



The IITS booking coordinator and/or technicians can suggest the following customization options and features. The Host or Organizer must provide this information at least 3 business days before the webinar invitation is planned to be sent out:

Invitations (Panelists and Attendees; names and contact emails)

- Email settings (Email contact, Email reminder to attendees, Confirmation email to registrants, email language)
- Multiple registration settings : <https://support.zoom.us/hc/en-us/articles/202835649-Webinar-Registration-Customization> (Please follow the link to know more)

Branding options:

Banner for the invitation: Your banner is displayed at the top of your email invitation page.

Image requirements:

- GIF, JPG/JPEG or 24-bit PNG
- The maximum dimensions: 1280px by 1280px

Note that a generic banner is always provided by default in the Concordia Communication Services theme and colours.

Logo: Your logo is displayed on the right side of the webinar topic on your invitation page, registration page, and in the email invitation to the webinar.

Image requirements:

- JPG/JPEG or 24-bit PNG
- The maximum dimensions: 600px by 600px

Note that a generic logo is always provided by default in the Concordia Communication Services theme and colours

-Polls: The questions must be provided at least 3 business days prior to the event so that they may be created within the Webinar settings.

-Chat: The chat settings are left on by default when you schedule a webinar. You can change these settings up to 3 business days prior to the webinar.

- Allow meeting participants to send a message visible to all participants (Yes or No)
- Allow meeting participants to send a private 1:1 message to another participant (Yes or No)
- Prevent participants from saving chat (Yes or No)

-Q&A: Available by default unless a request is made to disable this feature. Settings for Q&As MUST be decided upon and set prior to the webinar only and cannot be modified once event begins. Here are the possible options for the Q&A:

- Allow anonymous questions (Yes or No)
- Allow attendees to view (answered questions only -or- all questions)
- Attendees can upvote (Yes or No)
- Attendees can comment (Yes or No)

-Live streaming: You can choose to live stream your webinar on any given platform. You must provide us with RTMP information listed below at least 3 working days before the scheduled event:

- Stream URL:
- Stream key:
- Live streaming page URL:

***Upon request, we can activate an option that will send a reminder to users to watch the live stream when the webinar has reached its capacity. ***