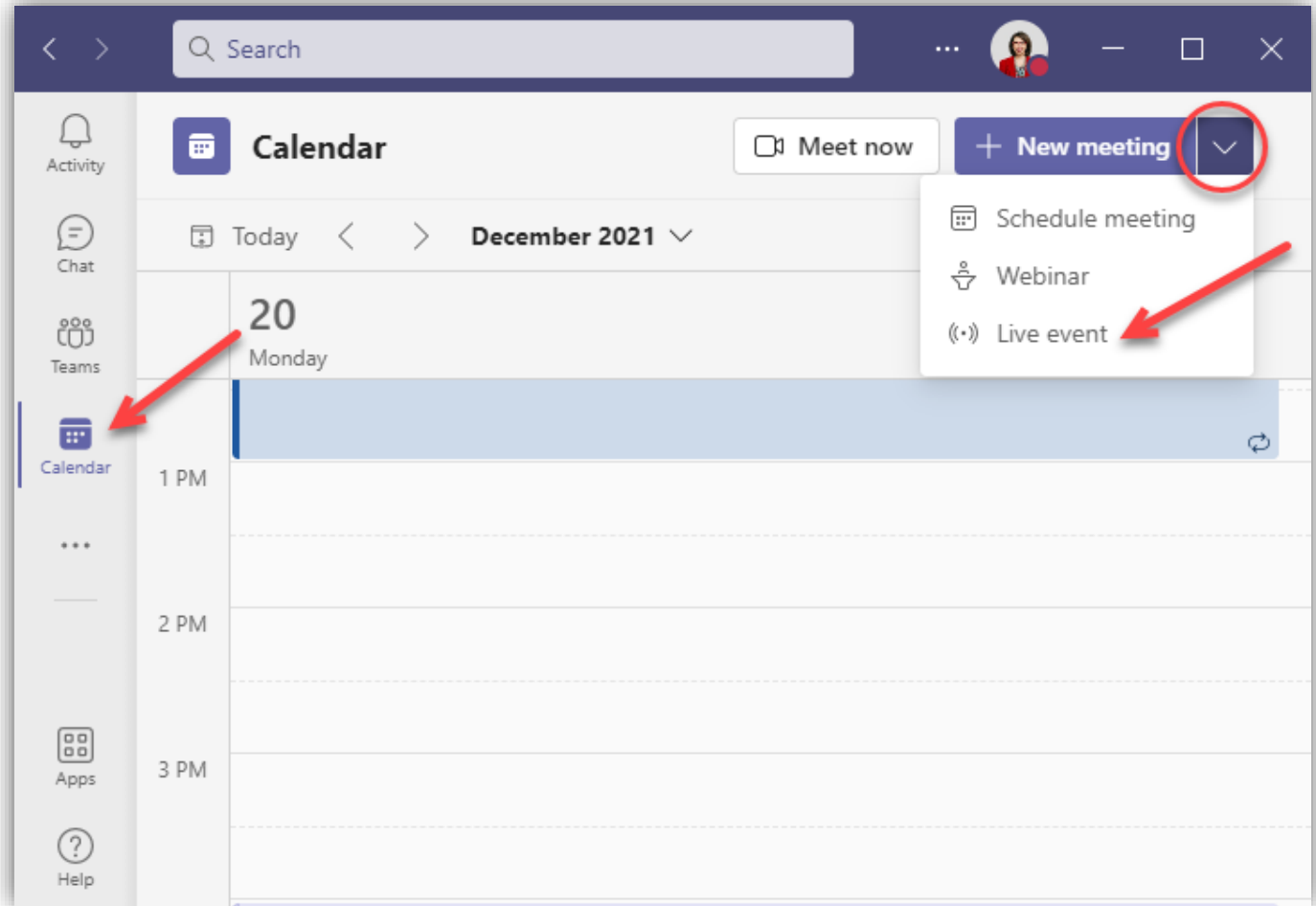




EA 'Live Event' Training Session

How to Schedule a Live Event

- + Schedule the Live Event on Teams (not Outlook)



How to Schedule a Live Event

- + Set up meeting – *Hint: put “*PRESENTER LINK* so there’s no confusion.*
- + Select ‘Producer’ or ‘Presenter’ for each person.
- + You will ONLY add presenters/producers here (not audience).
- + If you have an external presenter, toggle the “Allow external presenters” button.
- + Select Next.

