VIRTUAL EVENT ROLES: EVENT DIRECTOR

Role Overview

The Event Director manages the overall plan for the virtual event. This person is responsible for coordinating final decisions related to the event. Below are topics applicable to planning a successful virtual event. The Event Director often serves in the Moderator role on the day of the event.

Selecting Zoom Webinar or Zoom Meeting

A Zoom Webinar vs. Zoom Meeting comparison tool is available for your reference as you design your event.

Zoom Webinar Roles

HOST

The webinar host is the user who schedules and runs the webinar. The host has full permissions to manage the webinar, panelists, and attendees. The host can do things like stop and start the webinar, mute panelists, stop panelists' video, remove attendees from the webinar, and more.

PANELIST

Panelists are a full participant in the webinar; this is the role that our faculty, staff, and other invited guests will fill. Panelists can share their screens and answer audience questions posed in the Q&A text window. Before your scheduled webinar, you will receive an email from Zoom with a link for you to join as a panelist. You must log into the webinar from the email provided to the host.

ATTENDEE

Attendees are view-only participants who can be unmuted if the host chooses. Their view of the webinar is controlled by the host. They can interact with the host and the panelists through the Q&A option and chat if enabled.

Dean's Office Support

If you deem hosting a Zoom Webinar is best for your virtual event, a Dean's Office team member will serve as your Host. We will guide you through setting up the webinar, manage your practice session and be available on the Zoom Webinar from start to finish. Based on the type of event, our tiers of support are outlined for your reference.

Virtual Event Planning Timeline

A virtual event planning checklist/timeline is available for your reference as you design your event.

QUESTIONS?

For more information or questions, please contact Kelly Bloem (kcb6g@virginia.edu).