

Hosting Large Online or Hybrid Events

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This article explains how to use college-provided software to host large, online events and/or enable an online audience to view or participate in an in-person event. Whichever option you choose, we **strongly** recommend doing a few practice sessions before you began publicizing your event, to ensure you understand how the technology works.

Before you start, you may need access to one of the following:

- [an faculty/staff or student account on Bryn Mawr's Zoom license](#)
- [an account on Bryn Mawr's Panopto license](#)

Hosting options

Bryn Mawr College faculty, staff and students have **four options** for using using College-provided software to host large online or hybrid events:

Option	Typical use case	Max attendees	Attendee participation
Zoom Meeting	Events with audience participation	300	Full (host can mute, disable video and screen-sharing); everyone sees participant list
Zoom Webinar (New! faculty and staff only)	Events with view-only audience	500	View/listen only; participants can't see participant list
Panopto Webcast	Allowing remote audience to see/hear an in-person event; automatic video on-demand after event	Unlimited	View/listen only; no participants list
Zoom Meeting/Webinar streamed to a Panopto Webcast	"Overflow" option for Zoom Meetings or Webinars	300-500 in Zoom, unlimited for webcast	Same as Zoom Meeting or Webinars for those joining it; view/listen only for webcast viewers

Feature comparison

Host large Zoom Meetings or Webinars

Anyone can use a [college-provided Zoom account](#) to host Zoom Meetings with up to 300 online participants; faculty and staff can also host Zoom Webinars with up to 500 people. However, the meeting-management practices you use for small, collaborative Zoom meetings won't necessarily work at this scale or for hybrid (part online/part in-person) events.

Note: Zoom counts each device that joins as a "participant." A person joining on both a phone and computer counts as two participants. A group of people viewing on the same computer counts as one.

Large online event best practices

Additional recommendations for hybrid events

Record for later on-demand viewing

Host a Panopto Webcast

A Panopto webcast is a Panopto recording that a remote audience can watch in real-time as it is being captured. Create the webcast in advance to get a viewing link to share with your audience, then start and stop it during the event, as you would any Panopto recording. What viewers see depends on when they visit the viewing link: a "waiting room" before the event starts, the webcast during the event, or the recording of the webcast after it has ended.

 [How to create a webcast URL and waiting room video tutorial](#)

Create a Panopto webcast and viewing URL

Start and stop a Panopto webcast

Livestream from Zoom to a Panopto Webcast

With this option, you will create both a Zoom Meeting or Webinar and a Panopto Webcast, and link the two so that you can transmit the content of the Zoom event to viewers of the Panopto webcast. Participants who join the Zoom event will have the usual permissions for that type of event, those who access the

webcast link can view and listen in real-time during the event or view and listen to an automatically generated recording after it has ended.

▮ [How to Webcast with Zoom and Panopto video tutorial](#) ▮

Set up the Livestream

Give people access

Start and stop the livestream

Questions?

If you have any additional questions or problems, don't hesitate to reach out to the **Help Desk!**

Phone: 610-526-7440 | [Library and Help Desk hours](#) ▮

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