

Zoom Webinar

When to Use Zoom Webinar

Zoom Meeting is appropriate for interactive meetings and training sessions, whereas Zoom Webinars are appropriate for town halls, educational lectures, and very large-scale programs.

Though Meetings and Webinars differ in terms of capacity, size is not the only factor to consider when deciding between them. For instance, if you want to ensure your participants' privacy by keeping their participation invisible to other participants, use Zoom Webinar. If you want to facilitate breakout discussions among participants, then recall them to the whole group discussion, use Zoom Meeting.

Meeting (Standard)

Collaborative events with all participants able to screen share, turn on audio and video, and see who else is in attendance

Webinar

View-only attendees with the ability to interact via Q&A, chat, and answering polling questions

Key Differences

Capacity	300 (UCSB license)	Up to 3,000 (UCSB license)
Audio Sharing	<u>Everyone</u> can speak (hosts and participants)	<u>Only hosts and panelists</u> can speak (attendees can only be unmuted by a host)
Video Sharing	<u>Everyone</u> can share their webcam video	<u>Only hosts and panelists</u> can share their webcam video
Participant List	Visible to all participants	Visible only to hosts and panelists
File Transfer	 Disabled for security reasons.	
Breakout Rooms		

Key Similarities

Screen Sharing, Chat, Whiteboard, Polling, Closed Captioning or Interpretation Support, Recording



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Requesting a Zoom Webinar

While everyone at UCSB has access to the Zoom Meeting functionality, there are very few Zoom Webinar licenses. Student Affairs is sharing a single Zoom Webinar account – think of it as a shared resource, just like a physical conference room. Our shared Zoom Webinar account will be “loaned out” on a first-come, first-served basis. There is no charge to the department.

Step 1 - SA Webinar Reservation Form

Complete the SA Webinar Reservation Form at <https://forms.gle/nkfsBKhaLbf42CRr8>.

Step 2 - Reserve Your Webinar Timeslots

The SA Webinar Reservation Form will prompt you to reserve your program's time slots on the Student Affairs Webinar Reservations Calendar. On the calendar, click to book each time slot that you will need to conduct your Webinar (including setup time, the Webinar duration, and subsequent Q&A – as well as booking a separate practice session in advance, if you like). For most Webinars, consider adding a short time buffer either before or after your event to prevent conflicts with adjacent Webinars.

Step 3 - Finalize Setup with Communication Workgroup

A member of the Communication Workgroup will send you an email to confirm your Webinar reservation, finalize setup for your program, and provide some helpful tips on conducting a successful Webinar.

Step 4 - Conduct Your Webinar

You will conduct your Webinar as a host with full access to the Zoom Webinar platform. Generally, live technical support is not available from the Communication Workgroup, so please be sure to make good use of the “practice time” allotted immediately prior to your event. If you're comfortable hosting a Zoom Meeting, you'll be a pro at hosting a Zoom Webinar in no time!

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Additional Support

Vendor Support: [Zoom Webinar Help Center](#)

Campus Support: [ETS Zoom Video Conferencing](#)

Email Support: Your Communication Workgroup representative or [Miles Ashlock](#)

For additional technology tool information, recommendations, and tutorials, visit Student Information Systems & Technology (SIS&T) at <https://sist.sa.ucsb.edu/resources>.