

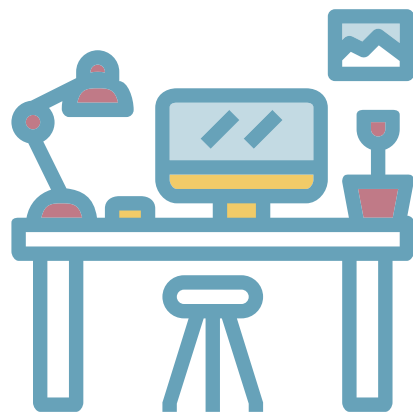
# Best Practices for Microsoft Teams Live Event



## 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.

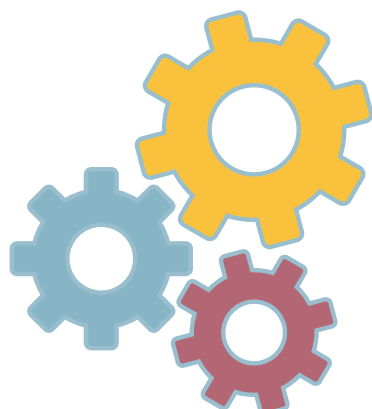
- Create a checklist of tasks
- Design & develop content
- Practice with peer for feedback
  - Create a practice live event
  - Run through presentation
  - Sharing & switching content
- Assign the roles & duties of producers & presenters



## 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 & 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 & 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. Application
- 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
- Reflect on what went well/or not well
  - Desired results
  - Timing
  - Facilitation of questions
  - Understanding of content

