Managing & Presenting Teams Live Event

Pre-Live

Producers & Presenters should click [Join] in their calendar invitation and not the attendee link to join the event at least 15-20 minutes before it starts. This gives the Presenters time to set up and test any Power Point presentations or additional media and get ready before going live. It should be noted that only one screen can be shared at a time and will appear in the menu bar as 'content'

External Guest Presenters will need to be added as a guest in a University Team and can be quite complicated, so we have issued a separate document to help with this process based on our tests and client feedback

Producers should ensure that all the Presenters are present before going live and should be familiar with the running order. A few minutes before going live Producers should cue up the first screen and have the content ready to go (if this isn't the first screen). Producers are the only members of the Event Group who can send the event live and should only do so after warning the group and ensuring that all microphones are muted apart from the first speaker. Any delays or issues should be announced to the Attendees via the Q&A. Once live the box around the Live screen will turn red and the "start' button will change to a "stop" button. The number of attendees are only visible to the Producers, and will be found in the top left hand corner of the screen

Attendees can log on before the start of the event but will not be able to see anything until the event has been officially started, so will not be able to see or hear any of the pre-event set up. They will only see a black screen with "This event has not yet started". They can, however, submit questions in the Q&A panel before the start of the event though and read any announcements from the Event Group. Please note if you are planning an 'organisation-wide' event then any attendees from institutions such as the Said Business School or other Oxford Innovation companies should be advised to sign in using their Oxford Nexus 365 account (SSO) and NOT their institution email address.
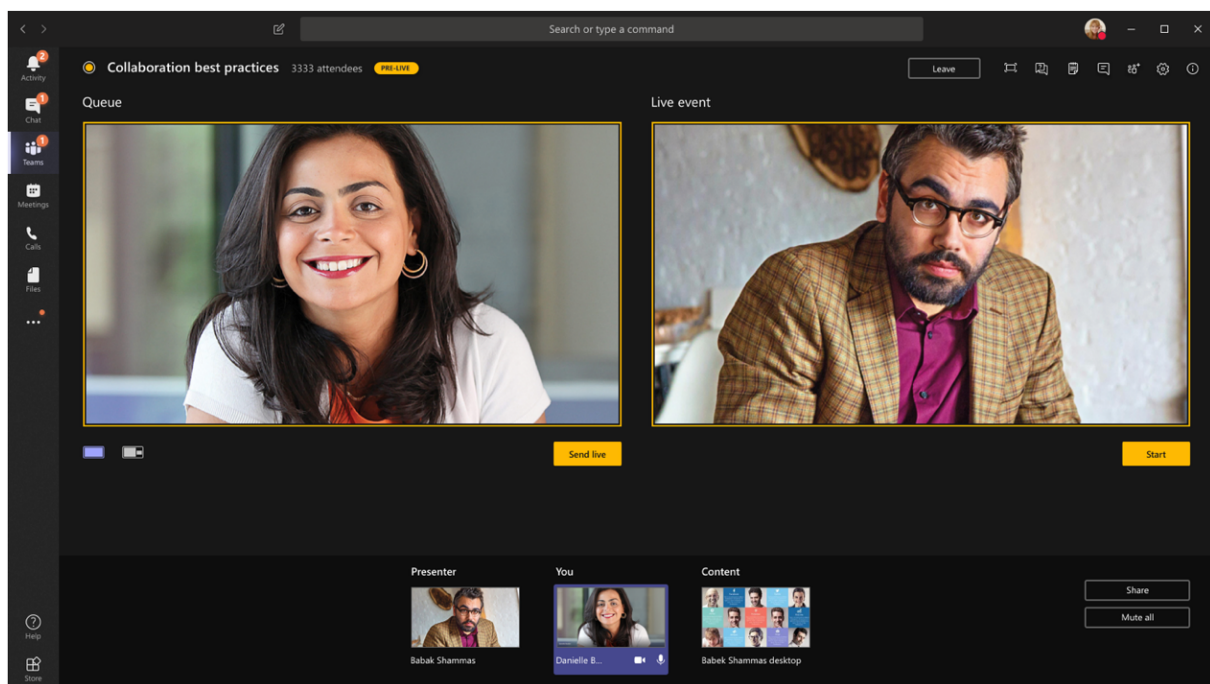
Live

Unlike regular Teams meetings, where **everyone** can speak, share their video feed, and chat, only people assigned the producer and presenter roles can speak, present information, and be seen during live events.

