

## How Do I Create Roundtables and Boardrooms from the Sponsor Workspace?

Roundtables and Boardrooms are small-group video meetings enabling participants to connect with other registered event users like attendees, speakers, and sponsors.

This article explains how to create sponsored Roundtables and Boardrooms from the microsite of Sponsor Workspace.

Roundtables and Boardrooms can be created from 2 places.

- From Home page – *Plan your meetings*

Or

- From Meetings section

Irrespective of the section selected, the click will take you to the *Manage Meetings* page

The screenshot displays the Sponsor Workspace interface. At the top, a navigation bar includes 'Booth Overview', 'Scan Badge', 'Content', 'Meetings' (highlighted with a red box), 'Sponsor Dashboard', and 'Booth Setup'. Below the navigation bar is a 'TASKS FOR YOU' section with a progress indicator of '80%'. The tasks listed are:

- Add/Update Booth Details**: Upload a Logo, provide details about your Company, and update suitable areas of interest to help attendees learn more about your company. Additionally, add social media links to expand your reach and allow attendees to engage with your company on other platforms.
- Add Items To The Content Hub**: Content Hub acts as a library of all content items that you want to use in your playlist.
- Create A Playlist**: Playlists allows you to provide content for attendees to learn more about your organization including videos, websites, PDFs, blogs, 'Contact Me' forms, etc.
- Add Booth Resources**: Resources are downloadable items that appear in the Resource section on your booth.
- Plan Your Meetings**: Program meetings so attendees can collaborate in small-group, workshop-style settings. (This task is highlighted with a red box, and a red arrow points down from it to the 'Manage Meetings' page below.)

At the bottom of the screenshot, the 'Manage Meetings' page is shown, featuring a breadcrumb trail: 'Keeping Plastic Away From Nature / Monkey Show / Event Content / Booth Meetings'.

**Manage Meetings:** This section gives you option to create meeting under


Public ↔ Private ↔ Sponsored. All the three options are interlinked.



Once you click on Create Meeting, fill in the below details.

1. **Select Meeting Provider:** This field is to decide on whether the meeting will be conducted over a Custom Link or Social 27 platform.

Custom can be meeting created on the platform either on Microsoft teams Zoom. Paste the Custom link on the Custom link field.

 **Tip:** If you would like the [meeting provider](#) to be Microsoft Teams or Zoom, create the meeting from the event site.

A screenshot of a form for creating a meeting. At the top, there is a dropdown menu labeled 'Select Meeting Provider'. The dropdown is open, showing two options: 'Custom' and 'Social27'. A red line points from the 'Custom' option to a second dropdown menu below it, which also has 'Custom' selected. Below this second dropdown is a text input field labeled 'Custom Link'. A red rectangular box highlights the second dropdown and the 'Custom Link' field. Below the box, there is a red error message: 'Meeting link is required'.

When an attendee launches the meeting from the Social27 event, they will be pushed to a new tab in which the meeting will load.

2. **Photo :** Upload your logo to brand the meeting
3. **Owner :** Owner can be selected from the drop down. Owners are the one who has created the event.
4. **Meeting Topic :** The topic will display as the title of the meeting.
5. **Public or Private :** This is a meeting type. Whether meeting has to go public or stay private

6. **Roundtable or Boardroom** : Roundtables allow for up to 6 participants (including the meeting organizer). Boardrooms allow for up to 15 participants (including the meeting organizer) when Social27 is the meeting provider and up to 30 participants (including the meeting organizer) when Zoom or Microsoft teams is the meeting provider.
7. **Date & Time** : Set the meeting date & time.
8. **Duration**: Set the duration from 5 min to 60 min .
9. **Time Zone** : Set a Time Zone (your country/region's time zone) for the meeting.
10. **Area of Interest (AOI)** : Select the AOI from the drop down . These AOI's are created in the main event sheet. This will help attendees who are searching for meetings they might be interested in joining.
11. **Sponsored** : Toggle the button on if the event is sponsored.
12. **Invite attendees to the meeting**: Select the attendees as per the drop down. Attendee list will be part of main event page. If there are any changes, update the same on the main event page.
13. **Save**

**Manage Meetings**  
 Keeping Plastic Away From Nature / Monkey Show / Event Content / Booth Meetings

The screenshot shows a 'Manage Meetings' form with the following elements and annotations:

- 2**: Points to a blue dashed box with a '+' icon and the text 'PHOTO'.
- 1**: Points to the 'Select Meeting Provider' dropdown menu.
- 3**: Points to the 'Owner' dropdown menu.
- 4**: Points to the 'Add Meeting Topic' text input field.
- 5**: Points to the 'Public' radio button.
- 6**: Points to the 'Boardroom' radio button.
- 7**: Points to the 'Select Date and Time' dropdown menu.
- 8**: Points to the 'Select Duration (Minute)' dropdown menu.
- 9**: Points to the 'Time Zone' dropdown menu.
- 10**: Points to the 'Add Areas of Interest' dropdown menu.
- 11**: Points to the 'Is Sponsored?' toggle switch.
- 12**: Points to the 'Invite Attendees to the Meeting' dropdown menu.

At the bottom of the form, there are 'Save' and 'Cancel' buttons.