New live event



You are setting up a live event

To invite attendees, copy the link once you schedule the live event, and publish it or send it in a calendar invite. [Learn more](#)

Title *

“*PRESENTER LINK*: Title of Meeting

Location

MS Teams Live Event

Start

Dec 13, 2021

1:30 PM

End

Dec 13, 2021

2:00 PM

Time Zone

(UTC-08:00) Pacific Standard Time

Details

B *I* U       Paragraph    ...

Please arrive 15 minutes earl so that we are set up and ready to go at showtime!

Invite people to your event group

Invite presenters

☒ Allow external presenters ⓘ

Organizer

 Shannon Fornelli
Producer

Close

Next

How to Schedule a Live Event

- + Always enable the Q&A, you'll need to check the box as it's not automatically selected. You can 'Close' it, but if it is not added initially, you cannot add it later.

New live event

☒ Teams

You plan to use Teams to share content from presenters' webcams and screens.

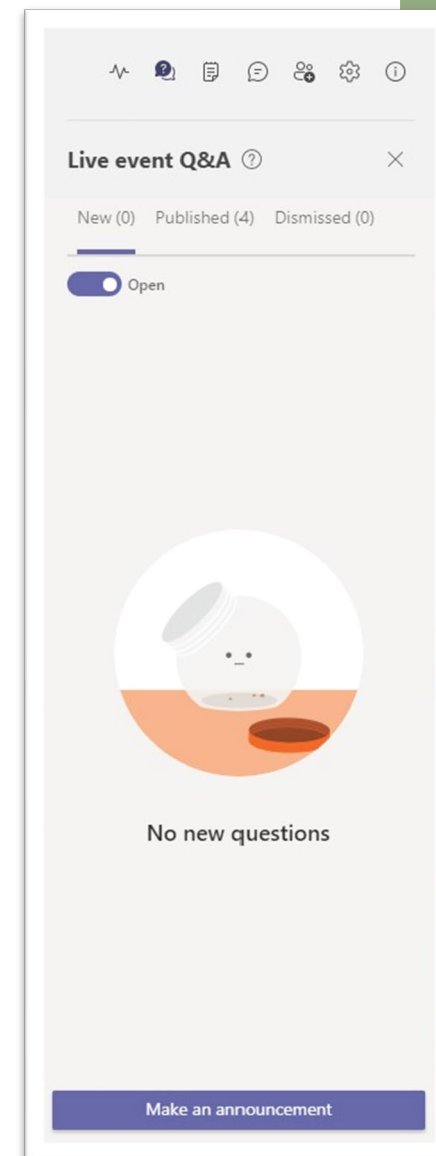
☐ An external app or device

You plan to use another tool to share content. [Learn more](#)

