

LA&PS Zoom Webinar Guidelines and Procedures

Difference between Regular meeting and Webinar

REGULAR MEETING

Collaborative sessions;

Participant count: up to 300 (including host);

All participants can share audio, video (subject to permission)

Ability to use breakout room feature;

Participants can interact with audio and video;

WEBINAR

One-to-many event presentation (symposium, town hall, etc);

Participant count: up to 500 including host, co-host, moderator, panelists;

Only hosts and panelists can be seen and heard;

Audience interacts via written Q&A (needs to be moderated);

LA&PS Webinar Procedures:

Please note: The Research Unit in LA&PS provides assistance in booking online research related Zoom Webinars. Please note our unit does not provide training on in-meeting functions and there will not be a technician attending the event for support.

LA&PS Webinar Procedures:

1) Book the date for your event:

Email lapsrsc@yorku.ca requesting the date you would like to book your event.

Your email must indicate:

- Date of the event
- Start and End time of the event
- Name of the Proposed event

If the date is available: An email confirming availability will be sent out (within 3 business days from the request) as well as a link for submitting the formal request along with all information required via MachForm. If the form is not received within 3 business days from the email confirmation, the date will be released.

If the date is not available: A notification email will be sent out (within 3 business days from the request) informing that the date is not available.

LA&PS Webinar Procedures:

2) Submit the Form to formalize the request:

Submit the form providing all information necessary for webinar set up.

Important information:

- Name of Webinar, date and time can't be modified after setting up;
- Your webinar can't begin before the requested time and must end as per scheduled time.
- Co-host/Alternative Host is the person who will start the webinar and assign a co-host during the webinar. This person must have a yorku.ca email address.
- Panelists Names and email addresses **must all be included** when submitting the form.

You will be contacted by our team in 5 business days to follow up on your request.

LA&PS Webinar Procedures:

3) Guidance and training via links below:

[Meeting and Webinar Best Practices](#)

[Sharing your screen during Webinar](#)

[Information and Help Resources](#)