

ZOOM MEETING vs. ZOOM WEBINAR

Zoom **Meeting** is a great tool for meetings focused on collaboration, however Zoom **Webinar** is the best tool when you are presenting to a large group and the communication from attendees can be limited to written questions.

ZOOM MEETING SUMMARIZED HIGHLIGHTS

- Great for free-form collaboration, attendees have control over their own audio and video output
- Questions can be asked utilizing three options
 - Raise hand icon feature
 - Unmuting all audio for attendees to converse openly
 - Chat box
 - Can be controlled to only host viewed content
 - Can be open for attendees to converse at will
- Smaller break-out rooms can be used to allow for more focused discussions
- Challenging to manage large groups due to competing audio and video input
- All UVA employees have access to meeting service for up to 300 attendees

ZOOM WEBINAR SUMMARIZED HIGHLIGHTS

- Great for presentations to large groups, with limited attendee interaction
- Roles are defined for users (host, panelist, attendee)
 - Video and audio are disabled for attendees, allowing for better focus on speakers / shared visual presentation
- Questions can be easily managed in a large group via one of these features:
 - Raise hand icon feature, host can unmute attendee
 - Q & A feature, which offers ease of Q & A management
- The dean's office license offers a capacity of 500 attendees. A webinar license must be requested through ETO, but the cost will be attributed to your department/center. The standard webinar license is for 100 attendees.