

Live From Your Campus It's Microsoft Teams!



Live Events in Microsoft Teams





@millh0use



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The Tech Impostors



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Meetings vs Live Events

Feature	Teams Meeting	Live Event
Max audience	300	10,000*
Max duration	24 hours	4 hours*
Concurrent events	Unlimited	15*
Supported clients	Web, Desktop & mobile apps	Desktop app only
Required licensing	All levels	E3 or higher

Use Cases



Community
Events



Public
Webinars



Campus Wide
Events



Large Lecture
Halls

Live Event Roles

Organizer

Producer

Presenter

Attendee

A blue ribbon graphic with a 3D effect, featuring a darker blue shadow on the left side. The word "Organizer" is written in a white, sans-serif font across the center of the ribbon.

Organizer

Organizer

Not an assigned role

Schedules the event

Invites Producers/Presenters

Configures Event settings

- Recording
- Captions
- Q&A
- Etc

A blue ribbon graphic with a 3D effect, featuring a darker blue shadow on the left side. The word "Producer" is written in a white, sans-serif font across the center of the ribbon.

Producer

Producer

Start/Stop Event

Controls the queue

Other Duties As Assigned

- Moderate Q&A
- Manage reports & recordings
- Can also present content

A blue ribbon graphic with a 3D effect, featuring a darker blue shadow on the left side. The word "Presenter" is written in a white, sans-serif font across the center of the ribbon.

Presenter

Presenter

Star of the show!

Presents Audio, Video, Sharing

Other Duties As Assigned

- Moderate Q&A
- Manage reports & recordings



Attendee

Attendee

Consume Content

Ask questions

Let's Go Live!



10 Tips for a Great Live Event

#1

• Have a detailed choreography

#2

• Practice in advance

#3

• Join early

#4

• Consider a pre-live slide

#5

• Remember there's a delay

#6

• Pre-record when possible

#7

• Produce using multiple monitors

#8

• Know your role

#9

• Have a backup producer

#10

• Consider a URL shortener

Resources

