Control screen sharing and stage access during the session

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This article is designated for all users.

About

This article describes how to manage moderator permissions in the Room during a session, including granting moderators the ability to share their screens and invite participants to join the stage. These settings are made via the Basics tab in the session settings panel.

The functionality described herein are restricted to **Admins only** and apply to the following:

- Single session DIY live webcasts
- Multi-session Interactive Room sessions
- Multi-session DIY live webcast sessions

Depending on your account settings, the ability to control screen sharing and stage access may not be enabled.

Single-session events

Access session settings

1. From the Events homepage, click the event you want to manage.
2.

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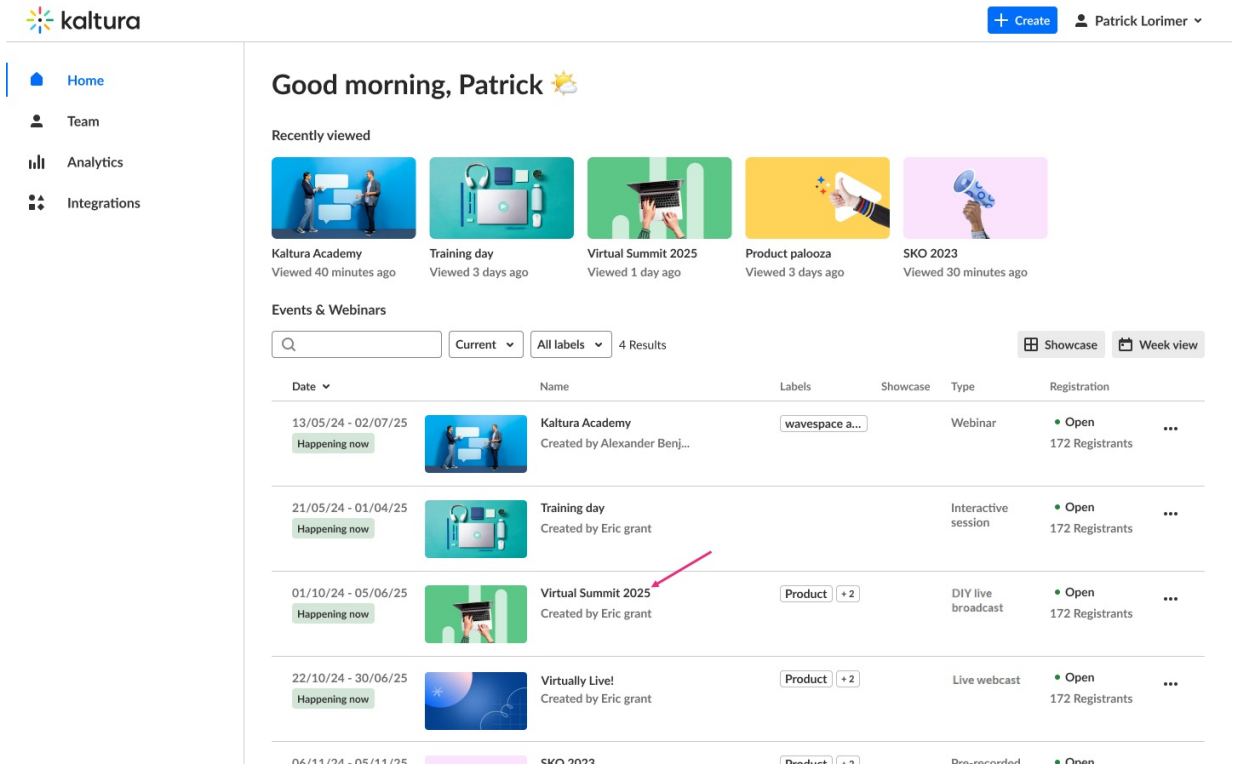

The **Overview** page displays.

