**FREQUENTLY ASKED QUESTIONS FOR LEARNING BREAKOUTS:**

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| **Pre-registration process** |

**Why do I need to pre-register to breakout sessions, why can’t I attend the breakout session that I want to?**

Pre-registration allows the EO Global Learning Committee to better ascertain the learning trends and interests of our EO constituency and plan for the success of future learning offerings. Additionally, from a logistics stand point, pre-registration allows the planning committee to ensure that those sessions that will be in high demand will be in rooms allowing for a larger capacity when possible. Lastly, capping attendance at a certain limit is often a requirement of the venue for security reasons and allows those in attendance the best take-home value.

**How do I pre-register for my breakout sessions?**

You can pre-register for your preferred breakout sessions (one on Thursday, 10/18 and one on Friday, 10/19) at the following link: <https://events.eonetwork.org/eosanfrancisco2018/learning-breakout-sessions/>

**When will pre-registration close for breakout sessions?**

Pre-registration will close on **Thursday September 27.** After this date, you will not be able to pre-register and will have to attend a breakout session on a first-come, first-serve basis in San Francisco.

**What if I have not signed up for my breakout sessions by September 27.**

If you did not pre-register for breakout sessions by the September 27th deadline, you will not be able to register at a later time. Instead, you will be able to participate in a breakout session on a first-come, first-serve basis. It should be noted, however that those who pre-register will be given preference for the session they signed up for. However, you are welcome to show up at your preferred breakout session early (suggested 15 minutes early) but you will only be given access if capacity has not been met, based on priority sequence. If capacity has been met, you will be required to select another session.

**Will I receive a confirmation of my breakout sessions?**

Pre-registration will be conducted via Eventbrite (similar to the Off-site and Learn Around process) and you will receive an automated email from Eventbrite at the time of pre-registration. If you do not receive it, be sure to check your email spam account.

If you pre-register, you will also receive a ticket when you pick up your badge at registration. This ticket will identify the breakout sessions you have pre-registered, and you must present this ticket to be allowed entry into your session room.

That being said, if you pre-register but do not show up by 5 minutes prior to the session start time, your seat may be given to another member who is waiting.

**What if my preferred breakout session is sold out, what can I do?**

If you are interested in a sold out breakout session, you are welcome to show up early at your preferred session, but you will only be given access if capacity has not been met, based on priority sequence.

 **Will there be a waitlist?**

There is no waitlist for breakout sessions. We encourage you to pre-register for your desired breakout sessions by September 27. If you pre-register, you will still be required to show up at least 5 minutes prior to your session start time or your seat may be given to another member who is waiting.

If you did not pre-register by September 27, you are welcome to show up at your preferred breakout session early (suggested 15 minutes) but you will only be given access if capacity has not been met, based on priority sequence. If capacity has been met, you will be required to select another session.

Please note that there is more than enough space to accommodate all university participants in a breakout session however, it may not be the session of your choice if you do not pre-register.

**Will transfers be accepted?**

No online transfers will be accepted. Please take extra care to review the session descriptions listed on the website here: <https://events.eonetwork.org/eosanfrancisco2018/learning-breakout-sessions/> before making your decision and selecting your breakout sessions for both Thursday and Friday.

**Which breakout session will be simultaneous interpretation be offered in Japanese?**

Simultaneous interpretation will be offered in Japanese in one room during each of the breakout sets. Members are invited to pre-registered by September 27, and will be informed which session received the most demand and will have simultaneous interpretation.

**If I “Add a breakout session to my calendar” on the University App, does this give me entry into the breakout session?**

Adding a breakout session to your calendar on the event App does NOT give you entry to the breakout session. You must select your breakout session at the following <https://events.eonetwork.org/eosanfrancisco2018/learning-breakout-sessions/> by September 27.

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| **Event information** |

**What is a breakout session?**

These are learning sessions that are taking place concurrently during the San Francisco University. There will be five breakout sessions taking place concurrently on Thursday, October 18th from 4 to 5:15pm and five breakout sessions taking place concurrently on Friday, October 18th from 1:30pm to 2:45pm. These sessions are all different (i.e. no session will be repeated) and their descriptions are listed on the website here <https://events.eonetwork.org/eosanfrancisco2018/learning-breakout-sessions/> and on the University App. When breakout sessions are offered, you will only be able to sign up for one of the sessions during that given time slot on the program.

**Who are the breakout session speakers for 2018 EO San Francisco University?**

The bios and session descriptions for all 2018 EO San Francisco University breakout session speakers are listed on the website here: <https://events.eonetwork.org/eosanfrancisco2018/learning-breakout-sessions/> and on the University App.

**When are breakout sessions taking place in the program?**

For more information about the program, visit [www.eosfuniversity.com](http://www.eosfuniversity.com). Two sets of breakout sessions will be on the program for the San Francisco University, during the following time slots:

* + - Thursday, October 18th, 2018: 4 pm to 5:15 pm
		- Friday, October 19th, 2018: 1:30 pm to 2:45 pm

 **Are breakout session being repeated on the program?**

Sessions will not be repeated and you will not be able to switch sessions online once you have registered. As such, please be sure to carefully review the breakout session options on the website here: <https://events.eonetwork.org/eosanfrancisco2018/learning-breakout-sessions/> or on the University App.

**Who can attend the breakout sessions?**

Breakout sessions are open to fully registered members and guests. Each person must pre-register individually for the session. Limited participation guests do not have access to the breakout sessions.

**How many seats are available in each breakout?**

The breakout rooms are nearly identical in size and capacity will be set to the maximum number of seats.

Please note that there is more than enough space to accommodate all university participants in a breakout session however, it may not be the session of your choice if you do not pre-register.

Have more questions? Contact learning@eonetwork.org