



ZOOM

DIYDIGITAL.COM.AU

Meeting vs Webinar

Zoom users have one of 3 roles

- Hosts
- Panellists
- Attendees

Zoom has two main ways of coordinating online seminars

- Meetings
- Webinars

Meeting

Meetings have hosts and attendees. All of them can see and hear each other. Best when everyone knows each other or you are happy for everyone to see each other.

- camera for all attendees
- sound for all attendees
- all attendees can see each other and host
- host can see themselves and see all attendees
- attendee can be promoted to host within the meeting
- Screenshare*
 - host is the default screenshare
 - host can allow attendees to screenshare
 - attendee can screenshare (*without permission from host*) - as long as no one else is sharing at the time
 - attendee can move screenshare to another attendee
 - host can reclaim it back again at anytime
- can record (*but requires editing attendees out if they don't say ok to being recorded*)
- registration is available
- email reminders are NOT available

*Screenshare abilities can be adjusted in your zoom account settings

Webinar

Webinars have hosts, panellists and attendees. Best when the host wishes to conduct an informative seminar in a lecture type situation. Works in a way that attendees have privacy from one another and from the host.

- attendees cannot see or hear each other (*i.e there is no video or microphone*)
- attendees ask questions through chat, raise hand or Q & A (*i.e. they don't speak*)
- host sees the attendees name but not their video
- host does not see attendees unless they become panellists and turn their video on
- Panellist
 - host can promote an attendee to a panellist within the meeting
 - Typically the host and panellist will choose to join or start the meeting 5-10 minutes earlier and have the webinar setting "enable practice session" turned on. In this way they can prepare for the webinar and allow attendees to enter the webinar when they are ready
 - a panellist can chat privately with one attendee or send out a chat to be read by all webinar participants
 - typically a panellist will
 - answer chats and alert the host to raised hands and questions coming in through the Q & A
 - assist people with their sound issues at the beginning of the webinar
 - keep track of any commitments the host has made (*eg. we'll send that in a follow up email*)
- camera only for hosts and panellists
- sound only for hosts and panellists
- hosts can enable attendees to talk (*one at a time, typically used if an attendee raises their hand*)
- can record. recording does not include attendees so editing is easier and quicker than a meeting
- registration is available
- email reminders are available

Practice Mode Only: Attendees cannot join until you broadcast

Broadcast

	Meeting	Webinar
Screensharing	✓	✓
Video Sharing	all participants	host and panellists only
Participants List	Visible to all participants	Visible to Host and Panellists
Email Reminders	No	✓
Chat	✓	✓
Q&A	No	✓
Registration	paid accounts	✓
Recording	✓	✓
Paypal Integration	No	✓
Breakout Room	✓	No

For the full comparison visit:

<https://support.zoom.us/hc/en-us/articles/115005474943-Meeting-and-Webinar-Comparison>

	Free	Paid (AUD \$210)
Video Meetings (2)	Unlimited time	Unlimited time
Video Meetings (3-100)	Up to 40mins (often can be extended for free)	Unlimited time
Screensharing	✓	✓
Sound and Camera	✓	✓
Webinar	No	Add on Purchase AUD \$560
Recording	Yes (to your computer)	Yes (to the cloud)
Number of Hosts	One	Add additional hosts (more \$'s)