

BREAKOUT SESSIONS

Welcome to Elite Business Live Interactive Breakout Sessions

We're so pleased that you've taken the decision to subscribe to one of our sessions at Elite Business Live this year. Within the session you'll have the opportunity to interact and have realtime conversations with the session speakers and you'll be prompted at specific times from the speaker throughout the session to get involved in the conversation.

But firstly you'll need to download the RingCentral software...

DESKTOP

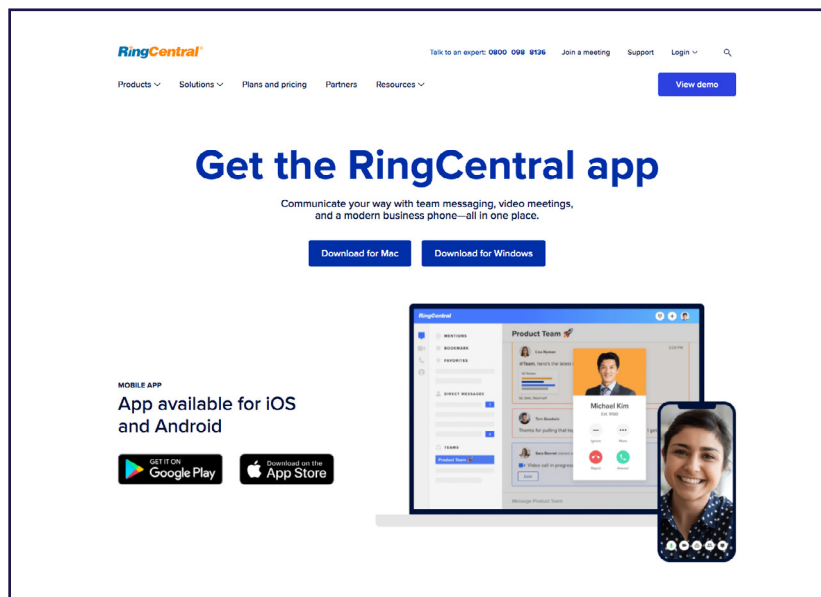
Requirements

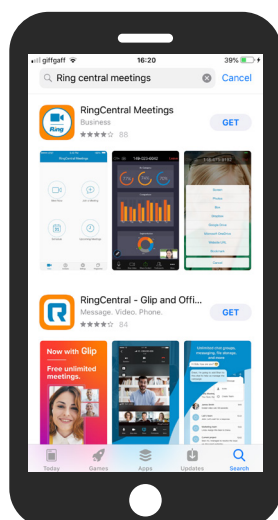
- Windows 10 or above
- Mac OS X 10.13 High Sierra or above
- Available on iOS and Android



[Click here](#) to download the desktop RingCentral App

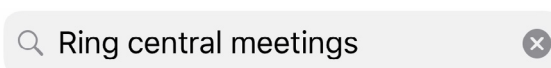
or visit www.ringcentral.co.uk/download.html#ring-uk



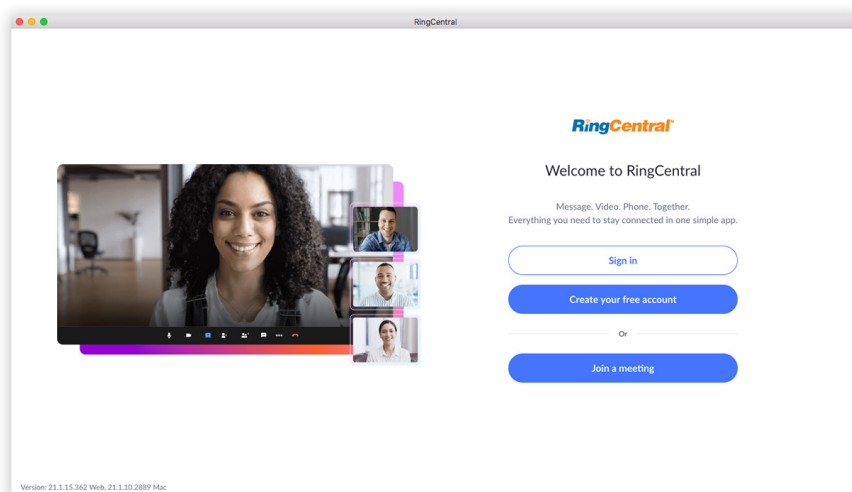


SMARTPHONE OR SMARTDEVICE

To download the RingCentral App please visit your App store and search for **RingCentral Meetings** and follow the instructions.



