Zoom Webinar Tips for Hosts

Enable "Allow Participants to Unmute Themselves" so that panelists can mute/unmute themselves.

Enable "Mute Participants Upon Entry" so that the webinar isn't disrupted if a panelist joins after the start.

Enable "Allow Panelist Start Video" so that panelists can start their own video.

Enable screen sharing by panelists by hitting the up arrow next to the green "Share Screen" button, then selecting "All Panelists" in the "Who can share" section. This will only allow panelists to share their screens, not participants.

Ensure that chat is *disabled* for participants but *enabled* for panelists.

Ask panelists not to enable/disable any functionality other than their own mute/unmute option. Participant controls will be enabled by the host/co-hosts.

In the Q&A window, if anyone clicks "Answer Live" or "Type Answer," it will make the question visible to all attendees.
- *Note: For University town halls, questions will be copied/pasted into chat for the moderator only. Panelists won't need to keep an eye on the Q&A.*

Ensure that all panelists join the webinar practice session at least 30 minutes prior to the start of the event to prepare, finalize video setup, etc. before the broadcast.

To optimize audio/video, please ensure that panelists are **only running Zoom on their devices** (close out anything else running in the background), and have them ask family members and/or anyone at their homes/workspaces to stay off the network for the duration of the call. If they're on campus, this won't be a problem. If panelists are connecting from home, an ethernet connection is preferred (as opposed to Wi-Fi).
- *Note: virtual backgrounds are not recommended because they can make the network connection unstable.*

Video test to ensure the background is appropriate, lighting is good, microphone and camera work, network connection is stable, etc.

Additional Tips for Hosts/Co-Hosts:

During the webinar, there may be several co-hosts on the call that are *not* panelists. These folks are on to support the event, not to speak. Only the panelists and moderator will have speaking roles.

Panelists who will not have speaking roles should stop their video and mute themselves so that they are not visible to the audience.

Webinars can be set up in Active Speaker mode or Gallery mode. Active Speaker mode spotlights the speaker in full screen mode; Gallery mode shows the entire panel (anyone with their video on, whether they are speaking or not). You can toggle between these modes during the event, depending on preference.

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Only the host/co-host can start the broadcast. The webinar is *not* visible to the audience until the broadcast button has been selected.

Unless you have pre-set the webinar to record upon set-up, remember to start the recording. This can be done a few minutes before the webinar. Choose to save recording to the cloud. The recording will be emailed to the host after the webinar concludes.

- *Note: Only the host should record the webinar. If other panelists also record the session, it can slow down performance of their devices and interfere with audio/video.*

After the meeting, reports can be run from the host's Zoom profile to obtain a list of Q&A questions, list of attendees, poll results, etc.

Resource Guides – Quick Links:

- Zoom Webinar FAQs
- Home Wi-Fi FAQs and Tips
- Zoom Quick Start Guide
- Zoom FAQs (General)

If you have any questions, or if you need assistance setting up your Zoom meeting or webinar, contact the ZMW team.