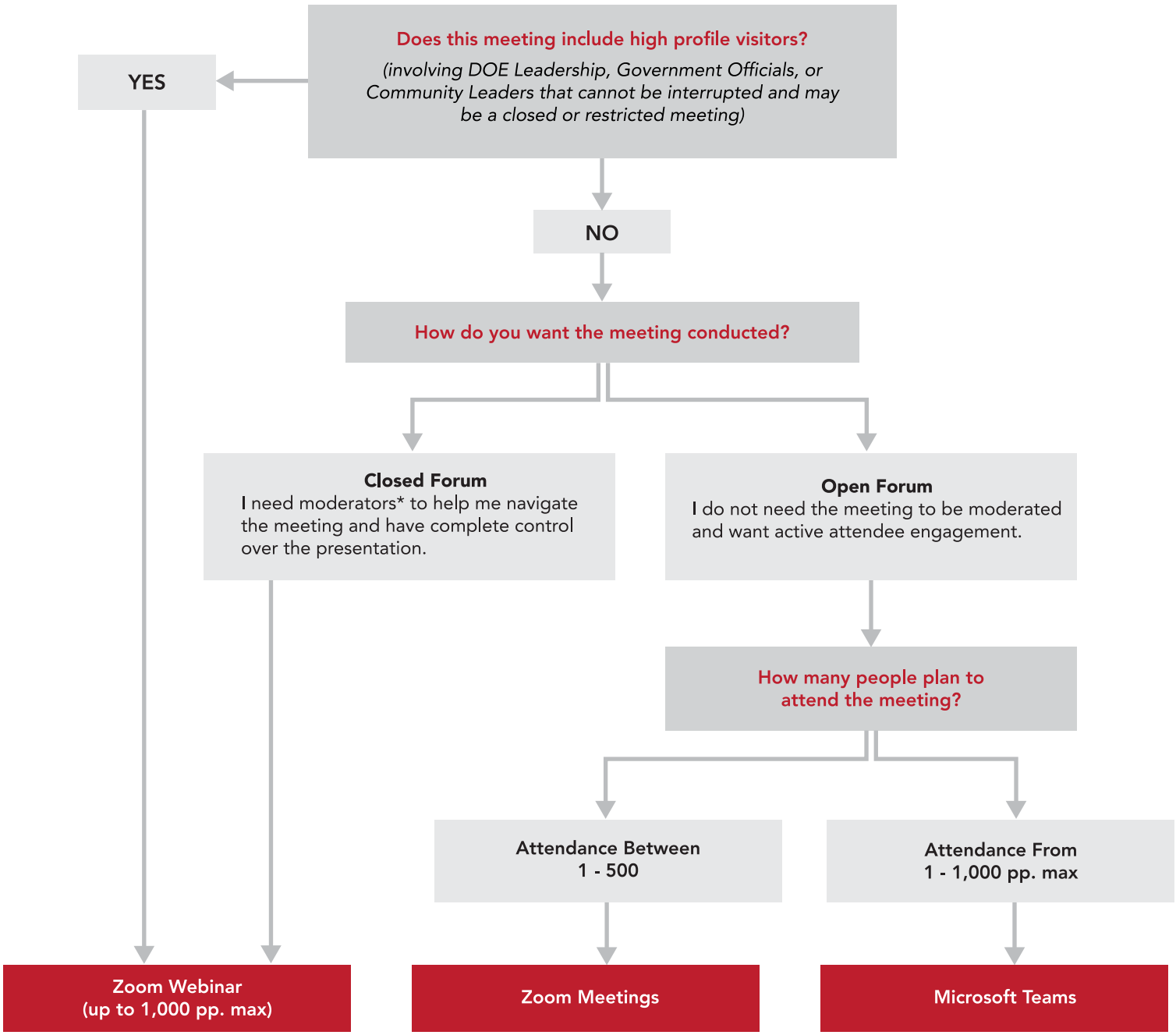
I AM PLANNING A VIRTUAL MEETING.
What platform should I use?



PLATFORM DETAILS

	Teams	Zoom Meetings	Zoom Webinar
Max Participants	1,000	500	1,000
Screen Sharing	Yes	Yes	Yes *(for Moderators & Presenters only)*
Chat	Yes	Yes	Yes
Whiteboard	Yes	Yes	Yes
File Sharing	Yes	Yes	Yes
Breakout Rooms	Yes	Yes	No
Ability to Join via Dial-In	No	Yes	Yes

Please note: Microsoft Teams is the preferred platform to be used for all Internal meetings at Jefferson Lab.