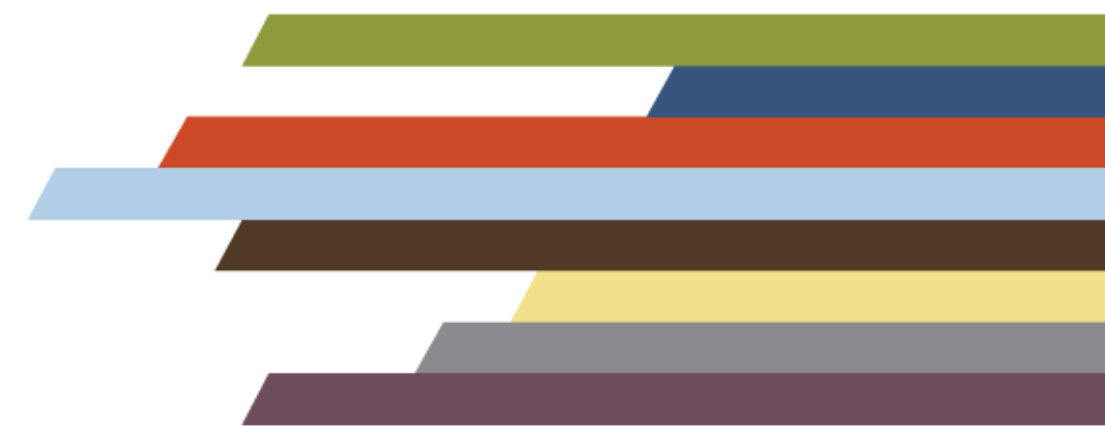




Mountain Plains (HHS Region 8)

**PTTC**

Prevention Technology Transfer Center Network  
Funded by Substance Abuse and Mental Health Services Administration



# Zoom<sup>TM</sup> Meetings vs. Zoom<sup>TM</sup> Webinars

## Meetings

VS

## Webinars



### 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 Zoom 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.

### Audio

- All participants can mute/unmute their own audio
- Host can mute/request to unmute participants
- The Host can set all participants to mute upon entry

- Only the Host and panelists can mute/unmute their own audio
- Attendees join in listen-only mode
- The Host can unmute one or more attendees

### Participant Roles

- Host and co-host
- Participant

- Host and co-host
- Panelist
- Attendee



# Zoom<sup>TM</sup> Features

Meetings vs. Webinars

The available features are indicated in regular text. The unavailable features are indicated in transparent text

## Meetings



VS

## Webinars



### Scheduling

Topic: You can specify the topic/title of your event

Description (Optional)

Registration: Enable or disable required or not required

Event password: Enable or disable password

Video: Enable or disable host video on or off

Video: Enable or disable panelist video on or off

Audio: Join by telephone

Audio: Join by computer audio

Audio: Join by both telephone and computer audio

Webinar options: Q&A / enable practice session / enable or disable only authenticated users can join / make the webinar on-demand / record the webinar to local computer or in the cloud

Meeting options: Enable join before host / enable or disable mute participants upon entry / enable or disable waiting room / enable or disable only authenticated users can join / enable or disable breakout room pre-assign / record the meeting automatically, on the local computer, or in the cloud

### Registration/Invitations

Manage attendees: Cancel registration and or resend confirmation email

Automatically approve: Registrants will automatically receive information on how to join the event

Manually approve: The organizer must approve registrants before they receive information on how to join the event)

Email notifications sent to host when someone registers

Add and select registration fields: Last name, city, state, zip code, etc.

Create custom questions for registration

### Polls

Add and create polls

### Q&A Feature

Allow anonymous questions

Allow attendees to view answered questions or all questions

Attendees can upvote and/or comment

### Live Streaming

After launching the meeting you can select the service on which to live stream meeting

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# Zoom<sup>TM</sup> Features

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The available features are indicated in **regular text**. The unavailable features are indicated in **transparent text**

## Meetings



VS

## Webinars



### Email Settings

Email settings: Invitation email to panelists, confirmation email to registrants send upon registration, reminder email to attendees and panelists, follow-up email to attendees.

Invite panelist(s): Invite a person or a Zoom room as a webinar panelist

Invitation email to panelists

Confirmation email to registrants

Reminder emails to approved registrants and panelists 1 hour before start date and time

Reminder emails to approved registrants and panelists 1 day before start date and time

Reminder emails to approved registrants and panelists 1 week before start date and time

Follow-up email to attendees post event

Follow-up email to absentees post event

### Branding

Edit event title

Upload banner: Display your banner at the top of your invitation page.

Upload logo: Display your logo on the right side of the webinar topic on your invitation page, registration page, and in the email invitation to the webinar.

Add speakers: Add information for up to 3 speakers in your webinar. Attendees see the speaker information in the email invitation and on the registration page.

Change color theme: Choose the theme colors for your webinar registration page from a predefined set, or your can define your own set of theme colors.

Post attendee URL: Can be used to redirect participants to your organization's website after they leave the Zoom meeting or webinar

Post webinar survey: Zoom will open a survey page in attendees' browser after leaving webinar

Social media share description: Customize the short description that will appear on the registration post to Facebook and LinkedIn

### Other Options

Close registration after event date

Restrict number of registrants

Allow attendees to join from multiple devices

Show social share buttons on registration page

### Breakout Rooms

Create breakout room

Import breakout rooms/names information from a CSV file

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For more information, please visit Zoom - <https://zoom.us>

This infographic was created by the Mountain Plains Prevention Technology Transfer Center (PTTC) and is for informational purposes only. The Mountain Plains PTTC is a substance abuse prevention grant funded by the Substance Abuse and Mental Health Services Administration (SAMHSA) and is not affiliated with Zoom. For technical assistance or an official Zoom support guide, visit: <https://support.zoom.us/hc/en-us>.

