WebEx Meeting Types and when to use them

Personal Room	2-5 Participants, impromptu, typically used for quick meetings or conference calls
WebEx Meetings	5-100 participants, scheduled, hosted, Call Me option for phone users, small presentations
WebEx Events	100+ participants, scheduled, mute attendees, surveys, large presentations
WebEx Training	Online classes, advanced registration, breakout sessions, polling/Q&A, mute attendees

Common Meeting Scenarios

Best Option:	Personal Room	WebEx Meetings	WebEx Events	WebEx Training
Conference Call	✓	✓		
Group Discussion	✓	✓		
Presentation			✓	
Online Training				✓

Common Features available to each WebEx type

	Personal Room	WebEx Meetings	WebEx Events	WebEx Training
Audio using computer	✓	✓	✓	✓
Audio using phone	✓	✓	✓	✓
Call Me feature	✓	✓	✓	✓
Chat	✓	✓	✓	✓
Record the meeting	✓	✓	✓	✓
Screen/application sharing	✓	✓	✓	✓
Advance registration		✓	✓	✓
Meeting templates			✓	✓
Auto-mute attendees			✓	✓
Polling and Q&A			✓	✓
Schedule repeating events		✓		✓
Alternate hosts		✓		
Breakout sessions				✓
Permanent link	✓			
Post session surveys			✓	
Max # of participants	1000	1000	1000	1000