Event options

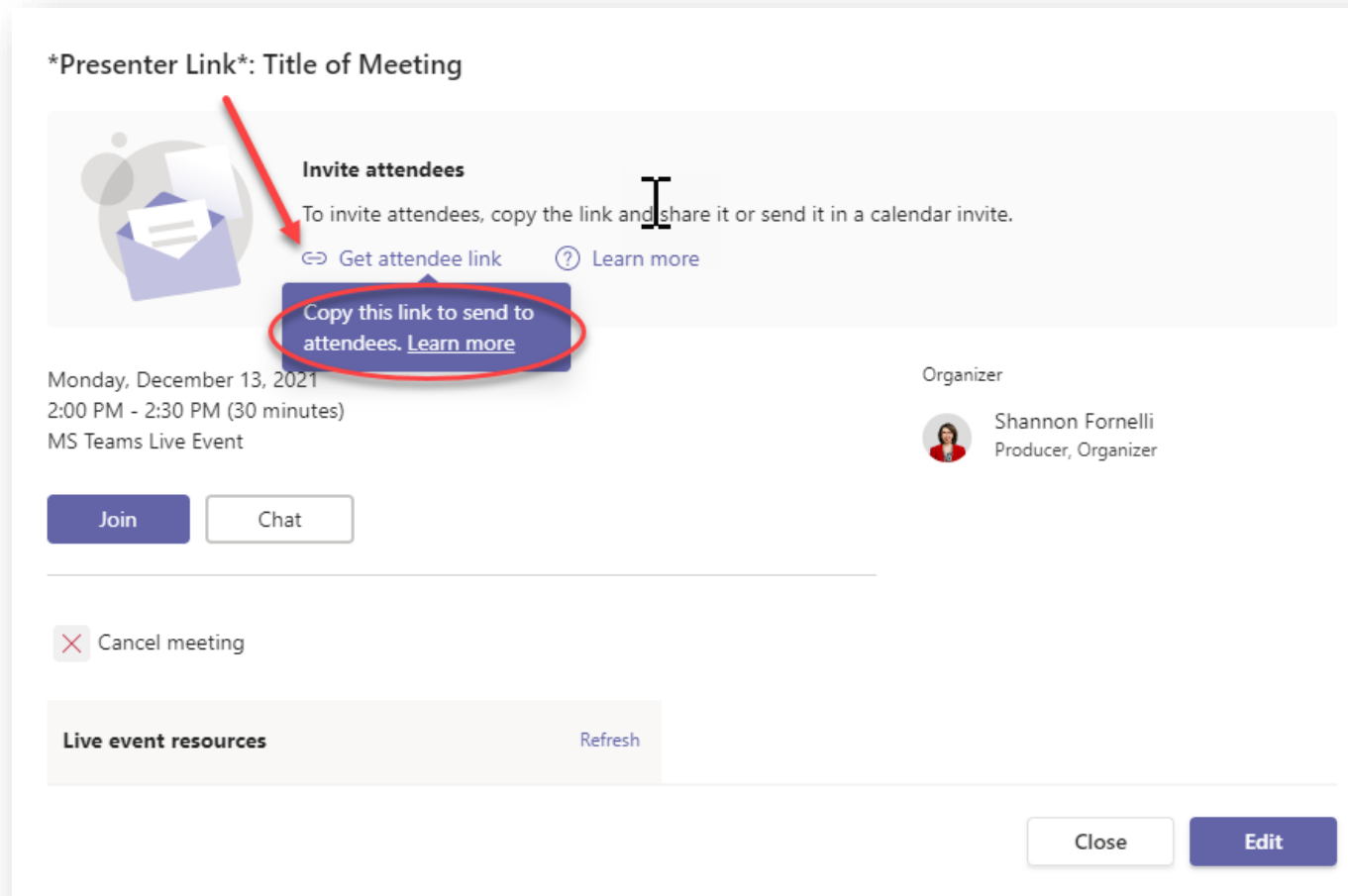
- ☒ Recording available to producers and presenters
- ☒ Recording available to attendees ⓘ
- ☒ Captions
 - Spoken language English (United States) ▾
 - Translate to Choose up to 6 languages ▾
- ☒ Attendee engagement report
- ☒ Q&A

- + To host a Q&A only at a certain point in the meeting (if not accepting questions from start to finish), remember to turn Q&A off at the start of the meeting and open at the appropriate time.
- + Click Schedule. (it will send a calendar invite to all presenters listed).



How to Schedule a Live Event

- + On the Teams calendar, you can get the attendee link. You will then send out a separate invite (which you can do from Outlook) and include this link.



Tips for Live Event



Arrive 10-15 minutes early into production staging area.



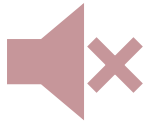
Dress accordingly to be on camera.
(unless you are only showing slides during the presentation)



Remember that all mics can be heard - even when you're not on the live screen!



Have presenters keep video on the entire time.
(you cannot stage next video if it is not on)



You can Mute All (as the Producer), but the presenters must unmute themselves.



Any Producer can push Start.
(Recommended: back-up Producer, in case the main Producer loses connection)



Attendees will have a 10-20 second lag. They have to sign in through Teams (cannot call in).
Attendees can only watch and listen but cannot speak (Q&A chat box only, if selected).



Start the meeting with welcome slide 2 minutes before the meeting official begins.
"Quiet on the set!" during those 2 minutes and starting speaker/host should watch the clock and start on time.