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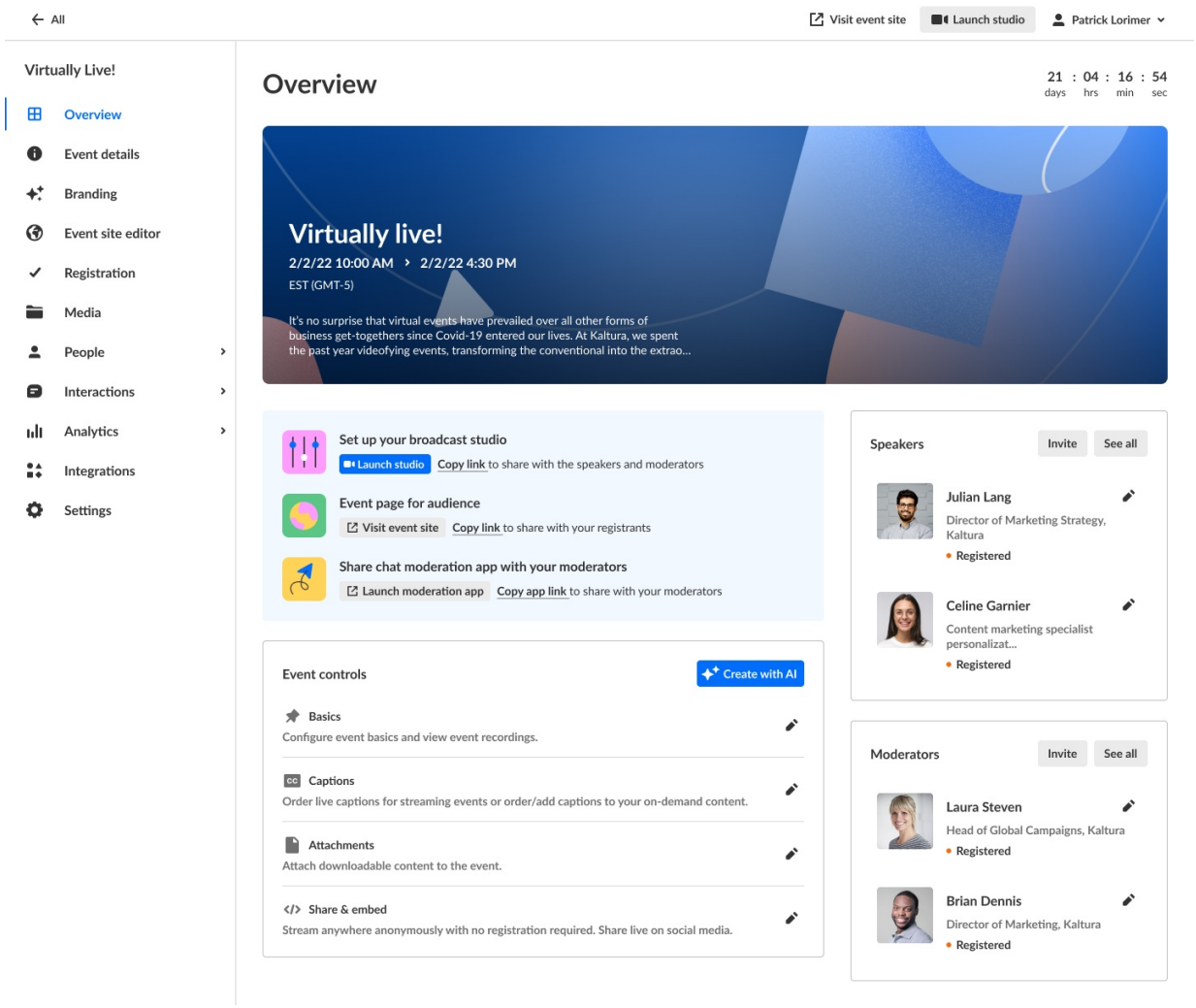

