Virtual Meeting Platforms At-a-Glance

Microsoft Teams

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

Teams is a great tool for managing internal meetings up to 1,000 people and to integrate notes and projectmanagement. Teams does work seamlessly for those that have a subscription but many of the defining features of this platform will not be available for those that do not have the subscription. As long as theyhave a Teams account, attendees will have screen sharing, chat, whiteboard, file sharing and breakout rooms. Additionally, you can manage projects within meetings and reference notes and attachments afterthe meeting has concluded. The creator of the meeting will have the option of who can join the meeting, to create breakout rooms, and designate who can share their screen.

- Teams provides an option of viewing modes including together mode, gallery, or large gallery mode. On Teams, you can change your virtual background. There are emoji options to allow expressions without interrupting the flow of thought, along with a raise hand feature.
- Teams will not allow for dial-in only participation unless you have an upgraded subscription allowing to do so.

Zoom Meetings

Zoom Meetings is a cloud-based video conferencing service you can use to virtually meet with others. It is a great tool for collaborations and interactive meetings. It has enhanced features such as clear audio with advanced background noise suppression, adjustable camera touch-up, and advanced adjustable lighting. Meetings can accommodate up to 500 people with our subscription and will have the ability for the Host (also referred to as moderator) to divide attendees into breakout sessions. While there is less control over this platform, Hosts have the ability to mute and even drop an attendee from the event. You can record your session, change your virtual background and use brainstorming tools like screen sharing, chat, annotation, and digital whiteboard.

- Attendees are able to dial-in to listen-only mode.

Zoom Webinar

Zoom Webinar is a platform that can host large presentations and has the ability to stream meetings live. Our subscription currently supports events for up to 1,000 attendees and does not have the ability to exceed that attendee amount. This is the best platform to use should you need the most control over the speakers and content as there are strict moderator controls. In addition, Zoom Webinar has the ability to go live on YouTube.

- Zoom Webinar must be booked via Event Services at eventservices@jlab.org.
- Attendees will be in listen only mode and will not have video capability.
- The platform can only have one host and one co-host for moderating.
- A unique link will be sent to presenters.
- Attendees may engage in Q&A as well as polling.
- Attendees may be promoted to presenter status by the host or co-host.