For up-to-date information on available technology resources during the Coronavirus pandemic, see our Computing Availability During COVID-19 article.

Using Zoom Webinars

In this article we’ll provide best practices and resources for each Zoom Webinar role.

Before You Start

You will need the following before you can complete this task:

- An invite to a Zoom Webinar
- Students will need to contact their Program Office to moderate or host a webinar.
  - Undergraduate Students: Contact the Student Life office to get started.
  - MBA Students: If the event is part of a WGA initiative, contact the WGA for a budget code and then write to student support. If it is not connected with WGA, contact the MBA program office to get started.

Aside from the meeting organizer, there are four roles used in Zoom Webinars. Each has their own set of privileges and a different experience for its users.

[Diagram showing Hosts + Co-hosts, Panelists, and Attendees roles]

For more details on the unique abilities of each type of Webinar role, see this Zoom support article.

Hosts + Co-hosts

Best Practices

Being a host is a big responsibility. You’re in charge of running the event from behind the curtain. Here are some things you can do to ensure the event runs as smoothly as possible:

Tech Checklist
When each panelist enters the greenroom you’ll be responsible for helping them test their technology. If you have more than one speaker, things could get a little messy and time is precious. This tech check should be performed during the dry run and before the live event. Click Read More to learn how best to manage the process and check each presenter’s technology in a timely manner.

Managing a Webinar

- Learn how to get started with Webinar.
- Learn how to enable and add a co-host.
- Learn how to invite panelists to a Webinar.
- Learn how to manage participants in a Webinar.

Panelist

Best Practices

You’ve been invited to present at a virtual event, which can be a little unnerving. We’ve put together a list of best practices to ensure your presentation runs as smoothly as possible.

Attendee

Learn how to join and participate in a webinar as an attendee.

Additional Assistance

Review our Getting Started with Virtual Events article to get started using the platform.

Visit the Zoom Help Center for more articles and videos on Webinars.

Contact your Wharton Computing Representative to request access to Zoom Webinars.

Request a consultation, training or ask additional questions by emailing class-tech@wharton.upenn.edu.