3. In the **Event controls** area, click the edit icon next to Basics.

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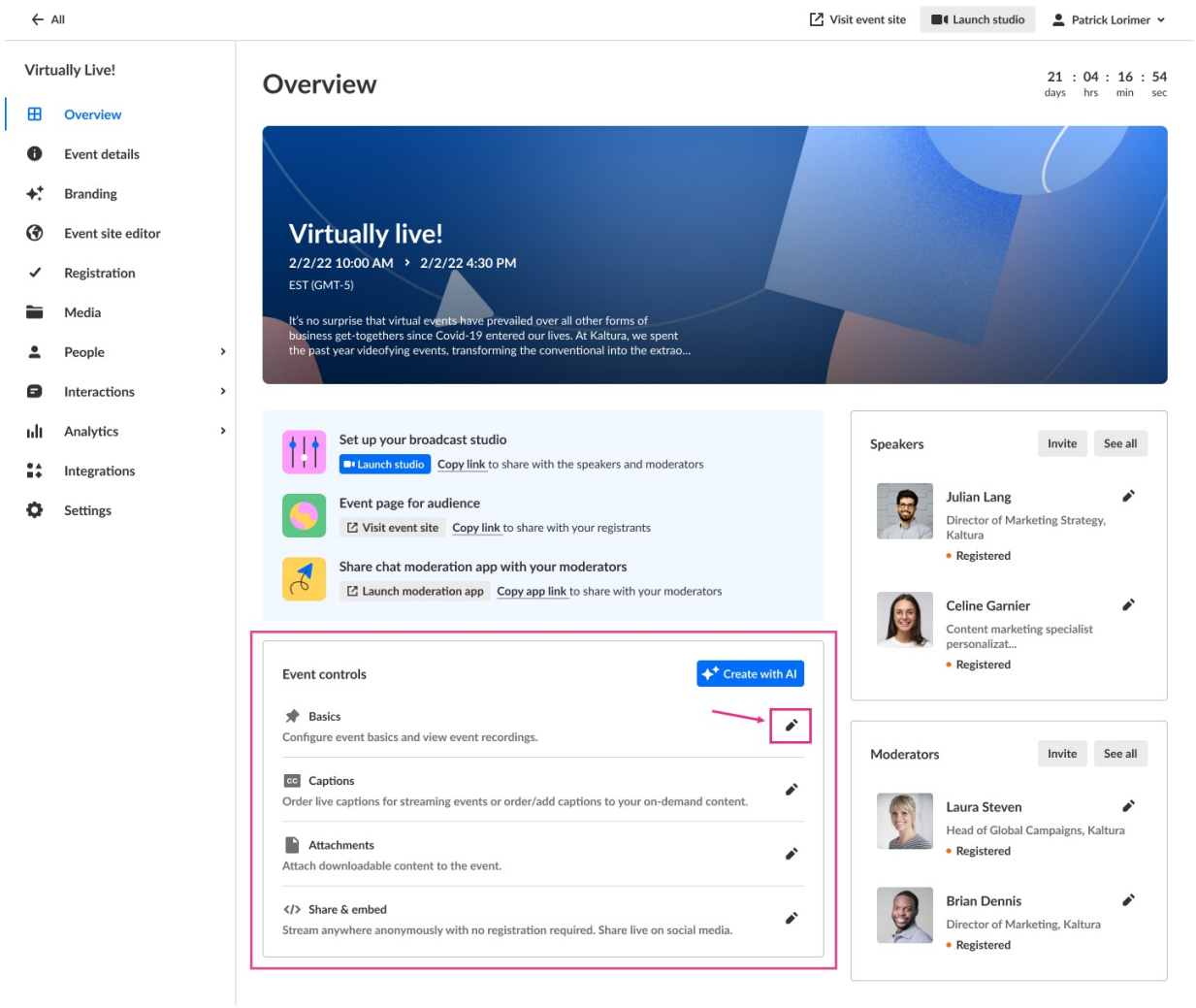

Multi-session events

Access session settings

There are two ways to reach session settings:

- On the Overview page, in the **Agenda at a glance** section, click the **pencil icon** next to the session.

