



TIPS ON HOSTING A ZOOM WEBINAR



A Zoom webinar is different to a Zoom meeting. A webinar is a view-only platform where the attendees cannot see each other and the host cannot see, but can manage, the attendees. A webinar has registration, reporting and in-meeting chat for attendees.

Scheduling a Zoom webinar:

- Schedule the webinar like scheduling a meeting, but use the webinar tab.
- Add a topic and description, date, time, and duration. Enable registration if required (see last bullet point in this section if registration not required).
- Once scheduled, scroll down, and look at the invitation section where you can invite panelists and select criteria for attendees.
- Edit button: attendees either automatically approved or manually approved. You can also ask specific questions to gather further information.
- Once the webinar has been created you will have a registration link for users, which will result in them receiving a confirmation email from you.
- To let people to join without registering in advance, schedule the webinar topic but do not check the registration box. They will still need to provide a name and email address when joining.



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Roles in Zoom webinar:

- Roles include host (one), co-host (unlimited), panelist (unlimited) and attendees (unlimited).
- Host designates roles – the user the webinar is scheduled under. They have full permissions to manage other roles, including stop/start, mute, turn off videos, remove attendees.
- Co-hosts can share many of the controls, i.e. manage administration, managing attendees. Host can assign a co-host, but they can't start a webinar. If the host wants someone else to start the webinar, they must assign an alternative host.
- Panelists are full participants in the webinar – they can view and send videos and share their screen. Assigned permissions by host. Host can disable some panelist features.
- 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 and the chat.

Webinar controls:

- Host: can start webinar, view attendee list, share screen, request/give remote control, chat, save chat, view all Q&A, create/start/answer polls, end webinar.
- Co-host: all above but can't start/answer polls or end webinar. Note co-hosts cannot be assigned ahead of time. Invite them as a panelist and promote to co-host or invite as alternative hosts (all the powers of hosts).



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Webinar controls (cont.):

- Panelist: can't start, most of the above, can't ask questions, create/start polls, or end webinar.
- Attendee: can chat, ask questions, answer polls, raise hands.

Hosts and co-hosts can:

- Mute/unmute attendees
- Stop panelist's video
- Ask panelist to start video
- Promote attendee to panelist
- Demote from panelist to attendee
- Change attendees' view
- Change who attendees can chat with
- Remove attendees
- Allow attendees to talk
- Record locally or to Cloud
- Only hosts can assign co-host permission
- Only hosts can put panelist on hold
- Host, co-host and panelist can all invite others to join the webinar
- Only host can livestream



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Managing participants in a webinar:



- Host controls/participants: Participant panel pops up on right hand side of screen, one tab has host, co-hosts and panelists; another tab has participants. Can see mute/video and mute/unmute all at the bottom.
- Managing participants: Hover over name and click 'More'. Can make host, co-host, change back to attendee, change name (can also change your own name), put on hold (temporarily remove them from webinar i.e. conflict of interest), remove (will not be able to re-join).
- Change panelist to attendee: Participants / Panelists, hover over attendee you want to change, click on More, Change Role to Attendee.
- Managing attendees: Participants/Attendees, hover over name and click on More (chat (talk direct to attendee), remove to panelist, remove).
- Allow attendees to talk: Click on Participants, click on Attendees, click on Allow to talk, unmute (attendee must accept this prompt), disable talking (mutes participant).
- Promote attendee to panelist: Participants/Attendees, hover over name and click on More, Promote to Panelist.
- Additional controls at bottom of Participants/Panel & Attendees – mute all, unmute all, More (mute on entry, allow to unmute self, allow to rename self, play chime for entry/exit, allow to raise hand, follow host view mode (default – either active speaker or gallery)).



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Invite panelist to webinar (can also promote attendees on the day):

- Note: co-hosts cannot be assigned ahead of time.
- Panelists are full participants.
- Zoom / webinar portal / topic / invitations / edit / invite panelist / enter names and email addresses / check box send invitation immediately / save.
- To delete: ditto above invitations / edit / delete / save.

Waiting room:

- Enable waiting rooms when setting up the webinar.
- Host notified of attendees joining waiting room through manage Participants icon.
- From pop up, you can choose to admit or view the entire waiting room. Can admit or remove individuals one at a time or together, as well as if they join after the meeting has commenced.

Polling during webinars:

- Single or multiple choice, up to 25 per webinar, add before or launch during.
- Launch during webinar and download report afterwards.
- Can choose whether panelists can take part.
- Go to webinar invitation / bottom of webinar management / poll / add / begin creating poll / title and first question (anonymous?) / single or multiple choice / answers / save / add new question (maximum 10 per poll) or start new poll (up to 25 per webinar).



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Polling during webinars (cont.):

- Launch poll: polling in management toolbar/edit/allow panelists to vote/launch poll.
- When ready to end, click End Poll.
- By clicking Polling, you can also relaunch or share results with attendees.
- Polling results can also be found under Webinar Reporting.

Managing breakout rooms, including pre-assigning participants:

- Enables up to 50 separate sessions, can split group manually or automatically and switch between sessions at any time.
- Go to Settings (not webinar tab)/In Meeting Advanced/ensure Breakout room is ON and tick box to allow participants to be assigned.
- Breakout room is at the bottom of your screen under the More button. Click to start using.
- It shows the number of eligible participants, choose how many rooms to create and Zoom will assign automatically (or you can do this yourself manually).
- Manually assigning: Click on 'Create breakout rooms'/hover over breakout room to rename or delete. Click to assign participants by ticking their names and then assign. Do for each breakout room.
- To change, float mouse over participant name and you can move them somewhere else or exchange them for someone else.
- When ready, click 'Open all rooms'. Participants will automatically move into their assigned breakout room. When the grey dot turns green, they
- have successfully joined the breakout room.



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Managing breakout rooms, including pre-assigning participants:

- Participants can ask for help while in breakout room by sending prompt to host and can leave any time to return to the main meeting.
- Return to Breakout rooms section and you can join any meeting – click 'Join'. You can also broadcast a message to participants and a banner will be displayed.
- Close the breakout rooms by clicking on 'Close all rooms'. Participants will have 60 seconds to finish their discussion before returning to the full meeting.
- To open another breakout room, either click on 'Recreate all rooms' or 'All existing rooms will be replaced'.

For videos and detailed instructions, [click here](#)