

Choosing A Platform for Your Virtual Event

	Meeting	Webinar	Livestream
Description	Zoom meetings are ideal for hosting more interactive sessions where you'll want to have lots of audience participation or break your session into smaller groups.	Think of webinars like a virtual lecture hall or auditorium. Webinars are ideal for large audiences or events that are open to the public. Typically, webinar attendees do not interact with one another. Though Zoom provides options for you to get more social with your attendees, your average webinar has one or a few people speaking to an audience.	Webinars can be livestreamed. Doing so increases accessibility to an unlimited number of viewers and allows for immediate playback. Livestreaming enhances security of the event and can be helpful in limiting Q&A or chat participation in largely attended webinars.
Technical Support	Can be faculty, staff, or student run. Media Services optional.	Requires Media Services & the Office of University Communications.	Requires Media Services & the Office of University Communications.
Roles	Host and Co-host	Host and Co-host	Host and Co-Host
	Participant	Panelist	Panelist
		Attendee	Viewers
	<u>Overview of Roles in a Meeting</u>	<u>Overview of Roles in a Webinar</u>	
Audio Sharing	All participants. Can be muted by host.	Hosts and Panelists. Attendees may be given individual permission.	Host & panelists only
Video Sharing	All participants. Can be disabled upon entry, but participant maintains control.	Hosts and Panelists	Hosts and Panelists
Screen Sharing	Host only or all participants	Hosts and Panelists	Hosts and Panelists
Capacity	Up to 300	Up to 1,000 participants	Unlimited
Participants List	Visible to All Participants	Visible to Host and Panelist	Visible to Host and Panelist

Zoom Email Reminders	--	Always for hosts & panelists. Available for attendees if registration is enabled.	--
Chat	Available	Available. Can be disabled for attendees.	--
Q&A	--	Available. Can be disabled.	--
Whiteboard	Optional	Available	Host and Panelist
Annotation	Available	Available	Host and Panelist
Polling	Available	Available	--
Livestream	--	Only if supported by Media Services & the Office of University Communications	
Zoom Registration	Available	Available	--
Closed Captioning	Available. Co-hosts can self-caption. Remote CART is available through Media	Only if supported by Media Services & the Office of University Communications	Available
Recording	Available	Available	
Breakout Rooms	Available	--	--
Require Password	Available	Available	--
Visit Zoom's Help Center for more information on meeting and webinar controls.			
<u>Zoom Settings and Controls</u>			