

WebEx: When to Set Up a Meeting vs. an Event

Everyone at NYSERDA can now choose between a WebEx Meeting and a WebEx Event. There are subtle differences between the two, which can make deciding which to choose difficult. Here's a handy table to help in your decision making process:

Key takeaways:

- Will you have less than 200 attendees? **Meeting** is best for you
- Is this a collaboration? **Meeting** is best for you
- Is this more of a broadcast or delivering information? **Event** is best for you
- Will you be seeing presentations or video from more than just the panelists? **Meeting** is best for you

Table taken from [Cisco](#)

Which Webex Solution is right for you?	Cisco Webex Meetings	Cisco Webex Events
Capacity	up to 200 participants	Up to 1000 participants.
Cisco Webex Mobile App Support	Yes	Yes
Real-time presentation and application sharing	Yes	Yes
Ability to pass control to other presenters	Yes	Yes
Cross-platform support (Windows, Mac, Linux)	Yes	Yes
Adobe Flash, streaming audio and video	Yes	Yes
Network-based and client-side recording for meeting/event re-use	Yes	Yes
Make certain attendees presenters and panelists	No	Yes
Hybrid Audio - standard phone plus VoIP - in the same session	Yes	Yes
Audio Broadcasting	No	Yes
Broadcast audio: <ul style="list-style-type: none">• Attendees attend by VoIP only• Presenters may attend by standard phone or VoIP	No	Yes
Disable audio entry and exit tone inside meeting	Yes	No
Simplified attendee view - attendees can be kept anonymous	No	Yes
Threaded Q&A, prioritize Q&A, attention indicator, instant feedback icons	No	Yes
Private chat	Yes	Yes
Flash-based interface requires no plug-ins for attendees	No	Yes
Program/Campaign Management: <ul style="list-style-type: none">• Registration management (customizable and auto approval)• Automated and manual email invites• Reminders and tracking	No	Yes
Lead Source tracking and enrollment/lead scoring	No	Yes
eCommerce function to support PayPal payment for training	No	Yes
Post-event support survey and destination url	No	Yes
Export leads to CRM systems	No	Yes