The Event Group will be able to see each other but the only indication that they have an audience is the attendee count visible only to the Producers in the top left-hand corner of the screen which will tell them the number watching the event.

Attendees will only see the single active screen that the producer sends 'live'. The attendees can communicate, but only through a moderated Q&A facility, and they can pause/rewind the event. They cannot in any way interfere with the meeting.

Producers

In the live event, the Producers, Presenters and attendees will see a slightly different view. Producers who have the control of the event, see this window:

As mentioned before, Producers can stop and start the event and control the viewer experience by selecting which screen to send to the live view. The Producer has 2 screens - a preview screen and the live screen. The pre-view screen on the left enables the Producer to cue up the next screen to send to the live window on the right, by selecting from the video feeds in the bar at the bottom of the window. Only video feeds can be selected. Any presenter who has their

webcams turned off cannot be selected – only Video or Content from a shared screen (ie Power-point/document/media) can be selected.

Once the first screen is cued up in the live window and everyone is ready to go, the Producer clicks the "Start" button to send the window live.   The orange 'pre-live' button will then change to a red 'live' button. The Producer will continue to select the feeds throughout the event until the end.

The tool bar to open up the side view for things like the Chat /Q&A/Meeting notes etc is located in the top right hand corner

When the presenter/s have finished, the Producer clicks "End" to stop the live stream to the attendees. Although the livestream has ended the meeting is still active for the Event Group, who can chat and discuss the event amongst themselves until they chose to 'Leave Meeting.

Presenters

For Presenters, the view is very much like the normal Teams Meeting view – with the person talking or the presentation live in the main window and the rest of the Event Group as icons at the bottom of the window and the floating menu bar at the bottom of the live screen.
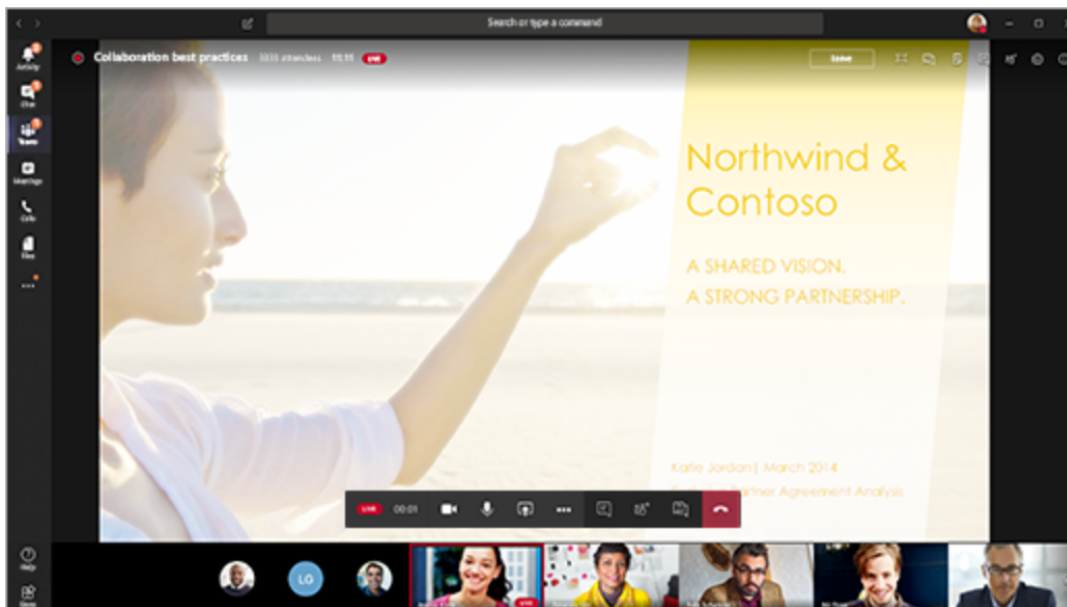
Attendees

Attendees can choose to log in or join anonymously. They will not be seen or heard by the Event Group they will merely be watching the broadcast (as if they were watching TV). Their view is only of the live window and the Q&A window and cannot see other members of the Event Group. They can pause and rewind the live video and watch on demand.

Rev. 27/07/20

Attendees can only communicate with the Event Group via the Q&A window

Screen sharing

Presenters should be encouraged to have all unnecessary windows on their desktops closed to reduce the possibility of sharing the wrong screen. When selecting the screen to share – make sure that the presentation or content window you would like to share is selected and **not** the 'desktop'.

