

The current ZOOM license allows a meeting with up to 300 participants only. What if more than 300 participants are expected?

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Overview

- Special arrangement has to be made by ITSC to allocate a large meeting license, which allows up to 1000 participants, and Faculties should submit a request to ITSC using the application form.
- Apart from “Meeting”, ZOOM can conduct “Webinar” which allows up to 10,000 participants. “Meeting” and “Webinar” have different functionality.

ZOOM Licenses

- Generally speaking, webinar is suggested for events open for public.
- For comparison, please refer to <https://support.zoom.us/hc/en-us/articles/115005474943-Meeting-and-Webinar-Comparison>.

Meetings or Webinars
Deciding on the best product for your needs

<u>Meetings are best for:</u>	<u>Webinars or Streaming are best for:</u>
<ul style="list-style-type: none">• Private groups• You know who is attending• Everyone needs to be on video & audio• Need more interactivity<ul style="list-style-type: none">◦ TIP: Keep secure with passwords & waiting rooms, mute on entry, and upgrade to 5.0.◦ Options for registrations and join by domain.	<ul style="list-style-type: none">• Large audiences• Unknown audience• Posting URLs on social to drive attendance• City Councils, Church Services, Concerts ...• Audience can see, listen, ask questions<ul style="list-style-type: none">◦ TIP: Can buy 1 month at a time

- All CUHK staff and students are granted the meeting300 license to host meetings up to 300 participants
- For other licenses:
 - For meetings, the University has some large meeting license for 1000 participants
 - For webinars, the University has a few webinar licenses of 100 / 500 / 1000 / 3000 / 5000 / 10000 attendees.
- The license allocation, charging mechanism of special licenses are still being worked out.

Webinar Licenses

- **One-time webinar100/500/1000/3000/5000 licenses** can be arranged by request free of charge. Please consider the options suggested in webinar settings in http://www.cuhk.edu.hk/eLearning/c_systems/zoom/Zoom-Webinar-Basic.pdf.
- If dedicated webinar licenses are needed, the listed prices of various webinar licenses (as of December 2019) are:

Questions: elarning@cuhk.edu.hk

100 Participants ▾	1	host
100 Participants		Start from \$40 /mo/host
500 Participants		Start from \$140 /mo/host
1000 Participants		Start from \$340 /mo/host
3000 Participants		Start from \$990 /mo/host
5000 Participants		Start from \$2490 /mo/host
10000 Participants		Start from \$6490 /mo/host

Large Meeting License

- **One-time meeting1000 license** can also be arranged by request free of charge. Please consider the options suggested in https://www.cuhk.edu.hk/eLearning/c_systems/zoom/Zoom-MeetingOptions-LargeMeetings.pdf and the following:
 - **Disable Join Before Host**
 - Enable the **Waiting Room** Feature
 - **Limit Sharing to the Host**
 - Make Co-Host the speaker (**only available to the host**): Assign the attendee to be a **co-host** (<https://support.zoom.us/hc/en-us/articles/206330935>). **You can have an unlimited number of co-hosts.**
 - **Stop Video:** Stop the participant's video stream so they are unable to start their video.
 - **Rename:** Change the attendee name that is displayed to other participants. This change only applies to the current meeting.
 - **Put in Waiting Room:** Place the attendee in a virtual **waiting room** (<https://support.zoom.us/hc/en-us/articles/115000332726>) while you prepare for the meeting. The host must enable waiting room for this option to appear.
 - **Put On Hold:** If the waiting room is not enabled, you'll see this option to **place the attendee on hold** (<https://support.zoom.us/hc/en-us/articles/201362813-Attendee-On-Hold>).
 - **Remove:** Dismiss a participant from the meeting. They won't be able to rejoin unless you **allow participants and panelists to rejoin** (<https://support.zoom.us/hc/en-us/articles/360021851371>).

Additional suggestions:

- https://www.cuhk.edu.hk/eLearning/c_systems/zoom/ZOOM-SuggestionsRecentAlerts-2020April.pdf
- https://www.cuhk.edu.hk/eLearning/c_systems/zoom/ZOOM-Suggestions-SecureOnlineInvigilation.pdf

Additional reference on ZOOM Security:

- <https://zoom.us/docs/en-us/privacy-and-security.html>
- <https://zoom.us/docs/doc/Securing%20Your%20Zoom%20Meetings.pdf>

Additional references on ZOOM Online Events

- **ZOOM Online Event Consulting Services** (<https://support.zoom.us/hc/en-us/articles/207362486-Zoom-Online-Event-Consulting-Services>)
- **ZOOM's online event best practices guide** (<https://zoom.us/docs/doc/Zoom-Online-Event-Best-Practices.pdf>)

Application Form

- <https://cloud.itsc.cuhk.edu.hk/webform/view.php?id=10478679>

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Steps to check your ZOOM user account profile for the assigned license(s) and capacity

- Visit <https://cuhk.zoom.us/profile> and sign in via CUHK Login
 - Check "License Type"
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