HOW TO SIMULATE A WEBINAR USING ZOOM MEETINGS
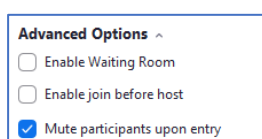
NUIT AV & Digital Media Services

Newcastle University's Zoom site licence **does not** provide webinar functionality, and we are unable to provide this functionality as there are significant costs involved.

However, in reality, there is very little difference between a Zoom webinar and a Zoom meeting, and with a little advanced preparation and in-meeting management you can simulate a webinar using a Zoom meeting provided you aren't expecting more than 300 remote participants.
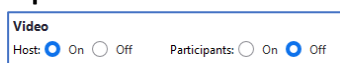
Here are our recommendations on how to simulate a Zoom webinar using Zoom meetings: -

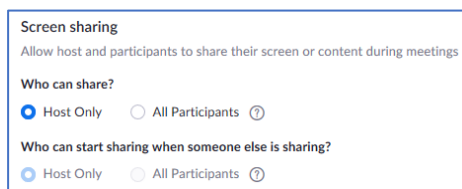## When scheduling the meeting: -

- Enable the **Mute participants upon entry** option

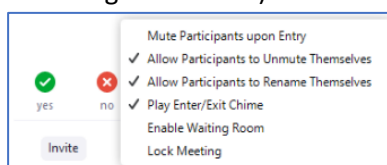- Set **Participants Video** to off

- Identify colleagues to assist with moderation of your event and assign them as **Alternative hosts**
- Ensure Screen Sharing is set to **Host Only** in your Zoom Profile, in **In Meeting (Basic)**

During the meeting: -

- **Create an initial holding slide** requesting all participants mute their audio and video during the session
- At the beginning of the session confirm verbally that attendees should keep their video muted and that their audio will be locked as muted by the host (for extra reassurance you can uncheck **Allow participants to unmute themselves** from within the Participants settings once the meeting has started)

- Appoint a moderator (with host privileges) to ensure that no one manages to unmute their audio or video during the session, and monitors the chat window