Inviting People in a Networking Room or Booth to a Private Chat:

1. In the networking room click on the *icon of the three people* on the left of the screen to open the attendee’s pane.

2. Click on the “Attendees” tab.
3. Click “Create a New Meeting Room” and fill out the information in the pop out window. You can invite other people in the chat using the “Attendee” drop down menu to invite select people.

4. Click “Go to the new room” to join your new private video and text chat.
5. Once you’re in the breakout room, you may return to your previous room by clicking the red phone icon to hang up > On the lower left-hand corner, Click “Rejoin the meeting.”

![Image](image.jpg)

Note: If you click “Return to Event Schedule” you will be redirected to the conference agenda, and NOT the previous room you were in.