2022 HIV NEXT GENERATION CONFERENCE

INSTRUCTIONS FOR BREAK OUT ROOMS

Important: Update your Zoom app to ensure you have access to all breakout room features.
https://support.zoom.us/hc/en-us/articles/201362233-Upgrading-Zoom-to-the-latest-version

Breakout Rooms

There are three times for breakout rooms during the conference.

- Oral Presentations Set 1 has two break out rooms (see program for list of presentations)
- Poster Presentations has 11 breakout rooms (see program for list of posters)
- Oral Presentation Set 2 has three breakout rooms

Attendees can go in and out of breakout rooms especially during the poster session. Feel free to visit all 11 poster sessions.

Mobile Phone Instructions

HOW TO JOIN A BREAKOUT ROOM

1. An icon (Join Breakout Room) will pop up on your screen
2. Click on the icon (Join Breakout Room)
3. You will see a list of available breakout rooms. Select the one you will like to attend.
4. Once the time for the breakout room is completed, you will get a message on your phone stating that the breakout rooms will close in 60 seconds. You can choose to click Leave Now, where you will be taken back to the main session or wait to be taken to the main session automatically once the timer runs to 0 seconds.
5. Note: If you plan to leave a breakout room to go into another breakout room, ensure that you select Leave Breakout Room and not Leave Meeting.

HOW TO ASK QUESTIONS (Please do not unmute during the course of the conference)
1. Click on More
2. Click on Chat and type your questions. The moderator will read questions. Please do not unmute during the breakout sessions.

**Computer/Desktop Instructions**

**HOW TO JOIN A BREAKOUT ROOM**

1. View the icon (Breakout Room) at the bottom of your Zoom App. Select it.

2. A pop-up box with the list of breakout rooms will appear. Select the room you would like to attend. If the popup box does not appear, click on breakout rooms in the toolbar above.

**Mobile Phone Instructions**

- Select the breakout room to join.
- Click Join
- Please **Do not Unmute**, thank you.
3. Note: If you plan to leave a breakout room to go into another breakout room, ensure that you select Leave Room and not Leave Meeting.

4. You can also click on the Breakout Room icon above and choose another breakout room to join.

5. Once the time for the breakout room is completed, you will get a message on your computer stating that the breakout rooms will close in 60 seconds. You can choose to click Leave Now, where you will be taken back to the main session or wait to be taken to the main session automatically once the timer runs to 0 seconds.

6. Click chat to ask questions or share comments. Please do not unmute. Thank you.

NOTE for all attendees. Use these instructions below ONLY if you are unable to use the steps above to join a breakout room.

If you are unable to move to a breakout room. Please follow the steps below:
1. Rename and add the # of the breakout room to your name (for example, if you would like to join Panel 1, change your Zoom name to #1 – Brian James or if you would like to attend poster #5 during the poster session, change your name to #5 -Brianna Jones)
2. The IT specialist will move you to the breakout room you need to be in.