

Zoom Meetings versus Webinars

| | 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 | <p>Small to large groups (2+ participants) for:</p> <ul style="list-style-type: none"> • Customer-facing meetings • Sales meetings • Training sessions • Educational lectures | <p>Large events and public broadcasts (50+ attendees) such as:</p> <ul style="list-style-type: none"> • Town halls • Quarterly updates • Educational lectures more than 250 students |
| Typically used by | <ul style="list-style-type: none"> • General employees • Training groups | <ul style="list-style-type: none"> • Event hosts • SVPs and C-Suite |

Feature comparison

| Feature | Meeting | Webinar |
|---------------------------|--|---|
| Participant roles | <ul style="list-style-type: none"> • Host and co-host • Participant | <ul style="list-style-type: none"> • Host and co-host • Panelist • Attendee |
| Audio sharing | <ul style="list-style-type: none"> • All participants can mute/unmute their own audio • Host can mute/request to unmute participants • The Host can set all participants to mute upon entry | <ul style="list-style-type: none"> • 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 | ✓ | ✓ |
| Capacity | Up to 300 participants. | Up to 500 participants, for more than 500 participants we can activate live streaming options. |
| Participants list | Visible to all participants | Visible to host and panelist |
| Email reminders | N/A | If registration is enabled |
| Chat | In-meeting Chat | Webinar chat |
| Meeting reactions | ✓ | N/A |
| Nonverbal feedback | ✓ | Only raise hand |
| Q&A | N/A | ✓ |

| | | |
|---|--|--|
| File transfer | ✓ | N/A |
| Whiteboard | ✓ | ✓ |
| Annotation | ✓ | ✓ |
| Polling | Polling for meetings | Polling for webinars |
| Livestream | YouTube , Custom Streaming Service | YouTube , Custom Streaming Service |
| Registration | Registration for meetings | Registration for webinars |
| Closed captioning | ✓ | ✓ |
| Language Interpretation | ✓ | ✓ |
| Recording | ✓ | ✓ |
| Breakout rooms | ✓ | N/A |
| Practice session | N/A | ✓ |
| Waiting room | ✓ | N/A |
| Require password to join | ✓ | ✓ |
| International dial-in numbers | ✓ | ✓ |

Source: https://support.zoom.us/hc/en-us/articles/115005474943-Meeting-and-webinar-comparison#h_9f3f43ac-1bf0-4a74-86c4-22d6ad7ad91c