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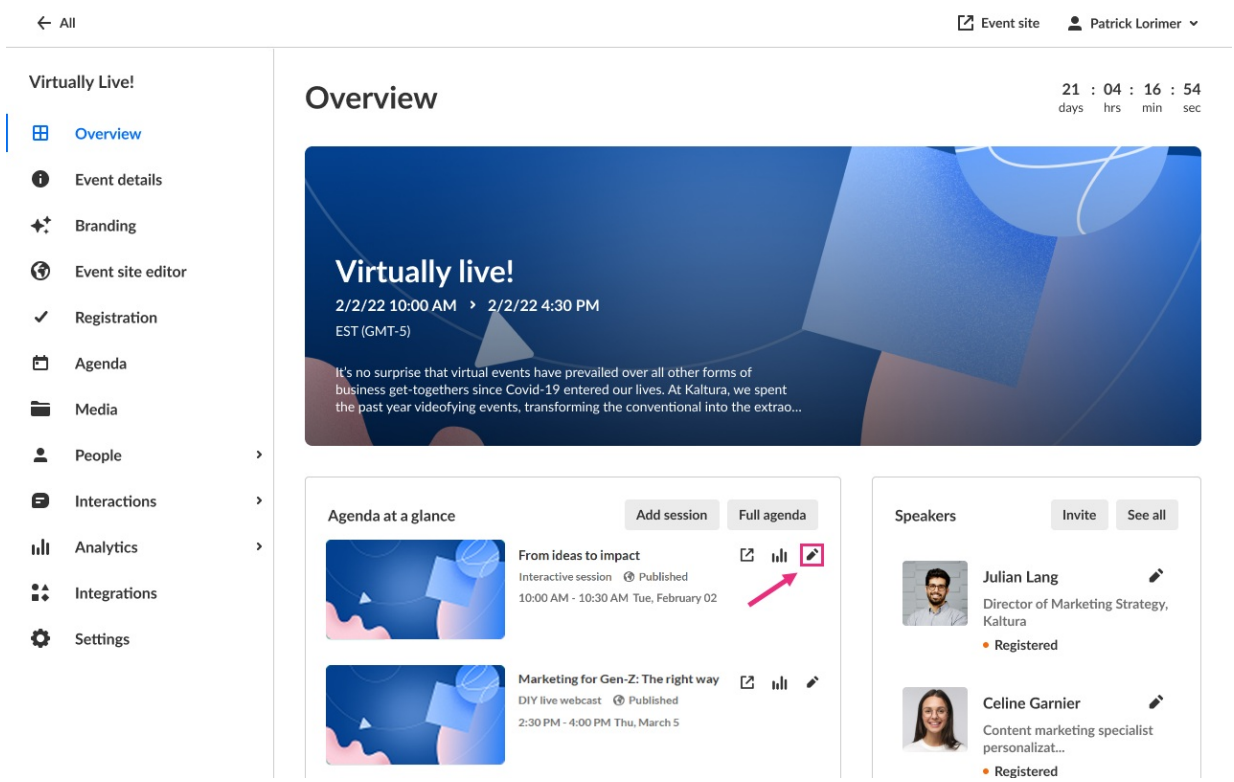
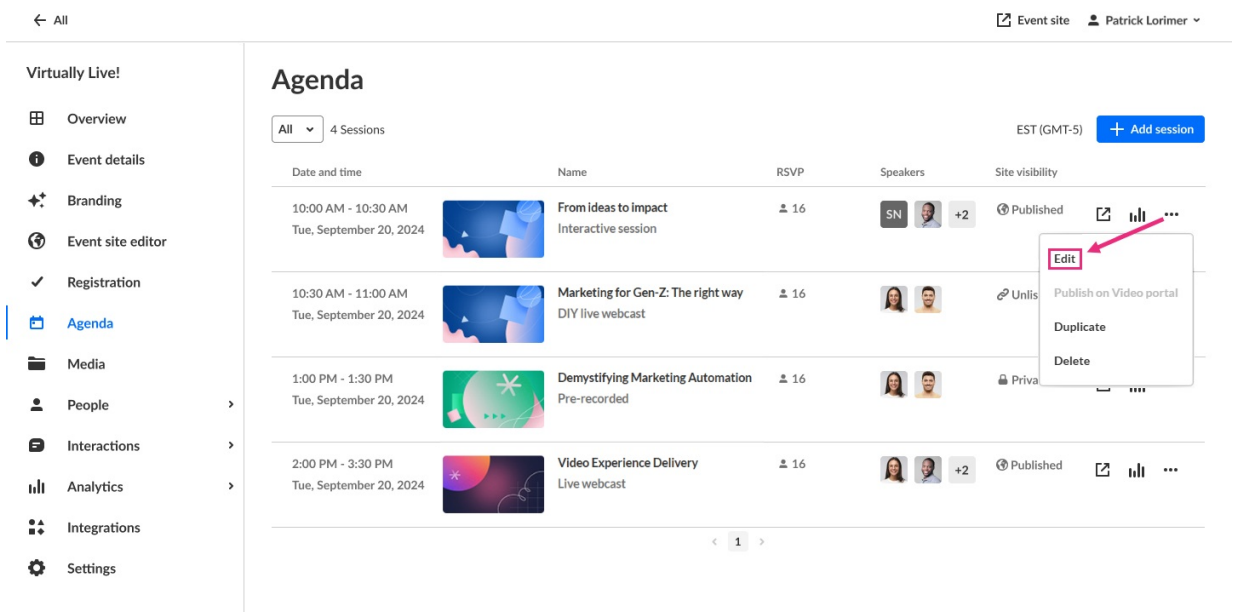