You will receive a direct link through to the meeting session prior to the Interactive Breakout Session, and it will prompt you to download the RingCentral software. It is advisable to download beforehand to ensure you arrive at your session promptly rather than waiting for the software to download on the day to receive access. It is not necessary to create an account, you can attend the session using the Meeting ID and password.



Join a meeting

Meeting ID

Name

[Cancel](#) [Join](#)

We'll send you the direct link for the meeting, Meeting ID and Password to access the Interactive Breakout Session prior to the 10th March. We'll also send you a reminder as well.

If you don't receive this information by the 10th March 2021 please email info@cemg.media and let us know the date and name of the Interactive Breakout Session you've signed up to and we'll re-send you the login information. We'd also recommend for you to save the date and time of your session in your calendar.

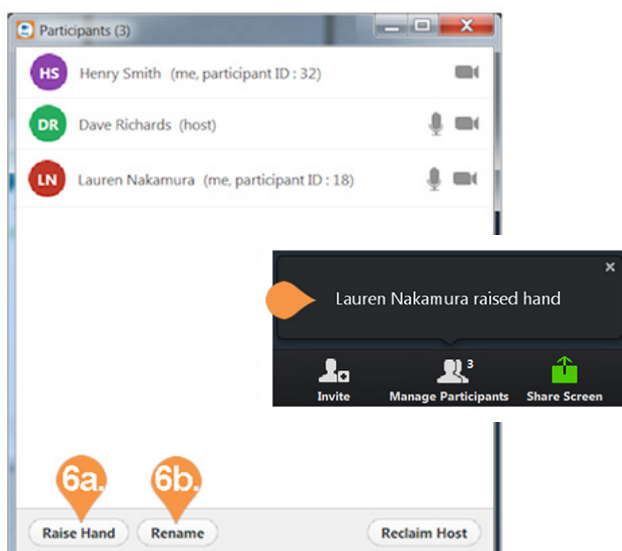
Participant user instructions

Please see below for full user instructions while your interactive breakout session is taking place. If you'd like to interact with the speaker and answer a question within the session when requested by the speaker you can do this by either private messaging the host (**Elite Business Live HOST**) using the messaging tool, or raise your hand. The host will then ask you for your Name, Company and Location and will then make the decision whether to broadcast you live with the speaker.

There will be a number of other individuals on the Interactive Breakout Session so please refrain from using any foul language and ensure that you're courteous to the speaker and other guests at all times. Any unprofessional or rude conduct will not be tolerated and you'll be immediately removed from the session by the moderator.