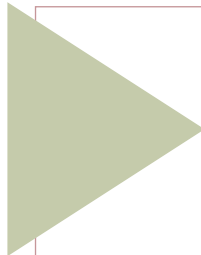
How to Put On a Live Event



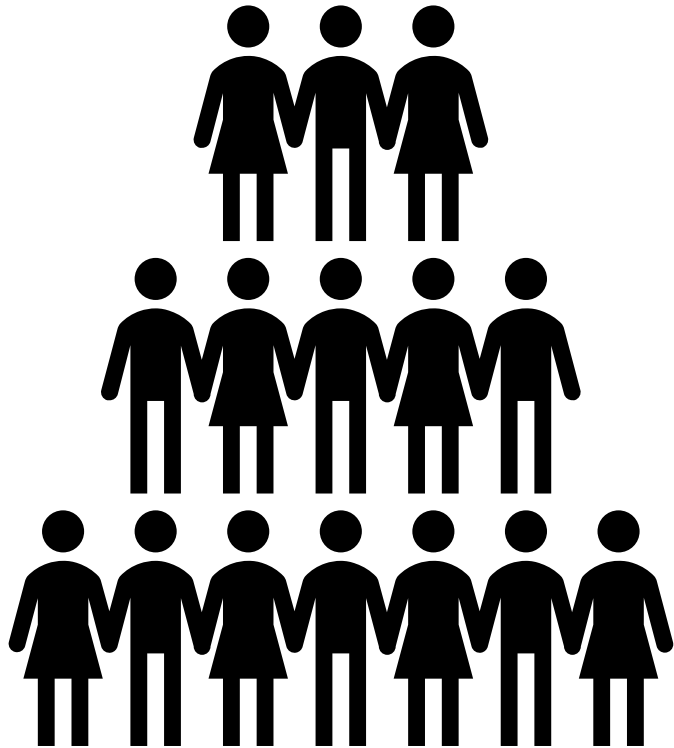
Create a Script.
(unless you will be showing a PowerPoint only)



Find a separate person to manage Q&A. It should not be the Producer.
(it could be a presenter)



Make sure to click 'START'.
Pressing the 'Go Live' button will not actually go live until the start button is pushed.

