# Teams Live Event Training

## Setting up a Live Event

* Must book from the calendar view in Teams
* Select the drop down next to ‘New Meeting’ in the upper right from your calendar and select Live Event.
* Configure your event details
  + Event date and start time defaults to the current time. Be sure to adjust
  + First screen will let you set event details like date and time; second screen will let you set event options like Q&A
  + You can change any details after event creation.
* Add your producers and presenters
  + You can continue to add after event creation
  + You can change a person’s role any time prior to someone joining the event

## Presenters, Producers, and People

* Producers are running the event. They can see what’s in queue to go live, select when things go live, and view Q&A
* Presenters are your speakers. They can see other presenters on the call and the Q&A.
  + You can have up to 250 presenters and producers, but you can only see video for nine at a time.
* Attendees are your audience. They can only see what you push live, both on screen and in your Q&A.
  + There is no live chat for attendees. They can only interact via the Q&A
  + You invite them via link, not the Teams app
* Tips about presenters and producers
  + Presenters and producers can communicate via chat. This is only visible to them.
  + Presenters and producers have HOT mics unless they mute themselves
  + You must add these roles directly through the live event

## Day-Of Operations

### Starting and Ending the Session

* The event does not go live until someone clicks to go live and that option will not appear until you have queued up content
  + The live event is 10-20 seconds behind what you are all saying
* The event does not END until you click to end
  + There is a 30-60 second delay after clicking end until you are off-air. The screen will switch from white text to purple text saying the event has ended.

### On Screen

* Adding sharing works the same as sharing your screen in a normal teams call
  + Click the share button to see options on what you can share
  + Presenters or producers can load content that a producer can select to appear live. It will load the shared content as an option until a producer moves it into queue
    - Only one person can share one item
    - I can only see in queue what I have queued up.
    - When doing a split screen, only one video can go on the left and one content on the right
    - To select something different to share, the person should first stop sharing then click share again to select a new window.
* Producers can drag items into queue and choose when they hit live for them to go out to the audience
  + There is a 5-7 second delay on content appearing for participants
  + A presenter must have their video live for them to be selected to appear live.
* Presenters can OVERRIDE what is being presented when they select to share their items.
  + This will override what is live
* Only producer can do picture in picture/two content display. Presenters can only show one if they are the ones who share screen.

#### Q&A and Chat

* Chat is only viewable and usable by presenters and producers
* Q&A comes into the producers and presenters, who can then select what to publish or dismiss to attendees
* When an attendee asks a questions, you can private reply to the question. This reply is only visible to the person who asked the question.
* Questions typed by a presenter or producer will automatically appear to all attendees as an announcement.
  + This is useful to remind guests how to submit their questions