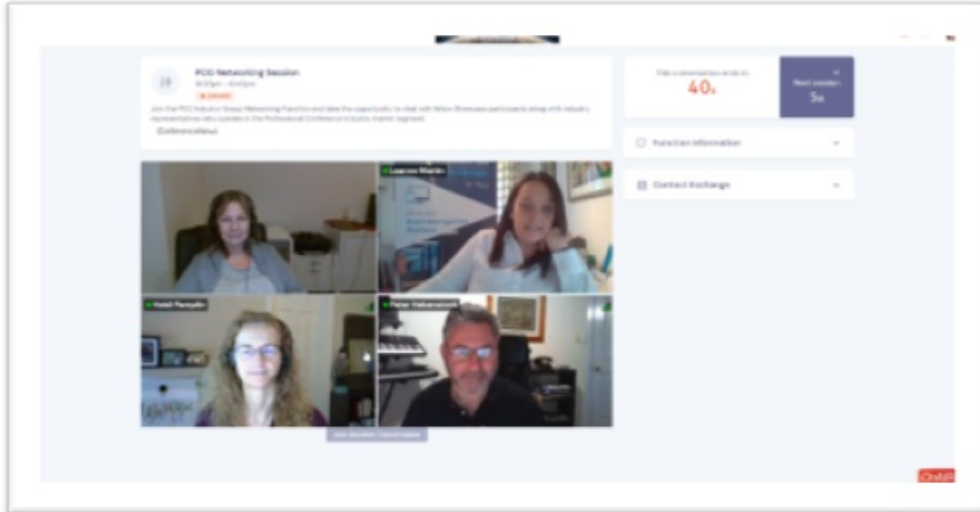


Creating Virtual Conversation Groups

Last Modified on 12/12/2023 9:01 pm EST

Virtual Conversation Groups



Virtual Conversation Groups are assigned groups of attendees, placed in a group for video conferencing and interactions: the virtual equivalent of a seated dinner where the organizer chooses who sits at the table.

For these virtual group functions, the event organizer chooses which attendees are placed in the virtual group, using the Table Allocation Tool and filtering for specific attendees, based on any criteria they choose. Filtering may be done based on special interests, registration type, marketing tags, etc. For example, you could ask attendees during registration to indicate their special area of interest, then create virtual groups based on that.

Each group can be assigned staff, exhibitors, presenters and/or facilitators as needed, and attendees can exchange contact details with other group members.

Configuring Virtual Conversation Groups

1. Create your **function** in Function Setup.
2. You can set up **more than one Virtual Conversation Group** at the same time using the track setting.
3. Select **Enable Table Allocation**.
4. Select the **Table Plan** tab.
5. Drag and drop in a table for each **Virtual Conversation Group** you wish to organize.
6. Add a **descriptive label** and **number of attendees** (seats) to the table settings.

Note: You won't need to set any other settings as this is only being used to assign attendees to a specific conversation group.

7. Save your **Table Plan**.
8. Open the **OnAIR Tab**.
9. Enable **Virtual Attendance in the OnAIR Portal**.
10. Select the **Virtual Function Access** you want to assign for this session.
11. Choose **Group Virtual Conversation Using Table Allocation** for Delivery Mode.

12. Select **Save** to save your function.
13. **Create** and **Save** a default Fee Type for this function.

Assigning Attendees to a Virtual Conversation Group

1. Navigate to **Express Actions**.
 2. Select **Function Table Allocation**.
 3. Open the **Virtual Conversation Group** you just created.
 4. Just like a seated function, you can use the different tools to:
 1. View Allocated or Unallocated Attendees
 2. Search for specific groups or subgroups of attendees
 3. Drag and drop chosen attendees to specific Virtual Conversation Groups (tables)
 4. Remember, you can also use the **Table Allocation tool search** for specific attendees, such as staff members, sponsors or presenters and place them in the Conversation Group to serve as an assigned host or moderator for each Virtual Conversation Group.

Note: This is not the same as formally assigning a host for a Networking Function. For a Conversation Group, this is just an informal way to assign a specific person to help moderate or lead the group conversation.
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