

1- Zoon Breakout Rooms Guidelines

What are Breakout rooms?

It is splitting participants in the main large session into separate smaller sessions for specific period of time (you will get informed by the time by the session facilitator)

Why Breakout rooms?

- To enable small group of participants who have shared background (i.e. humanity teachers) to share and discuss their ideas
- Participants can use text chat, microphones and Whiteboard as tools to get engaged in the breakout room discussions

Technical Notes

- Each room needs a group leader (not the session Faciliator) we suggest being person with good technical background and reliable broadband connection
- Participants need to agree between them who will be the leader
- Ideally, each person will be assigned to the same room with the same group across all activities, unless a connection issue leads to a drop off, that would result to get assigned randomly to the room in the next activity.

Role of breakout room leader

- Initiate creating the whiteboard for other colleagues in the breakout room (see whiteboard guidelines in page 2)
- Initiate adding shapes (i.e. arrow). However, other participants can add shapes too
- leader in each breakout room should be the last person who leaves the room, as he/she controls the produced whiteboard mind map and it will be saved to his/her computer

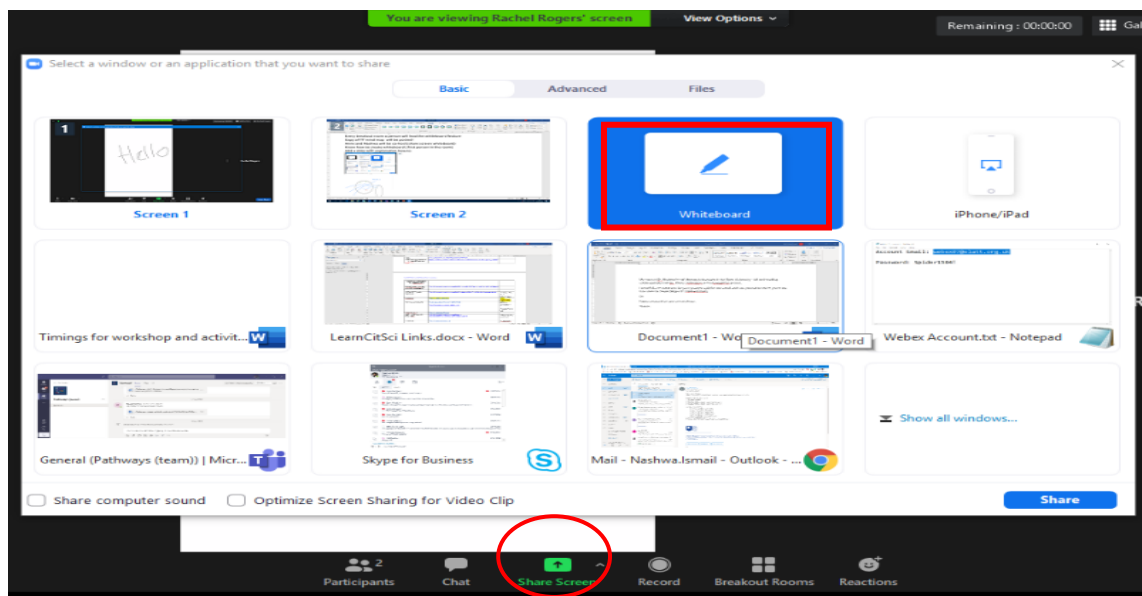
2- Whiteboard Guidelines

What is Whiteboard?

The whiteboard feature allows you to share a whiteboard that you can annotate on with others.

How to use the whiteboard?

- Once you have joined the meeting, click on Share Screen (see red circle in the shape below)
- Select the Whiteboard and click on Share Screen
- When you click on the Whiteboard, the annotation tools will become available(see red rectangle in the shape below)
- You can save the Whiteboard as a PNG file. It will then be stored in the Zoom folder as 'whiteboard.png'
- Note: breakout room leader (only) who initiates creating the whiteboard, then others can use it freely
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- Recommended, room leader can save the mind map on his/ her computer to be shared between the room participants via email or forum (see red circle in the shape below)

Saving location: Documents\Zoom

