

Comparison of meetings and webinars at UZH

Feature	Meeting	Webinar
Audio	<ul style="list-style-type: none"> All participants can mute/unmute their own audio Host can mute/request to unmute participants The Host can set all participants to mute upon entry 	<ul style="list-style-type: none"> Only the Host and panelists can mute/unmute their own audio Attendees join in listen-only mode* The Host can unmute one or more attendees
Video sharing (camera)	All participants	Hosts and panelists
Content sharing	✓	✓
Number of participants	Up to 300 participants	Licenses upon request at MELS available for up to 500 or 1000 participants
Participants list	Visible to all participants	Visible to host and panelist
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	✓
Waiting room	✓	X
Require password to join	✓	✓

***Note:** If the host or co-host enables **Allow to talk** for an attendee, they will be able to enable their microphone as well as mute and unmute themselves.