



**Chorus Call Canada Corp.**

**Canada's Global Communication Provider**

Audio & Video Conferencing, Webcasting and Webinar Services

# Using BREAK-OUT Sessions During Your Teleconference

It's very easy to break your call participants into small groups for discussion, just as you would in a face to face meeting. Here are the steps to a successful meeting with break-out sessions.

1. Ask Chorus Call to set up a special account that is configured to support sub-conferencing with external recording. (We recommend a separate account from the one you normally use because call recording must be handled by a special system which cannot send automated recording notification emails, and we expect you will want to keep the automated email notification available on your regular account.)
2. Decide how many break-out groups you want to use, and when you invite your participants, advise them of the break-out group they have been assigned. You may have up to 9 groups.
3. During your call, when it's time to break into groups, the host simply keys into his/her phone the numbers 7 8 2 followed by the # key. Then asks each participant to key in the break-out group number they have been assigned (1 - 9) followed by the # key twice. e.g. a participant in group 3 would key in 3 # #.
4. When it's time to bring participants back into the main conference, the host simply keys in 7 8 2, followed by the # key once again.
5. This process can be repeated as often as required during your teleconference.

## Making It Work:

It's recommended that you have a chairperson pre-assigned for each group and set up a means to communicate with these chairs by email or instant message.

You might consider having a practice break-out early on in the call to make sure everyone is comfortable with the process. This will also give you a chance to see how many are in each group. If turn-out is low, you may want to make adjustments to your break-out sessions.

Arrange to have the group chairs update you on how many participants each has in their break-out group by instant message or email. If numbers are low, you can advise them to migrate to another group with lower numbers. Be sure to announce this in the main call before the next break-out in case any late comers who would be impacted have arrived.

Text messaging will also be helpful to provide the chairs an alert when the host is about to bring them back into the main conference.

If you did record your call, contact [canada@choruscall.com](mailto:canada@choruscall.com) with the account #, date and time of your call to request your recording.