Only **one** screen can be shared at any one time. This can be tricky if you have multiple presenters as it means that presenters have to wait for one presentation to finish before sharing their own screen. If a presenter tries to share a screen whilst another presenter is also sharing, the following message will pop up ***"Are you sure you want to share? Something is currently being shared in the live event. Anything you share will replace"*** with a "Share" or "Cancel" button. The Presenter should only click share if they are certain that they want their screen to go live and follow the current screen share.

If a presenter stops screen sharing whilst their screen is live, a black screen with ***"the live event will continue shortly"*** will appear until another presentation is shared or the producer selects a webcam to go live. This does **not** mean that the live event has paused – the audio will still be heard by the attendee. This should be avoided if possible, by asking the presenter to either wait until another presentation takes over or the Producer has selected another video to go live.

The Side Bar

The side bar can be activated from the Tool bar in the top, right-hand corner in the **Produc**er view.

Or via the 3 dots in the tool bar in the bottom of the screen in **Presenter** view.
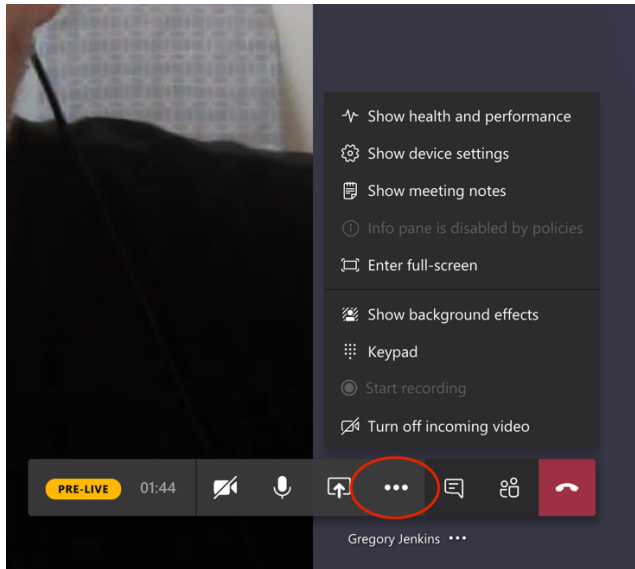

∿ Health & Performance

This is quite a useful tool to check how good your connection is. It gives information on your network speed, camera resolution and media bit rate limit. This is refreshed every 15 seconds. We recommend, if possible, to try and use a wired connection for a VIP event rather than wireless and to restart your computer an hour or so before an event starts. We also recommend always using the Teams Application (not the web version) if you are a presenter and closing any unnecessary windows.

🔖 Q&A

This is where your participants can submit questions and where the Event Group can make announcements. There are 3 tabs within the Q&A function – New, Published & Dismissed.
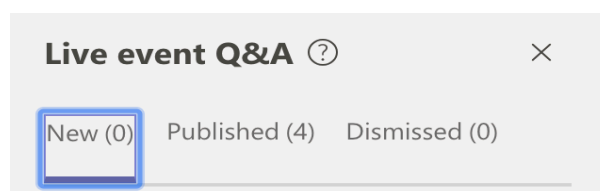
"New" is where questions from the attendees are added. The Event Group organisers can reply directly and privately to the attendee or reply and 'Publish' the question and answer for all the attendees to see.   Once a question has been published it will appear in the "Published" tab for all to see. Any questions or comments that are not relevant to the Q&A can be 'Dismissed'. Any announcements that the Event Group makes will automatically appear in the Published Tab for all attendees to see.

Chat

The chat window can only be used for the Event Group organisers to interact with each other and works similarly to the chat window in a normal Teams meeting, with options to share images, files emojis etc. This window is private to the event group and is essential if they need to communicate while all the microphones are muted..

Meeting Notes

This is a useful area where the Event Group can make notes during the meeting. This is a private tab and no one else can see your notes.

Participants.

This lists all the members of the Event Group who are currently in the meeting and those who have been invited but not yet joined. This is useful if you have a large number of presenters and you want to check quickly that everyone is present. You can also invite people to participate from this tab.

Device Settings.

Here you will find details of your video and audio source and speaker and microphone levels.

After the Event

When the Producers have ended the Live event, the meeting resources - the Video Recording, Q&A Report and Attendee Engagement Report – are available to download by the Event Group organisers. These can be found in the Team Calendar event invitation in the Live Resources Tab.