- On the **Agenda** page, click the **three-dot action menu** to the right of the session and choose **Edit**.



The session settings open in a side panel with the **Basics** tab selected by default.

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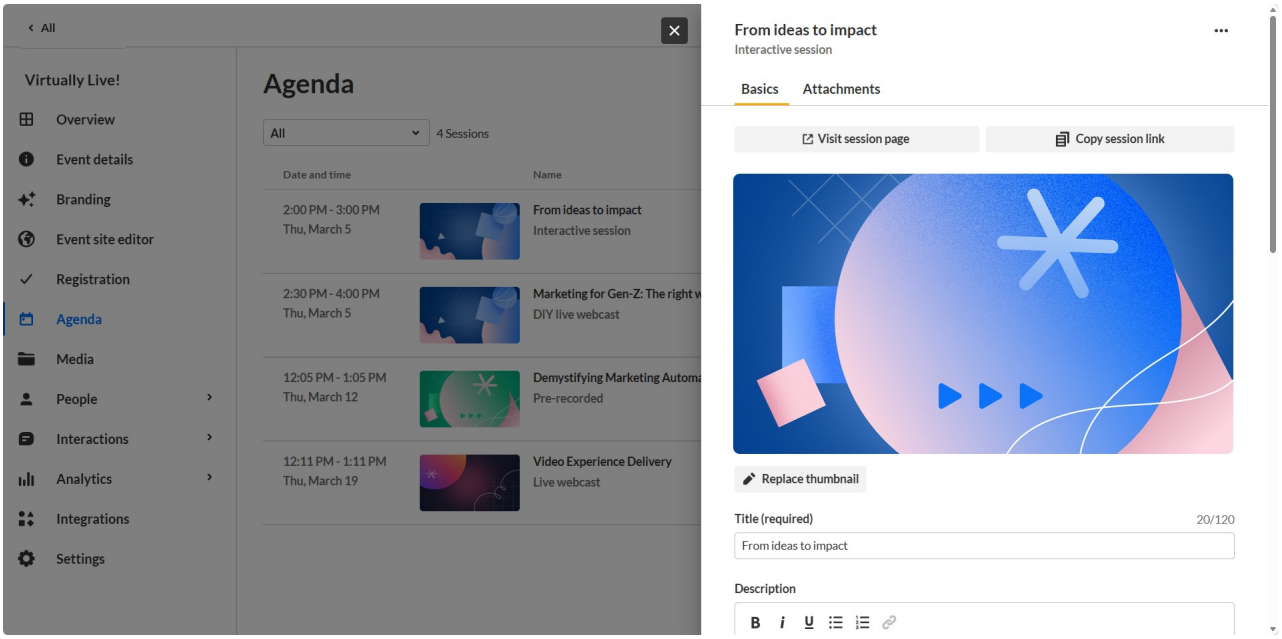
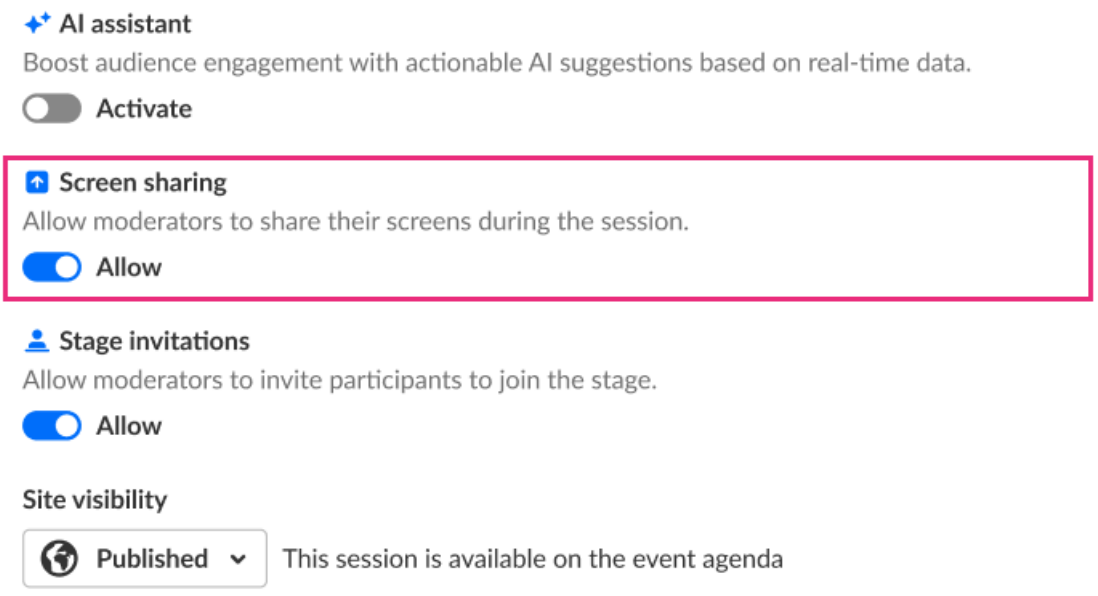


