

Best Practices for Microsoft Teams Live Event



Set the Environment

Setting up your workspace is an essential component to running a successful live event. Consider the following when preparing to produce and present.

- Well-lit work area
- Camera/ laptop position
- Limit distractions
- Mute outside communication & computer notifications
- Internet connectivity



Plan & Prepare

Hosting a live event requires well thought preparation for the best viewing experience.

- Create a checklist of tasks
- Design & develop content
- Practice with peer for feedback
 - Create a practice live event
 - Run through presentation
 - Sharing & switching content
- Assign the roles & duties of producers and presenters



Create the Live Event

Create the event far enough in advance to allow time to notify your audience.

- Determine roles
- Add/invite producers & presenters
- Set viewing permissions
- Enable Q & A
- Copy and share the attendee link
- Advertise your event in multiple ways



Pre-Live to Live

Allot at least 30 minute before your live event to prep and ensure everything is setup and ready to go.

- Close all unnecessary programs
- Open all content to share
- Queue content and presenter
- Check presenter view
- Discuss how to handle Q & A
- Countdown to start



Running the Live

When live, there can be various moving parts. Leverage the content-left view for a better viewing experience for participants.

- Be mindful of pacing
- Be aware of what is on screen
 - Desktop vs. Applications
- Manage Q & A
 - Only publish questions relevant to event
- Make time to answer Q & A
- Share recording location



Post Live

After the event, debrief and reflect so you continue to grow and develop when presenting live.

- Post recording link
- Follow up on potential requests for further information
- Take time to reflect
 - Desired results
 - Timing
 - Facilitation of questions
 - Understanding of content

