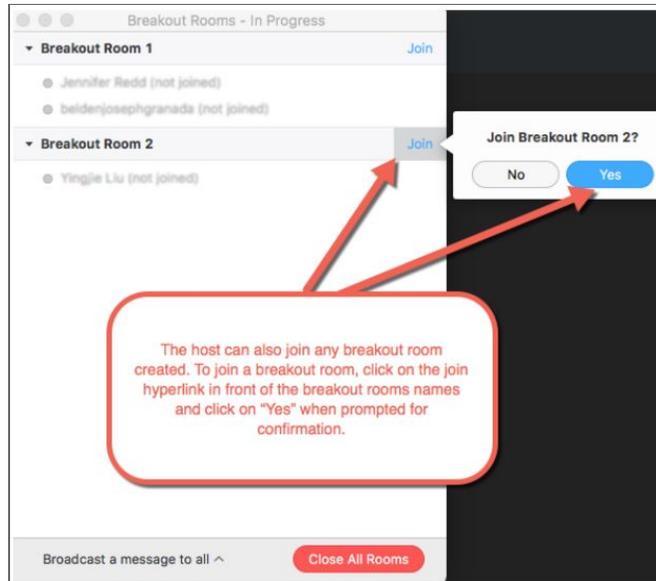
Step 5: Click on “Exchange” button and select participants from any Breakout Room to move a participant to another room if needed.



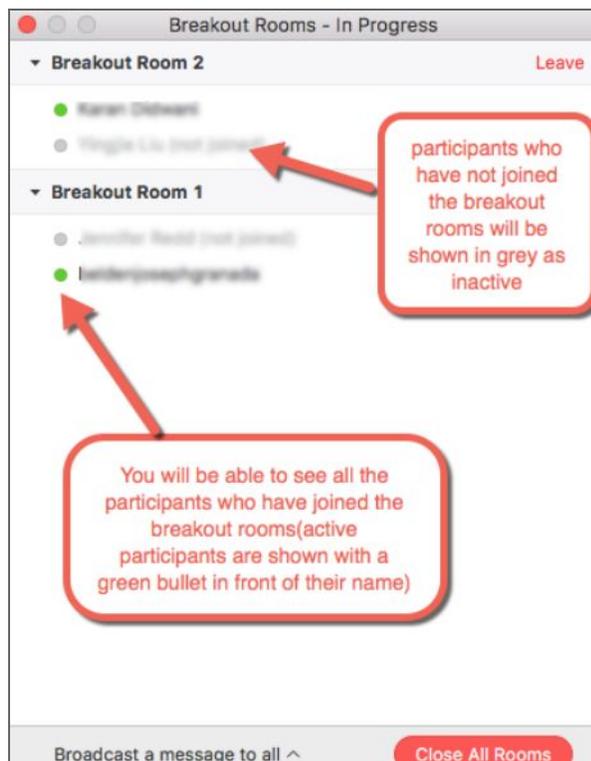
Step 6: After adding all participants and those with assigned roles to their respective rooms, click on “Open all Rooms” to start the breakout sessions.



If the Toastmaster or Administrator wants to join any Breakout Room, they may do so once the rooms are opened. To join any Room, click on the “Join” link:

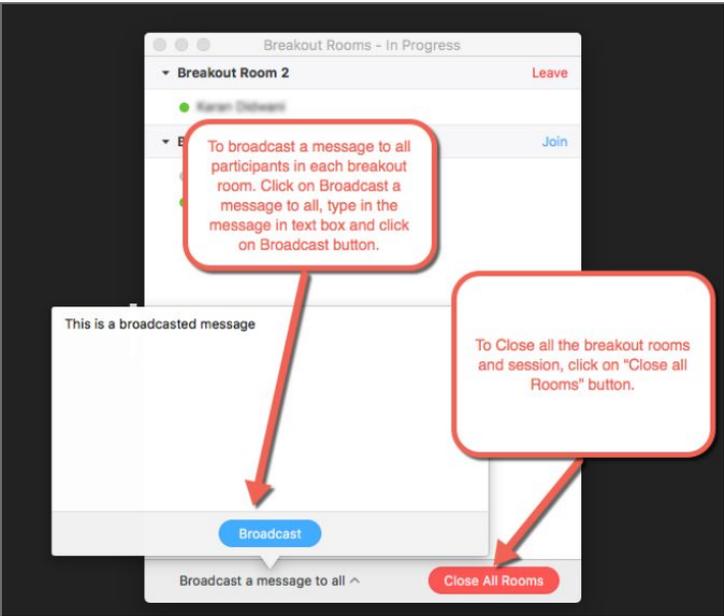


View which participants have accepted the session invite (active participants have a green circle in front of their names):



Step 7: After the breakout session has started, the Toastmaster or Administrator will be able to see the respective participants in their rooms and broadcast a

message, timing notification, or reminder, or close the rooms. After closing the room, the session will be active for another 60 seconds and close automatically.



To recreate previous rooms, click on the "Recreate All Rooms". Edit as needed.

