

LBCC Webinar License

LBCC owns **one** webinar license that may be used for large events (over 300 participants). It is available on a first come, first serve basis. Any request conflicts will be sent to appropriate VPs to decide. To request this license for an event, email the helpdesk@lbcc.edu and we will send you a request form to fill out with your event details. Please note that during the event, IITS & Communications will not be able to attend and support your live event. Be sure to review all support guides and setting considerations below.

If you have questions about settings ahead of time, you can reach out to support you with your preparations:

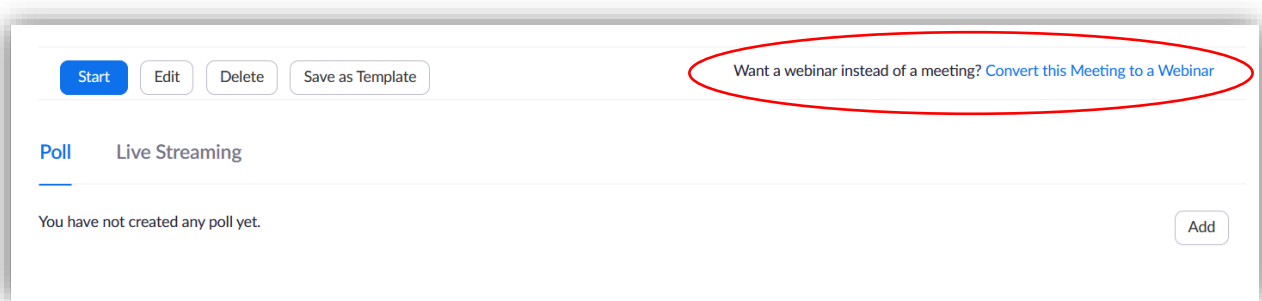
- LBCC IITS Faculty & Staff Help Desk
- helpdesk@lbcc.edu
- 562-938-4357

If you need support in communicating this event to the college, please fill out a [request form](#) from the LBCC Communications team.

Converting your Meeting to a Webinar

Once you receive the webinar license, will be able to convert your meeting(s) into a webinar. Communication of the day in which you obtain the license will take place upon requesting the license. This will depend on the availability of the license. The IITS team will work with you on this.

To convert, go to your meetings. Click **the title of the meeting**, scroll to the bottom, and then convert it by click on **Convert this Meeting to a Webinar**. Note you can always revert your webinar back to a meeting if you need to. Once converted, your event will be housed under Webinars instead of Meetings in the host account.



Webinar Settings & Logistics to Consider

Upon converting your meeting to a webinar, the following settings & logistics should be considered.

1. **Edit your webinar settings.** Review your settings to assure everything is how you need it to be for the webinar. Two in particular to keep in mind:
 - a. **Panelist Video = On** (this allows your panelist to turn their video on and off when needed).
 - b. **Add a Practice Session** (this allows you and your panelists to come on a little early to get settled. You can “go live” from within the practice session).
2. **Add your panelists. Important:** each panelist will get a Zoom email with their own **unique** meeting link. You might consider doing this early to assure everyone has their meeting link.
3. **Q/A Settings:** Look at your Q/A settings to see what you might want to have available during your webinar.
4. **Test your webinar.** Invite others (panelists and meeting participants) in to test the tools *within* your webinar to get comfortable with the layout. Note you can adjust chat settings within your webinar.

Webinar Support Guides

[•The Difference Between a Meeting & Webinar](#)

[•Webinar Co-Host Role](#)

[•Webinar Host Role](#)

[•Webinar Housekeeping Slide](#)

[•Webinar On-Demand](#)

[•Webinar Panelist Role](#)

[•Webinar Polls](#)

[•Webinar Practice Session](#)

[•Webinar Q&A](#)

[•Webinar Reports](#)

[•Webinar Roles](#)

[•Webinar Scheduling](#)

[•Webinar Spotlight Video](#)

[•Webinar: Checklist for Scheduling and Managing the Live Event](#)