

Speaker Ready Room Admins:



1. Sign In and Access Room Information:

- Visit the session room link: <https://sessionroom.abstractsonline.com/10469/> (Replace “10469” with your Meeting ID).
- A list of rooms will appear. If an Access Key is required, proceed to step 2.
- Optionally, you can directly input the Location ID after the Meeting ID (e.g., 10469/35) to access a specific room.

2. Retrieve Room Locations and Access Keys:

- Log in using the cAdmin account.
- If set up, enter the Access Key (found in cAdmin at <https://www.abstractsonline.com/cadmin> > Sessions > Locations).
- Use the gear icon to check “Session Room Access Key” and “Name.”

Location/channel settings

Enter your search term(s) Advanced search OFF 30 locations selected  

Locations [ADD LOCATION/CHANNEL](#) [IMPORT](#) [UPDATE](#)

Drag and drop to reorder the locations. At this time, this custom order can ONLY be used in the calendar views in cAttendee AND needs to be specifically set in the calendar settings. Changing the order here will not automatically also replace the alphabetical default which can be controlled for each calendar inserted in the page.

Select all

ID	Name	Session room access key	Actions
<input checked="" type="checkbox"/>	39	test123123	J5SCJ6
<input checked="" type="checkbox"/>	38	test123	H3FW23
<input checked="" type="checkbox"/>	7	Global Events Channel	ARDSG3
<input checked="" type="checkbox"/>	9	Ballroom, B	AABBAA
<input checked="" type="checkbox"/>	1	Expo Hall 1955	658985
<input checked="" type="checkbox"/>	3	East Salon C	546325

Export

Gear

Visible columns (2/11)

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

- Select all the locations.
- Click “Export” for a list of room locations along with their Access Keys.

3. Prepare the Meeting Room PC:

- Visit the session room link again <https://sessionroom.abstractsonline.com/10469/> (replace “10469” with your Meeting ID).
- Click on a room.

Rooms

Hyatt- Vista ABC - Lv 32	3
Hyatt-Boardwalk-Lobby Lv	3
Hyatt-GrandHallB-LobbyLv1	1
Hyatt-Seaport BillrAB-Lv2	1
HyattAmericaCupA-Seaport4	1

- The room display will resemble cSlide.
- Save the room URL as the homepage for the meeting room PC.
- Click “Present.”