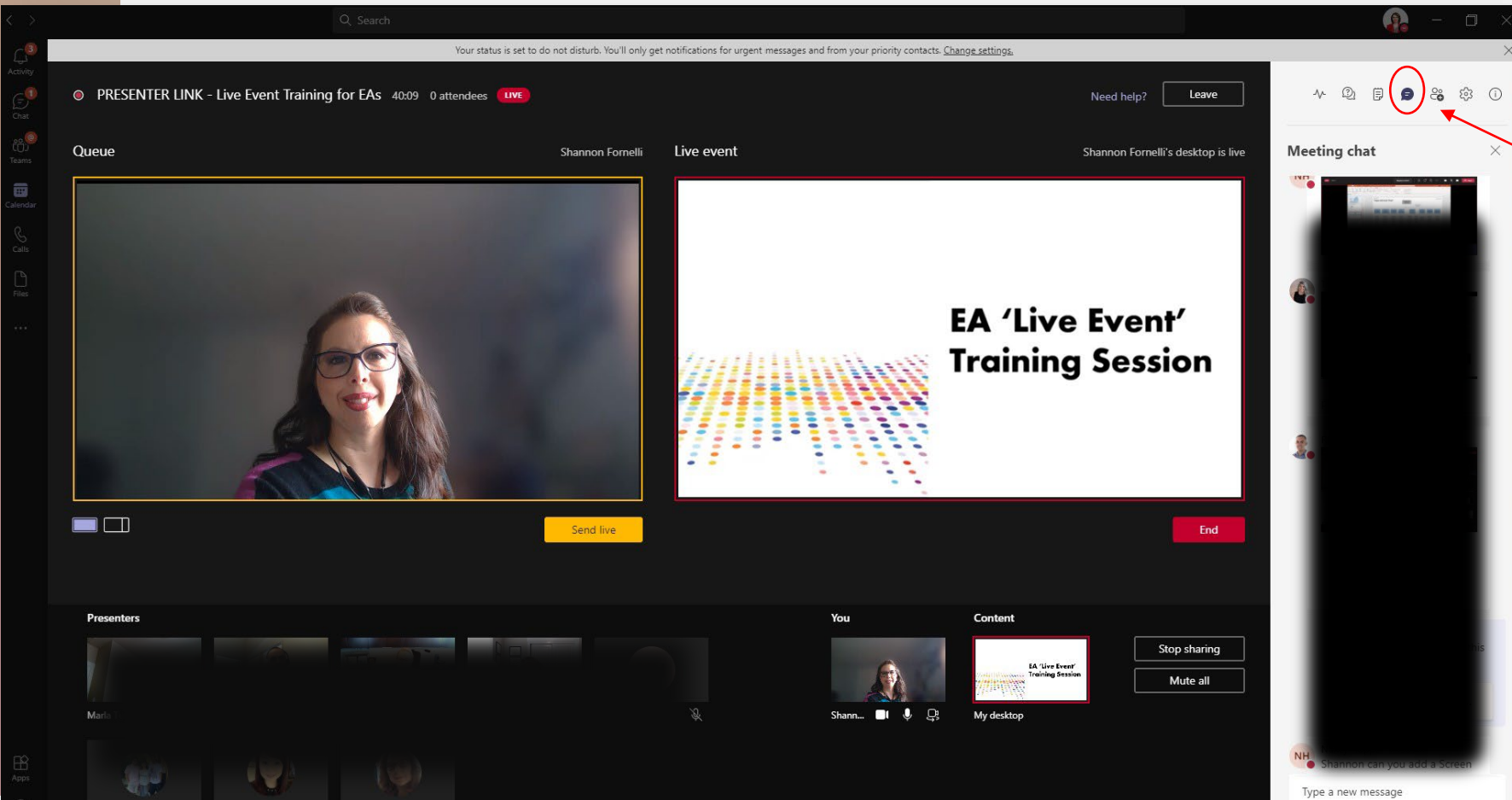


Audience / Attendees

- + Can join via Teams app on work computer / work laptop / corporate phone or BYOD.
- + There is no call-in number for attendees to dial-in.