Allow moderators to share their screens during the session

1. In the **Screen sharing** section, move the **Allow** toggle to the right. This grants moderators permission to share their screens during the session. Move the toggle back to the left to disable this permission.



2. When you are finished making your edits, click **Save changes.**

Allow moderators to invite participants to join the stage

1. In the **Stage invitations** section, move the **Allow** toggle to the right. This grants moderators the ability to invite participants to join the stage during the session.

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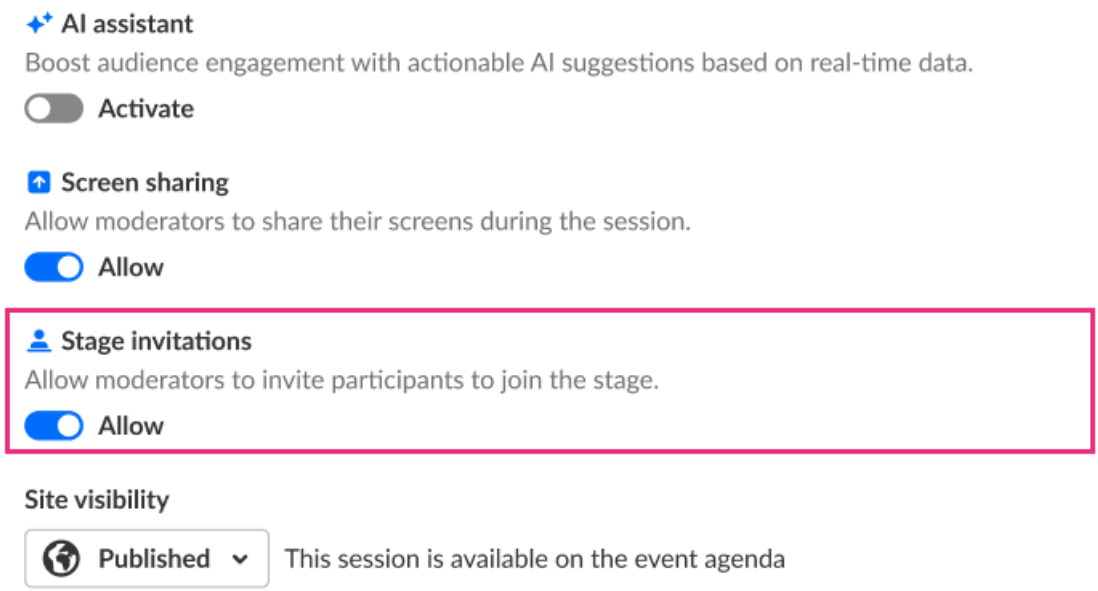
Move the toggle back to the left to disable this permission.



2. When you are finished making your edits, click **Save changes.**

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