Zoom offers two primary platforms for online gatherings: Zoom Meetings and Zoom Webinars. While both facilitate virtual communication, they cater to different needs and offer distinct features. This document outlines the key differences between the two.

Key Differences

Feature	Zoom Meeting	Zoom Webinar
Purpose	Collaboration, interactive discussions, small to medium-sized groups	Presentations, large audiences, one-way communication with controlled interaction
Participants	All participants can share audio, video, and screen.	Attendees primarily view and listen. Panelists have full audio, video, and screen-sharing capabilities.
Interaction	Highly interactive: chat, screen sharing, breakout rooms, polls.	Controlled interaction: Q&A, chat (can be disabled), polls. Hand raising for verbal questions (if enabled by the host).
Roles	Host, Co-host, Participants	Host, Co-host, Panelists, Attendees
Attendee View	Gallery View, Speaker View, Immersive View	Primarily Speaker View, with options for viewing panelists.
Registration	Optional (can use meeting ID and passcode)	Usually required (customizable registration forms).
Reporting	Basic meeting reports	Detailed reports on registrants, attendees, Q&A, and polling.
Best For	Team meetings, brainstorming sessions, small group training, online classes.	Product launches, large online conferences, presentations to a wide audience, and public announcements.

Choosing between a Zoom Meeting and a Zoom Webinar depends on your needs. If you require a collaborative environment with active participation from all attendees, a meeting is the better choice. A webinar is more suitable if you must present to a large audience and control interaction.