How to Put On a Live Event

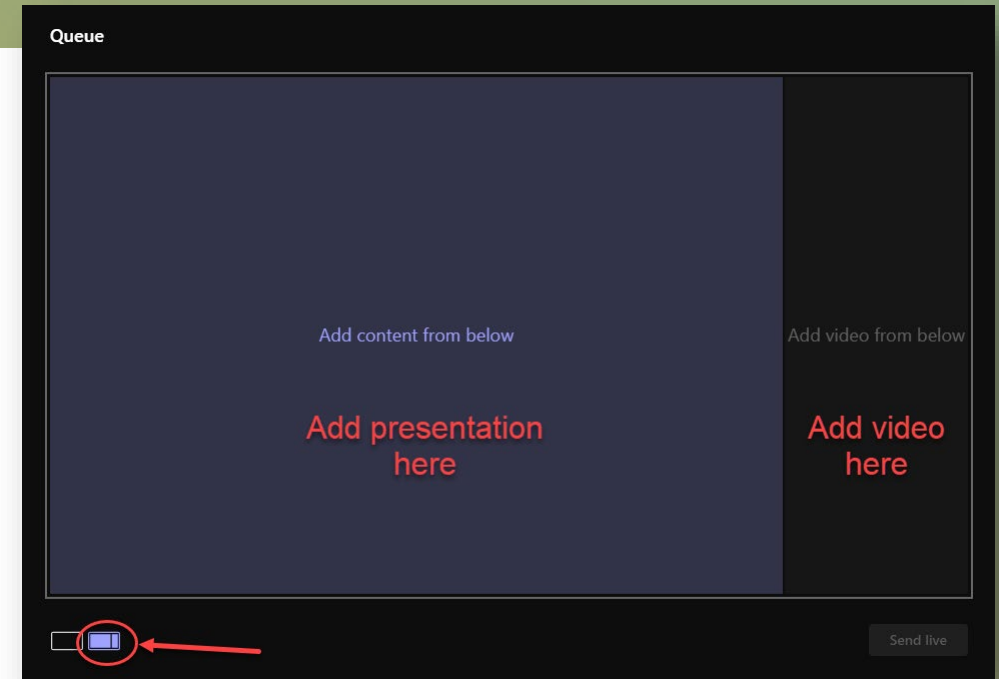
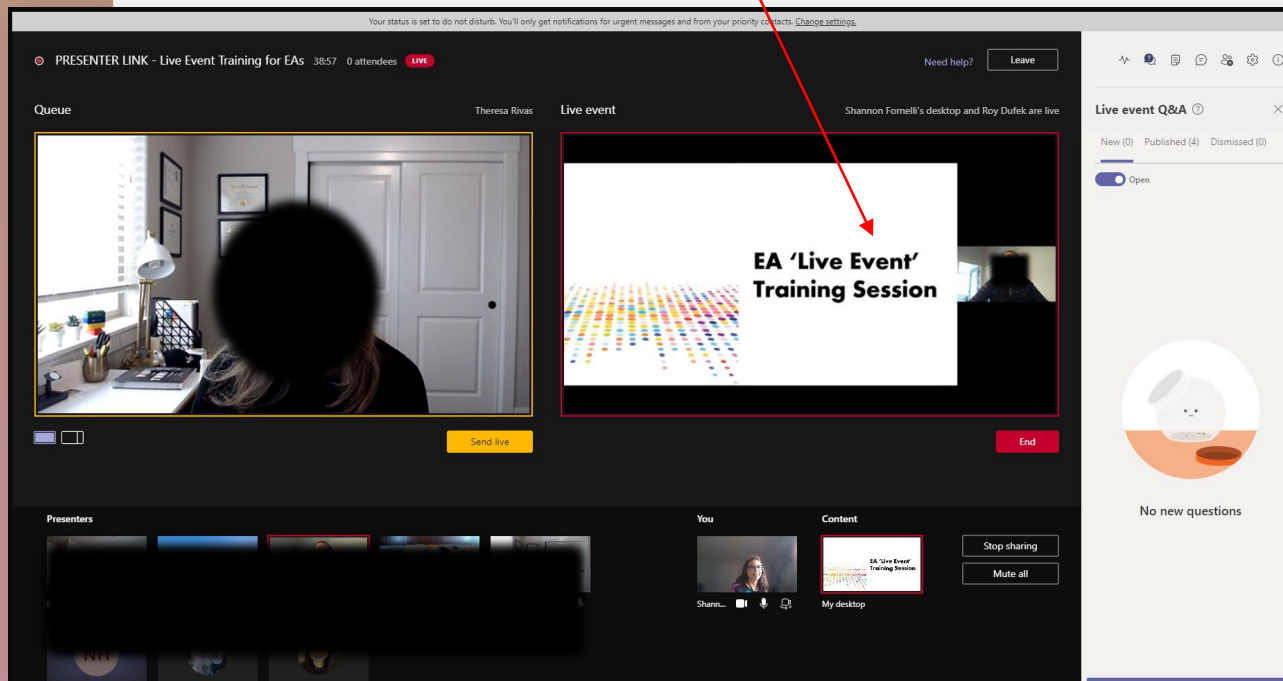
+ As a Producer, this is what you'll see. To the left is the staging area, to the right is the Live window.



+ To the far right, you can open up the chat box/"show conversation" to communicate with the Presenters and other Producers. This cannot be seen by the audience.

