

### **Initiating a sub-conference Speaker instructions**

1. The chairperson will need to log in following the usual steps of entering their 7-digit access code followed by their chairperson 4 digit security code.
2. Once the chairperson is in the call, they should press ## to trigger the mute all lines feature. A prompt stating, "The conference has been muted." will be heard.
3. The chairperson is then free to place himself or herself in a sub-conference by pressing #3. A prompt stating "Sub-conferencing is now active" will be heard.
4. Once sub-conferencing is activated, the speaker can transfer their line to the private sub-conference by pressing 1##. A message stating "You are being moved to sub-conference 1, to return to the main conference, press 0##" will be heard.

At this point, the audio conference has been initiated and is in a muted state. The speaker's line is open in private sub-conference 1.

As conference start time approaches, the speaker can terminate sub-conferencing by pressing #3. This will move everyone back to the main conference. The speaker's line will remain open but the additional presenters will need to use \*7 to unmute their lines if they are to be heard.

### **Additional Presenter Instructions**

1. Any caller authorized to participate in the private sub-conference will need to follow standard dial in and enter 7-digit participant code process. The caller will hear a prompt stating "you will now be placed into conference in a muted mode".
2. At this point the caller should press 1## to be placed into sub-conference 1. The caller will hear a prompt stating "you will now be placed into sub-conference 1 in unmuted mode."
3. Callers are free to converse privately in this sub-conference. All participants in the sub-conference are free to leave by pressing 0##, this will place them back into the main conference in a muted mode (only the chairperson would remain unmuted when exiting the sub-conference, \*7 will unmute any participants on the call's line)

### **Notes**

- The chairperson will hear a tone to signify someone has joined the sub-conference.
- A message will be played for the chairperson notifying them that a participant has joined the empty main conference when the first caller joins.
- Participants not joining the sub conference will **not** hear music hold, it will be silent in the main conference. It is good practice to have a party from the sub-conference periodically move to the main conference and do a standby announcement to ensure participants don't drop off thinking there is a technical error. It is also recommended that a slide be shared on the web portion of the call to notifying them they will hear silence until the call begins.
- You can have multiple sub-conferences within the conference call.