

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 the following:

- [an 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 **three 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 Q&A or discussion	300	Full
Panopto Webcast	Allowing remote audience to see/hear an in-person event	Unlimited	View/listen only
Zoom Meeting streamed to a Panopto Webcast	Webinar-like events; "overflow" option for Zoom Meetings	300 in meeting, unlimited for webcast	Full for those in Zoom meeting; view/listen only for webcast viewers

Feature comparison

What about Zoom Webinars?

Host a very large Zoom Meeting

Bryn Mawr employees and students can use [their college-provided Zoom account](#) to host Zoom Meetings with **up to 300 online participants**. The meeting-management norms you use for small, collaborative Zoom meetings won't necessarily work at that scale or for hybrid meetings, however. This section contains recommended adaptations.

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.

Best practices/settings for large Zoom meetings

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 a Zoom Meeting to a Panopto Webcast

With this option, you will create both a Zoom Meeting and a Panopto Webcast, and link the two so that you can transmit the content of the Zoom meeting to viewers of the Panopto webcast. Participants who join the Zoom meeting will be able to talk and share screens and video (if the host allows), 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](#)

Email: help@brynmawr.edu | [Service catalog](#)

Location: Canaday Library 1st floor