Tips for Live Event – Split Screen

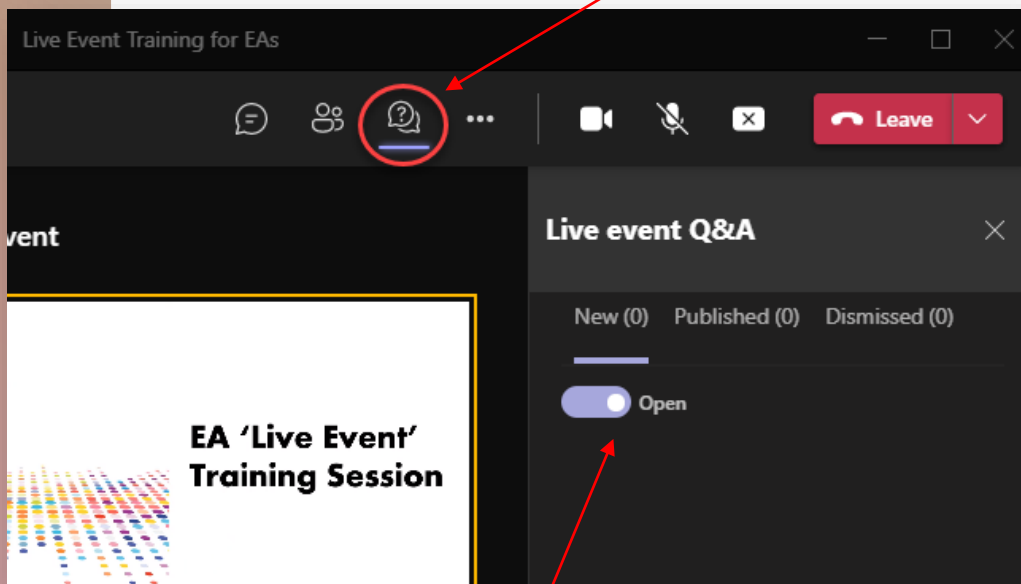
- + You can use a video or presentation as full screen OR a split screen.



- + Switch between speaker videos (presenter must be on video) - within the QUEUE click on the video of Content Left (*content side on the left will be slightly greyed out*) and then select the next speaker video to spotlight.

Tips for Live Event – Q&A

- + To the far left, you can select the '?' bubble for the Q&A to be seen.



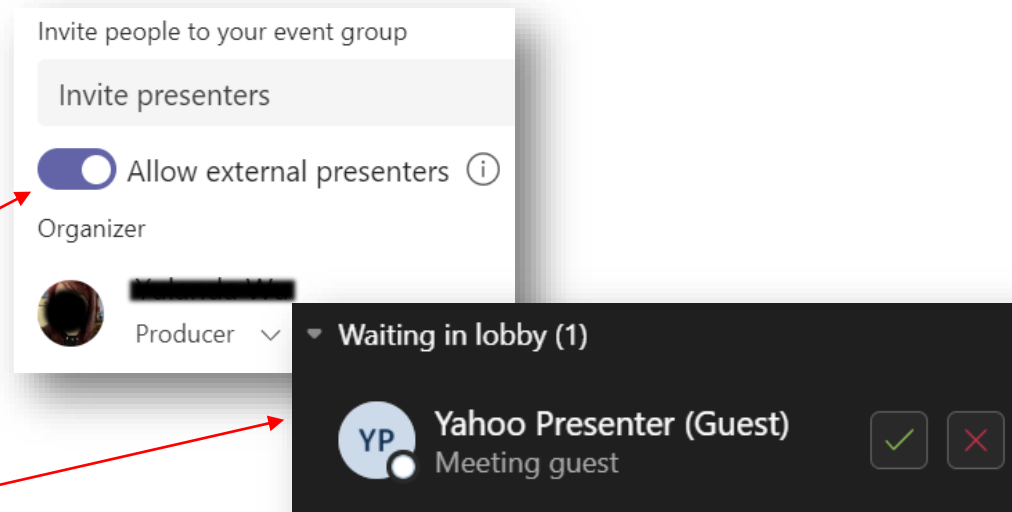
- + If you will not be taking questions, click button to "Close" before the meeting starts.

Tips:

- + Assign someone to monitor and manage the incoming Q&A session.
- + Answering an incoming question directly WITHOUT DISMISSING / PUBLISHING the question will only reply to the associate who asked the question.
- + Answering a PUBLISHED incoming question – the reply will be broadcasted for all to see.
- + DISMISS non-questions or questions you do not want to answer.
- + **See 3 minute tutorial video on Q&A: [MS Teams Live Event Q&A Tutorial](#)**

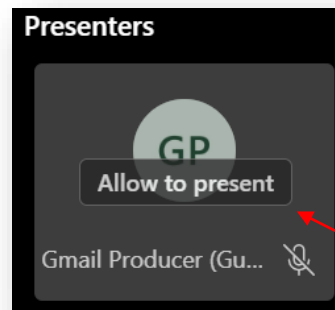
Including a Presenter Outside of Company

- + Invite external "presenter" - although the "producer role" can be assigned during meeting invite setup, when they join the meeting, they are defaulted to the "presenter" view and functions
- + Must turn on "Allow external presenters" during Teams Live invite setup
- + 2 ding notification will sound when external presenter joins the meeting lobby - host must click on the checkmark to admit them into the meeting



External Presenter:

- + Must download [Microsoft Teams App](#) to a computer / laptop / tablet for full meeting access
(web version & cell phone access are not supported)
- + Can dial-in using the call-in info from the meeting invite, but will only have mic access *(no video view / presentation access)*



Change role?

