

Using Zoom Webinars

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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.



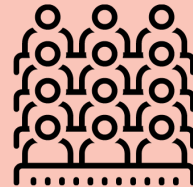
Hosts + Co-hosts

Hosts ensure the event goes smoothly by making sure everything is working ahead of time and managing the flow of the event.



Panelists

The panelists are the people the audience is there to see. They are speaking, sharing content, and answering questions.



Attendees

Attendees are view-only audience members of a Zoom Webinar.

For more details on the unique abilities of each type of Webinar role, see [this Zoom support article](#).

Overview Video of Zoom

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 Events.

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