Guidelines for use of the Chapter/SIG Zoom account

1. Meeting times will be scheduled as they are received, and meetings will be prioritized to prevent scheduling more than one meeting at a time
2. Meeting requests must be received at least a week before the scheduled meeting time and must include the following information:
	1. Date(s) – please include if this is a one-time or recurring meeting (along with all dates)
	2. Preference for Meeting or Webinar
	3. Time (including the time zone)
	4. Duration of the meeting (one hour maximum is preferred)
	5. Registration requirements (if any)
	6. Number of potential attendees
	7. Any additional special meeting details (features enabled)

Zoom FAQs

**How do I invite others to join my meeting?**
You can invite others to join your meeting by copying the join URL or meeting invitation and sending it out via email.

**Webinars vs. Meetings**

The Meeting and Webinar platforms offer similar features and functionality but have some key differences.

Meetings are designed to be a collaborative event with all participants being able to screen share, turn on their video and audio, and see who else is in attendance.

Webinars are designed so that the host and any designated panelists can share their video, audio and screen. Webinars allow view-only attendees. They have the ability to interact via Q&A, Chat, and answering polling questions. The host can also unmute the attendees. Attendees in webinars, can not rename themselves as well.

|  |  |  |
| --- | --- | --- |
|  | **Meeting** | **Webinar** |
| **Description** | **Zoom meetings are ideal for hosting more interactive sessions where you’ll want to have lots of audience participation or break your session into smaller groups.** | **Think of webinars like a virtual lecture hall or auditorium. Webinars are ideal for large audiences or events that are open to the public. Typically, webinar attendees do not interact with one another. Though Zoom provides options for you to get more social with your attendees, your average webinar has one or a few people speaking to an audience.** |
| **Best used for** | **Small to large groups (2+ participants)** | **Large events and public broadcasts (50+ attendees)** |
| **Audio sharing** | * **All participants can mute/unmute their own audio**
* **The Host can set all participants to mute upon entry**
 | * **Only the Host and panelists can mute/unmute their own audio**
* **Attendees join in listen-only mode\***
* **The Host can unmute one or more attendees**
 |
| **Video sharing** | All participants | Hosts and panelists |
| [**Screen sharing**](https://support.zoom.us/hc/en-us/articles/201362153) | ✔ | ✔ |
| **Capacity** | Up to 100 | Up to 100 |
| **Participants list** | Visible to all participants | Visible to host and panelist |
| **Email reminders** | N/A  | If registration is enabled |
| **Chat** | [In-meeting Chat](https://support.zoom.us/hc/en-us/articles/205761999) | [Webinar chat](https://support.zoom.us/hc/en-us/articles/205761999) |
| [**Nonverbal feedback**](https://support.zoom.us/hc/en-us/articles/115001286183) | ✔ | Only [raise hand](https://support.zoom.us/hc/en-us/articles/205566129) |
| [**Q&A**](https://support.zoom.us/hc/en-us/articles/203686015-Getting-Started-with-Question-Answer) | N/A  | ✔ |
| [**Whiteboard**](https://support.zoom.us/hc/en-us/articles/205677665) | ✔ | ✔ |
| **Polling** | [Polling for meetings](https://support.zoom.us/hc/en-us/articles/213756303) | [Polling for webinars](https://support.zoom.us/hc/en-us/articles/203749865) |
| [**Breakout rooms**](https://support.zoom.us/hc/en-us/articles/206476093) | ✔ | N/A |
| **Practice session** | N/A | ✔ |
| **Waiting room** | ✔ | N/A |
| [**Require password to join**](https://support.zoom.us/hc/en-us/articles/360033559832) | ✔ | ✔ |
| [**International dial-in numbers**](https://support.zoom.us/hc/en-us/articles/115004454886) | ✔ | ✔ |

**Meeting and webinar features**

**How do I share my screen?**Click Share in your meeting and choose the screen that you would like to share. [Learn more about sharing your screen.](https://support.zoom.us/hc/en-us/articles/201362153-How-Do-I-Share-My-Screen-)