





## Roles within GoToMeeting-

**Organizer**—The person who schedules, starts and stops a meeting. If you have a GTM account, you can start and stop a meeting that you scheduled. You cannot do this for other meetings UNLESS you have been appointed as an organizer.

**Co-Organizer**—You as an organizer can appoint someone to be a co-organizer. These people can start and stop a meeting setup by someone else. This is a useful role for you can tell someone that they will need to start the meeting since you can't attend or you are running late.

**Presenter**—The person who is presenting during a meeting and typically share a screen or presentation from their computer. There can be many people presenting during a meeting but there can only be ONE presenter at a time. The organizer can change presenters. By default, the organizer is also the presenter. Note: If someone is attending via a mobile device, they cannot be made presenter unless they are also the organizer.

**Attendee**—This is a person who joins a meeting. They do not present, UNLESS they are made a presenter.