OVERVIEW

A **Webinar** is designed so that the host and any designated panelists can share their video, audio and screen in a view only setting for attendees that mimics a virtual lecture hall and auditorium environment. Webinars are ideal for large audiences or events that are open to the public. Typically, webinar attendees do not interact with one another, although Zoom provides options that can allow for social engagement. Those options include the ability to interact via Q&A, chat, raising their hand, answering polling questions, and be unmuted by the host to engage panelists. Please note, that once an attendee is inside a webinar, they cannot rename themselves.

REQUESTING A ZOOM WEBINAR

If you’re planning an event and you would like access to a webinar license, a license can be added to your account in advance. The following license upgrades are available for licensed Emory zoom account holders:

- **LargeMeeting500** - allows you to host a meeting with up to 500 participants.\(^1\)
- **Webinar500** - allows you to host a webinar with up to 500 participants.
- **Webinar1000** - allows you to host a webinar with up to 1000 participants.
- **Webinar3000** - allows you to host a webinar with up to 3000 participants.
- **Webinar5000** - allows you to host a webinar with up to 5000 participants.
- **Webinar10000** - allows you to host a webinar with up to 10000 participants.

For access to a webinar license, please submit your request via a formal e-mail to VideoServices@emory.edu detailing the following **at least 14 days in advance**:

- Name of the person hosting the webinar and their Emory University NETID
- Date of the webinar
- A small summary detailing the nature of the webinar
- How many participants do you anticipate joining the webinar?

Please note, that upon approval, a webinar license added to your account is not permanently added. The license will be removed from your zoom account within **7 business days** after your event.

If you would like more information on Zoom’s webinar feature, please consult the following page for articles and how-to information. If you have any further questions, please contact your local IT support or call the Emory University Service desk at 404.727.7777.

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\(^1\) The initial capacity for a regular zoom meeting for licensed Emory zoom account holders is 300. This license upgrade is available should you want to upgrade the capacity of a particular zoom meeting that you’re scheduled to host. To a request a large meeting, please use the same format provided in this document underneath the requesting a license header.
FURTHER RESOURCES

Zoom Webinar Tutorial Video

- Prerequisites
- Registration for Webinars
- Registration Approval
- Schedule a Webinar that requires registration here.
- Schedule a registration less Webinar here.
- Customize a webinar registration
- Inviting Attendees and Panelists
- Create a webinar practice session
- Starting a Webinar
- Roles in a Webinar
- Use the Question & Answer feature
- Use the Polling feature
- Use the webinar chat feature
- Manage participants in a webinar
- Unmute and promote an attendee

Zoom Webinar Training
- Allows you to do the training at any time
- You can search the audio transcript
- Covers scheduling, customizing and hosting events and more.

For meetings versus webinars feature comparison please click here