

Admins for onsite session rooms, follow these steps to sign in before the meeting starts:

1. Go to: <https://sessionroom.abstractsonline.com/10469/> (replace 10469 with your Meeting ID)
  - a. (Optional) You can input the Location ID after the Meeting ID (e.g., 10469/35 above) to go directly to the room.
2. Log in with the cAdmin account and, if set up, enter the Access Key also found in cAdmin (<https://www.abstractsonline.com/cadmin>) > Sessions > Locations.

#### Location/channel settings

Enter your search term(s)   Advanced search OFF  0 locations selected

**Locations**

Drag & drop can be used to order the locations. At this time, this custom order can ONLY be used in the calendar views in cAttendee AND needs to be specifically set/changed as the default order is alphabetical, changing the order here will not automatically also replace the alphabetical default which can be controlled for each calendar inserted in a cAttendee page

...	ID	Name	Session room access key	cAttendee Order	Streaming key	Actions
<input type="checkbox"/>	35	"Ballroom C Quotes"				
<input type="checkbox"/>	8	Ballroom C				
<input type="checkbox"/>	9	Ballroom, B	AABBAA			
<input type="checkbox"/>	3	East Salon C	2345			
<input type="checkbox"/>	34	East Salon C				
<input type="checkbox"/>	4	Expo Hall 1154				

**Visible columns (4/11)**

- KEY
- NAME
- CAPACITY
- SESSION ROOM ACCESS KEY
- STREAMING KEY
- # OF SESSIONS
- CSLIDE ID
- COLOR
- SESSION ROOM THEME
- CATTENDEE ORDER
- CONTENT CAPTURE VENDOR SPECIFICATION

3. A list of rooms will be displayed.

Logout

### Rooms

Name	Session room access key	Streaming key
Hyatt- Vista ABC - Lv 32		
Hyatt-Boardwalk-Lobby Lv		
Marquis - Marina Terrace		
SDCC - 10 - Upper		
SDCC - 11A - Upper		
SDCC - 13 - Mezzanine		
SDCC - 14AB - Mezzanine		
SDCC - 15A - Mezzanine		

4. Click on a room.

Logout

### SDCC - 10 - Upper

Date	Time	Session name	Present	Sync
10/15/2022	08:00 AM - 03:30 PM	DC01. Emergency General Surgery Annual Update	<input type="button" value="Present"/>	<input type="button" value="Sync"/>
10/18/2022				
10/17/2022				
10/18/2022	07:00 AM - 07:45 AM	TH205. Out of Network/Surprise Billing: What Works, What Doesn't, What Still Needs to Be Fixed?	<input type="button" value="Present"/>	<input type="button" value="Sync"/>
	08:00 AM - 09:30 AM	SF205. Trauma/Burn/Critical Care III: Trauma	<input type="button" value="Present"/>	<input type="button" value="Sync"/>
	09:45 AM - 11:15 AM	SF207. Military	<input type="button" value="Present"/>	<input type="button" value="Sync"/>

5. The room will display like cSlide. Save the room URL as the homepage for the meeting room PC.
6. Click "Present."