



WAYNE STATE  
School of Medicine

# Zoom Request Checklist

## Types of Meeting

- **Zoom Meeting** – An interactive session where all participants may speak, chat, share screens. Breakout rooms and polling are available.
- **Zoom Webinar** – A session where the panelists are the only ones who may speak and share screens. The Q&A function may be used to field questions and chat is generally disabled. There are no breakout rooms, but polling is available. In a webinar there are two ways to join:
  - **Participant** – May only listen and submit questions using the Q&A function
  - **Panelist** – Joins by using a specific link that is emailed from Zoom. May speak, share screens, and access the Q&A submissions

## Information Needed

Needs to be requested at minimum 24-48 hours prior to meeting date. All requests for Zoom meetings should to be sent to [ZOOMLOGISTICS@LISTS.WAYNE.EDU](mailto:ZOOMLOGISTICS@LISTS.WAYNE.EDU).

- What type of meeting is needed? Meeting / Webinar
  - If webinar, the names and email addresses of the panelists are needed
- Date/Time of meeting
- Duration of meeting
- Number of attendees
- Name of meeting
- Is attendance required?
- Do you need breakout rooms? (Meeting only)
- Will polling be needed?
  - Participoll, iClicker, Zoom Polling
- Will there be screen sharing?
- Does the meeting need to be recorded?
- Is this meeting completely virtual, or is there an in-person component?

Before the meeting can be created, a brief meeting with the Zoom Logistics Team should be scheduled to ensure all details have been worked out.