

- A SIMPLE GUIDE TO HOSTING A SUCCESSFUL BREAKOUT -

## 1. Connect Your Device to Discord

*IN-PERSON ONLY.* Follow the guidance to get your device connected to the display in this room. Once you have verified your device is connected and audible on the display, make your way to your designated Breakout Room Stage Channel.

## 2. Take Control of the Discord Stage

You should be able to join the stage once you are in your designated breakout room at your designated time. Once you've joined the stage and made sure your microphone is not muted, you can start your discussion.

## 3. Start Your Discussion

A great discussion starts with an intriguing assertion and a call to the audience to participate. Introductions are not necessary unless desired. Use this space you've created to discuss your topic.

## 4. Engage Your Audience

In-person participants should be encouraged to speak freely. Be mindful of your virtual audience. Be sure to leave the channel chat open throughout your session and interact verbally with it. If you see a hand go up virtually, invite the requestor to speak by clicking "Invite to Speak" in the chat.

## 5. Moderate Your Discussion

Your discussion should be focused on your goals for the conversation. Be sure participants are not monopolizing the conversation and be sure to actively guide the conversation in a positive direction. If necessary, remove people from the stage by right-clicking them and selecting "Move to Audience".

## 6. Close Your Discussion

Once you're done, thank your audience and leave the stage by clicking "Disconnect Quietly". Do not end the stage for everyone to save our virtual volunteers some time.