

### 3.3.21: Web Sharing Meetings

#### Learning Objectives

- Participate in a meeting with web sharing components

In a meeting where some people are together in a room viewing documents or a presentation while others are on sharing apps, the standard guidelines for hybrid meetings all apply.

In particular, since the people in the room won't see the remote participants while the presenter is sharing their screen, be sure to appoint an advocate for them and build in reminders to address them and include them in the conversation. This can sometimes be done with someone keeping an eye on a secondary app acting as the backchannel chat.

If the main speaker or presenter is remote from the group, the main challenge is to prevent side conversations from taking place while that person is speaking. It's really easy to ignore the disembodied voice on the speaker in favor of the live person next to you.

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