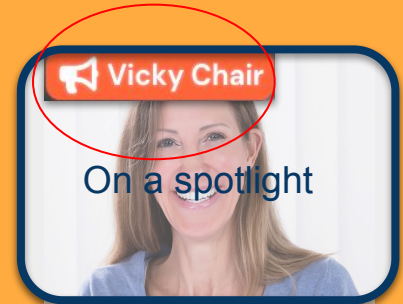


## Microphones/Spotlights:

Step on a podium/panel or microphone and you will be in a spotlight. This means anyone in the same room can now hear and see you. You will be able to see other peoples video but you will only hear them if they also step on a microphone.



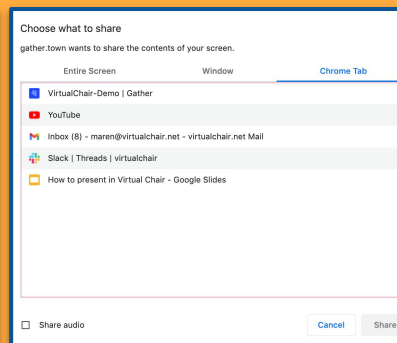
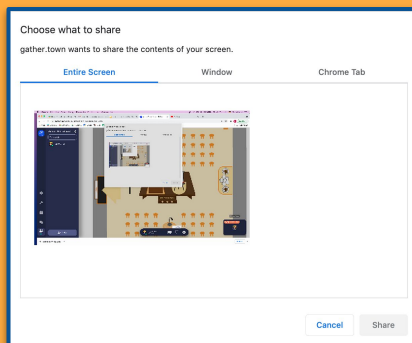
## Screen sharing:

To share your screen click on the screen object in your bottom center menu.



- You can choose to share your full screen, a specific window or a browser tab.
- Sharing computer sound currently only works for sharing a chrome browser tab.
- For presentations: Choose the window or tab your slides are in. Start sharing. Then enter full screen.
- People will see your screen in full size right away. People that enter the room later might only see your screenshare as a small window.

Tip: Tell people that join late to click on the small screen share window to see it in full size.



## **Presentation Tips:**

- Practice presenting ahead of time with a colleague. Try out screen sharing and presenting from the microphone before your sessions starts.
- You can start your screen share before stepping on a microphone to make sure all is good (this way only people near you can see your shared screen but not everyone in the room). Then step on the microphone to broadcast your screen share to everyone.

To practice presenting visit our [self guided demo spaces](#).

For questions email [help+eventname@virtualchair.net](mailto:help+eventname@virtualchair.net)

For more detailed information on screen sharing visit the gather [help page](#) on the subject.