BroadData Reservationless Conferencing
Sub-Conferencing

Sub-conferencing allows you to pre-select your participants to join a private meeting room during your call to talk about 'off topic' issues and other non-public information. This is an ideal feature to use for break-out sessions during a training seminar, small group work or sidebar discussions.

Using Sub-conferencing

Your conference call can be broken out into as many as 9 sub-conferences.

STARTING A SUB-CONFERENCE:

1. Assign your participants to a sub-conference number between 1 and 9.
2. Press ***9** to be removed from the main conference.
3. Press **1** to start a sub-conference.

JOINING A SUB-CONFERENCE:

1. Press ***9** to be removed from the main conference.
2. When prompted, enter the sub-conference number that was assigned to you.
3. Press **#** to join your sub-conference.

REJOINING THE MAIN CONFERENCE:

1. Press ***9** to be placed back into the main conference.

SWITCHING TO A DIFFERENT SUB-CONFERENCE:

1. Press ***9** to be placed back into the main conference.
2. Press ***9** again to be removed from the main conference.
3. When prompted, enter the sub-conference number.
4. Press **#** to join your sub-conference.

RETURNING A SPECIFIC SUB-CONFERENCE GROUP TO THE MAIN CONFERENCE:

1. Press ***9** to be placed back into the main conference.
2. Press ***9** again.
3. Press **3** to request a specific sub-conference group to return to the main conference.

RETURNING EVERYONE TO THE MAIN CONFERENCE:

1. Press ***9** to be placed back into the main conference.
2. Press ***9** again.
3. Press **2** to return all participants to the main conference.