Participant Controls

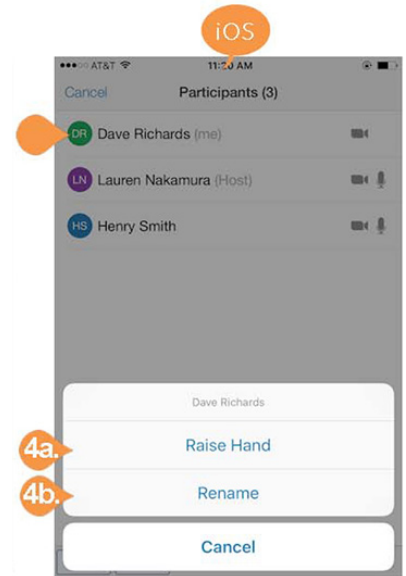
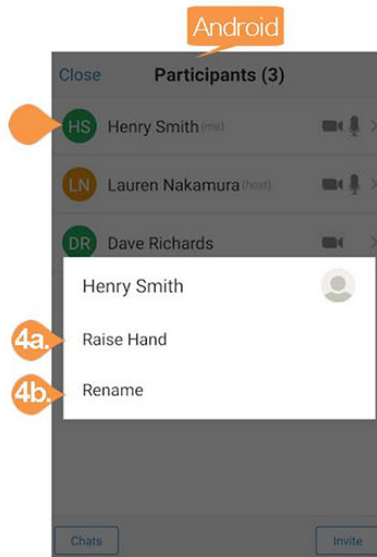
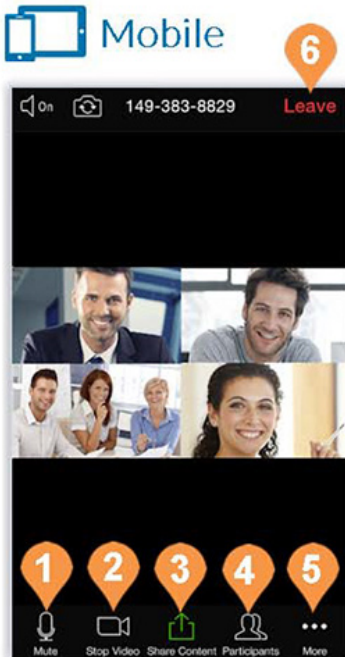
Participants have standard controls at the bottom menu bar of the meeting as well as the Raise Hand and Rename (Windows and Android only) features.



Desktop

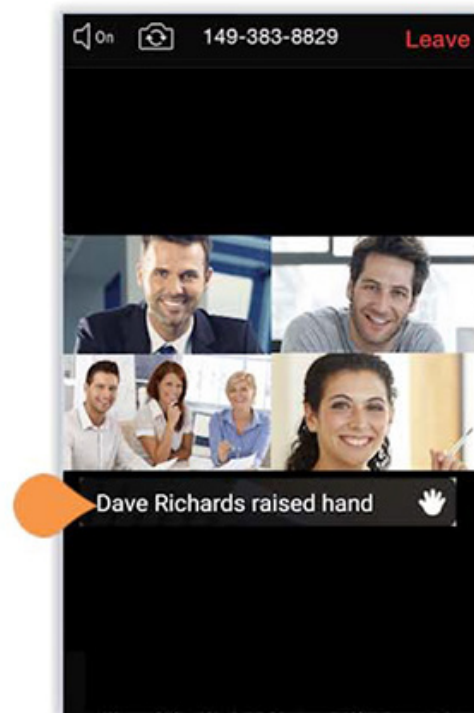
1. **Join Audio/Mute:** Dial in or call via device audio then mute or unmute microphone.
2. **Settings (Audio)**
3. **Start/Stop Video:** Turn video on or off.
4. **Settings (Camera)**
5. **Invite:** Send invitations to participants.
6. **Manage Participants:** View other participants and see more options.
 - a. **Raise Hand:** If you'd like to notify the host that you need their attention, use the Raise Hand feature. The Host will get a notification that you have raised your hand. Click **Participants** to open a list of participants. At the top of the pop-up, you will see Raise Hand. Click **Raise Hand**.
 - b. **Rename:** On Windows at the top of the Participants pop-up, you will also see **Rename**. You can rename yourself by clicking **Rename**.
7. **Share Screen:** Share your screen or, if another person is sharing, send a request to the host to share your screen.
8. **Chat:** Instantly exchange messages with individuals or all meeting participants.
9. **Record:** Send the host a request to record the meeting. Once the host has allowed you to record, you can begin recording the meeting.
10. **Leave Meeting**

Participant Controls continued...



Mobile

1. **Join Audio/Mute:** Dial in or call via device audio then mute or unmute microphone.
2. **Start/Stop Video:** Turn video on or off.
3. **Share Content:** Share content along with your screen.
4. **Participants:** available options.
 - a. **Raise Hand:** Notify the host that you need their attention. The Host gets a notification that you raised your hand.
 - b. **Rename:** Rename yourself.
5. **Leave**



We look forward to seeing you on your session, and if you have any problems or questions please email info@cemg.media