

Comparison of meetings and webinars at UZH

Feature	Meeting	Webinar
Description	Ideal for conducting more interactive sessions where you want to involve many participants or divide your session into smaller groups (breakout rooms).	Suitable for events with a very large audience. Usually, only one person (host, alternative hosts or panelists) speaks to the audience at a time.
Participant roles	<ul style="list-style-type: none"> • Host and alternative hosts (includes co-hosts) • Participants 	<ul style="list-style-type: none"> • Panel: Host, alternative host (incl. co-hosts) and Panelist • Participants
Audio	<ul style="list-style-type: none"> • All participants can unmute or mute their own audio • Hosts and alternative hosts can mute participants and ask them to unmute themselves • Hosts and alternative hosts can mute all participants upon joining 	<ul style="list-style-type: none"> • Only the host, alternative hosts, and panelist participants can unmute or mute their own audio. • Participants join in listen-only mode*. If necessary, the host and alternate hosts can grant them permission to speak. • The host and alternate hosts can unmute one or more participants.
Video sharing (camera)	All participants	Hosts, alternative hosts and panelists. Participants can join the virtual stage as needed if their role is changed to "panelists."
Content sharing	✓	✓
Number of participants	Up to 300 participants	Licenses upon request at MELS available for up to 500 or 3000 participants (overall only 1 license available)

Participants list	Visible to all participants	Visible to host, alternative hosts and panelists
Email reminders	X	If registration is enabled
Chat	✓	✓
Reactions (Emoticons)	✓	X
Nonverbal feedback	✓	Only raise hand
Q&A	X	✓
Whiteboard	✓	✓
Annotation	✓	✓
Polling	✓	✓
Registration	✓	✓
Closed captioning	✓	✓
Recording	✓	✓
Breakout session	✓	X
Practice session	X	for host, alternative hosts, and panelists
Waiting room	✓	X
Require password to join	✓	✓

***Note:** If the host or alternative hosts enable **Allow to talk** for an attendee, they will be able to unmute and mute their microphones on their own.