

Large-scale **webinars** over Zoom

This document is a high-level overview of the process for requesting and scheduling a large-scale webinar. For detailed instructions, please see the [Zoom manual](#).

Note: Webinars should not be used for virtual health visits that directly address a patient's health, or allow a patient to be seen or heard. These should be conducted as meetings.

1 Confirm the need

- 500 - 1000 participants
- One or a few people ("panelists") speaking to a view-only audience
- Audience can interact with panel only via Q & A, chat or polling



At least one week prior

2 Schedule webinar prior to event

- ! Do not send registration link to participants yet.

3

Email ovhzoomsupport@phsa.ca

1. Proposed webinar date & time
2. Webinar ID
3. Host name
4. Purpose



Note: In the event your license request is declined (due to a scheduling conflict, it does not meet the requirements, or for any other reason) go back into the webinar settings and change the maximum registrant number back to 500.

4 Send out registration link once confirmation email is received

- Follow appropriate [communications policies](#) if you are planning to share your event publicly



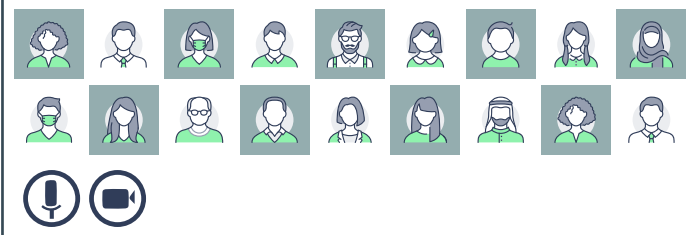
Day of webinar

5 Email ovhzoomsupport@phsa.ca at least 2 hours before event:

- Temporary privileges are assigned to you on the day of the event

6

Host your large-scale webinar!



Need technical support?



If you have any questions, please contact ovhzoomsupport@phsa.ca