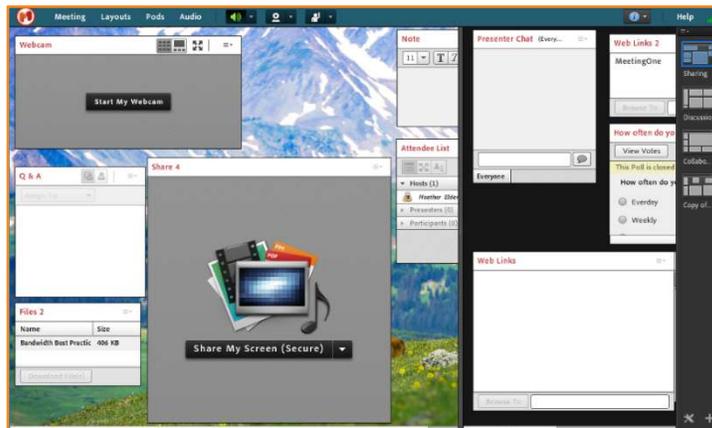# Presenter Only Area

The **Presenter Only Area**, or **POA**, is an excellent tool available to Meeting Hosts and Presenters where they can upload content without it being seen in the main room, prepare pods and coordinate efforts in an area the is not seen by the participants.

Enable Presenter Only Area - A host can click on **Meeting** and then select **Enable Presenter Only Area** to gain access to the POA.

The Presenter Only Area Enabled - The right side of the meeting will open a private area that is **only** visible to Hosts and Presenters. Participants will not have access to this area and will not see any activity here.

NOTE: Recording a meeting will *not* record anything in the Presenter Only Area.

Adding New Pods - While the Presenter Only Area enabled, any new pods that you add will be added to the POA first before going into the main room

Disable Presenter Only Area - To disable the POA, a host can select "Meeting" and then "Disable Presenter Only Area." Any pods in the POA will not be visible to hosts and presenters and any new pods added while **disabled** will be placed directly into the main room.

Layouts

Layouts are created by meeting hosts in order to have different pods set up and pre-filled with content. Having different layouts pre-filled with polling questions, web-links, etc. helps create dynamic interactive meetings.
There is no limit to how many layouts you can have, be it 5 or 20!

Layout Bar - Meeting hosts have access to the Layout bar on the ride side of the room. By default, all rooms have three pre-loaded layouts that can be customized. And more can be added.

- **Create New Layout** - The plus button on the bottom right hand corner of the screen allows you create a new blank layout, or to duplicate an existing layout.

  - o **Duplicate Existing** - This will duplicate a layout already in the room. The name will be "Duplicate of (Layout Name)"
  - o **New Blank Layout** - This will create a new layout with no existing pods so new ones can be added
  - o **Rename Layout** - Double click on an existing layout's name to rename it
  - o **Delete Layout** - This will delete the layout from the room and remove all pods within the layout.

New Blank Layout