A participant's role determines whether they can share content, mute others, and more.

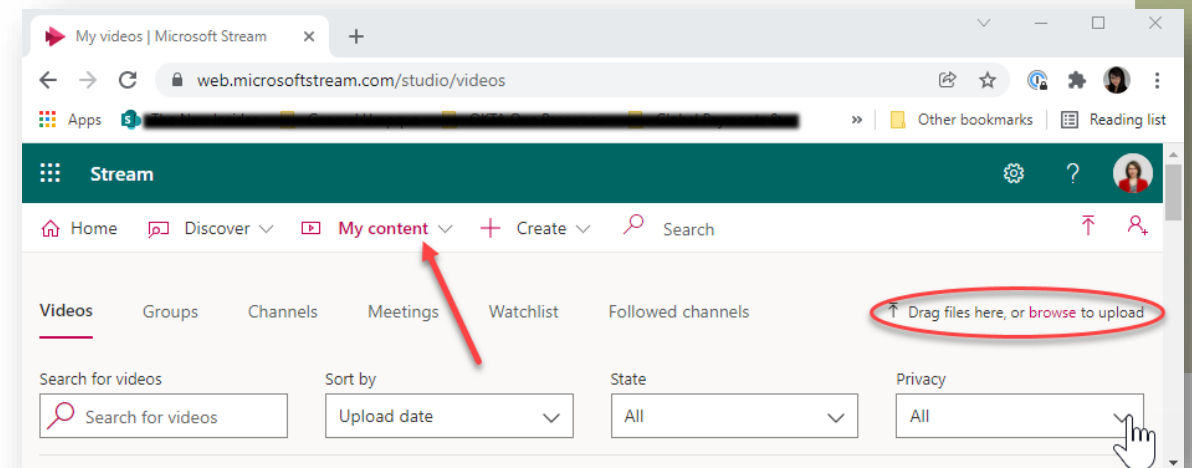
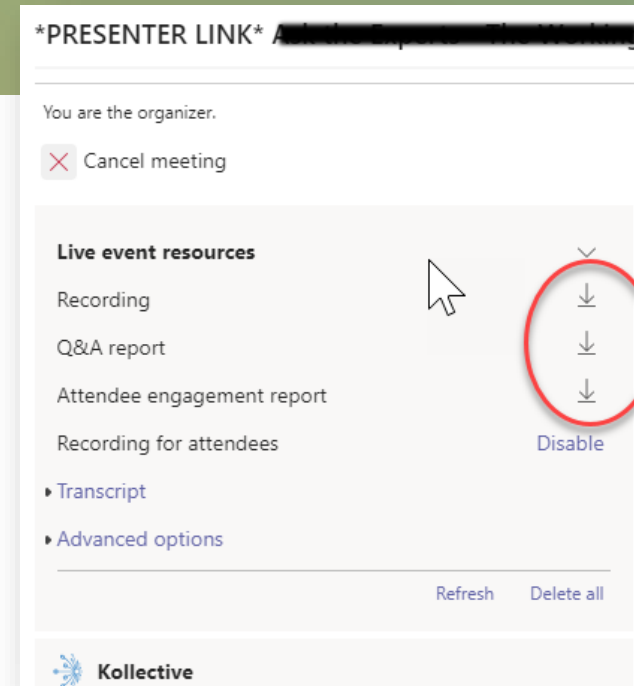
Cancel

Change

- + At the start of the meeting, host needs to hover mouse over each external presenter and click on "Allow to present" and click "Change" to grant mic access

Post-Live Event

- + You can Download Recording, Q&A Report, and Attendee List by going back to the invite on the Teams channel.
- + Go to 'Stream' in SharePoint and select 'My Content'. You can drag the recording file directly to this page.





EA Live Event Training Session

Closing Slide