

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 Meeting Roles

HOST

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

CO-HOST / ALTERNATE HOST

The meeting co-host is a user or multiple users who also has full permissions to manage the webinar and attendees. The host can do things like stop and start the meeting, mute panelists, stop panelists' video, remove attendees from the meeting, and more. A host can set-up the meeting and assign a co-host to manage the meeting in their absence.

ATTENDEE

Attendees are participants who have audio and video. They are able to interact in a live setting similar to the host/co-host, but without permissions to control other attendees' Zoom experience.

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).