

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

- 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 500 / 1000 / 3000 / 5000 attendees.

## Webinar Licenses

- **One-time webinar500/1000/3000/5000 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](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 are available at <https://zoom.us/pricing/webinar>.

## 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](https://www.cuhk.edu.hk/eLearning/c_systems/zoom/Zoom-MeetingOptions-LargeMeetings.pdf) and the following:

Questions: [elarning@cuhk.edu.hk](mailto:elarning@cuhk.edu.hk)

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- **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-SuggestionsRecentAlerts-2020April.pdf)
- [https://www.cuhk.edu.hk/eLearning/c\\_systems/zoom/ZOOM-Suggestions-SecureOnlineInvigilation.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>

### 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"