Running large events on Teams

Top 10 Takeaways:

1. Teams live event are mainly addressing larger audience (10K max)

2. You can have up to 250 producer and presenter combine.

3. Only producer can send live and end the event.

4. Live Event after being ended, cannot be sent live again (update on this feature coming)

5. Presenters will have a meeting like view; however, they will also have access to the Q and A section to support them while not presenting.

6. Producer and Moderators can publish questions they feel would be beneficial for everyone and dismiss the ones they feel are not relevant for everyone.

7. An attendance report is created at the end of the event.

8. Live events can have up to 6 languages set as subtitles.

9. It is advisable to always enable the Q and A section while creating the Live event.

10. A backup recording is always created for producers and presenters.

Frequently Asked Questions:

Q. What the difference between Webinar and Live event options?
Ans. There are some key features that make Teams webinar different from the live event:

1. It allows to the registration page, which ensures that you capture external and Anonymous user details before the meeting start. Access to a dashboard that shows registration and attendance data (instead of having to download and compare reports)
2. Disable all attendee cameras, with the ability to enable/disable individually
3. Breakout room timers, room retention, and participant reassignment

A webinar is a meeting. It is important for organisers to be deliberate in their selection of meeting options, whether scheduling a webinar or regular meeting. Choose how you want participants to engage – this is something you should already be doing. The new controls will provide more options for you, which will ultimately enhance the experience. A live event is for broadcast purposes. It has no audience interaction capabilities beyond the Q&A functionality. It has none of the above-listed functionality, nor is it on the roadmap to get any of it. A live event is a presentation of heavily curated content and strictly controlled. A meeting/webinar can be the same if you want it to be, but the choice is yours.

Q. Do you need a paid subscription required to utilize live events?
Ans. To be able to create a live event, a person needs to have the following things. Your IT admin can provide more information: an Office 365 Enterprise E1, E3 or E5 licence, or Office 365 A3 or A5 licence. No separate subscription is needed - but you do need to have permission in Microsoft Teams from your admin to create events.

Q. what is the attendee engagement report?
Ans. The attendee engagement report allows you to download an excel that shows each time someone joins and leaves the session so you can see who has been on your session.

Q. My tenant allows external participants. Can I define them as a producer in a live event?
Ans. You can - you just need to enter their full email address in and you can set the producer or presenter role in the event as Eduardo showcased.

Q. After you have set up the live event, can you add extra presenters and make changes to the settings? e.g., times, languages, recording
Ans, Yes - any time before you start the live event you can jump in and change any of the settings needed just find the event, double click to open the window and select 'edit' and all areas are instantly editable again. As best practice its best to make the last changes 24h beforehand to ensure no issues on your session.

Q. Can you be a producer and a presenter at the same time?
Ans. You can have only one role in a Live Event. That means that you can either be a producer or a presenter.

Q. When I'm attending a live event, like this one, it takes over the whole of my teams so I can't access other chats etc while I'm in the call, whereas a meeting opens in a separate window, so I still have access to the rest of my Teams. Is there something I can do to allow access to the rest of teams while I'm attending a live event? Thanks
Ans. You can still access the other areas of Teams by just clicking on them, but it will make your live event in to a small window in the corner - you can move this window around and if you click on it then it takes you back in to the event. Otherwise, you could copy the link for the live event into the web browser and watch from there rather than in teams.

Q. If I am running an event for 300 would it be ok to take live event link and send as a separate outlook invite
Ans. You can share the link however you would like if you wish to make an outlook invite feel free to do so and send out to your distribution list or email addresses, just make sure you are sharing the attendee link.

Q. Is it possible to create a landing page for a live event?
Ans. There is currently not an option built in to Teams that allows you to do this - if you would like to suggest a feature feel free to do so via the 'help' button in the bottom left corner of the screen and select 'suggest a feature'. Otherwise you could use a 3rd party tool for this.

Q. Can you have a face to face chat amongst presenters/producers prior to going live?
Ans. Yes before you hit 'start' the audience cannot see or hear anything so everyone can unmute and discuss any pieces to be aware of without the audience hearing.

Q. Is there a separate behind the scenes chat area for producers and presenters or is there only one main chat area?
Ans. Yes, there is a chat - you can see the chat bubble is visible at the top of the screen in the top right corner - this is a private chat only the presenters and producers see so we can talk to each other as needed and you as the audience don't see.

Q. What is the capacity (number of attendees) on a Teams live?
Ans. Teams live events can host up to 10,000 people but this is increasing soon to 20,000.

Q. If your content is a PowerPoint presentation once it is live will it put all the presentation live or just one slide

Ans. By sending the event live it will not affect your presentation. Whatever you decided to share it will also show. For example, if you opened the presentation in a slideshow and selected the slideshow window that is what everyone will see. If you select the entire PP everyone will see that window. If you selected the entire screen, your attendees will be able to see everything you will do/have on your entire screen.

Q. What if you don't want to share content, only your camera? Can this be done?

Ans. Yes if you turn on your camera you can share just your camera in the session - just remember content needs to be shared to send it live.

Q. Can you input poll questions in a live event, like you can in a meeting?

Ans. You can't have the poll the same way that you do in a meeting, but a work around will be for you to share the link to that poll or form.

Q. Can we stop others from overriding the screen sharing?

Ans. You cannot - if you add someone to the presenter group then they can screenshare but attendees cannot - it's important for the event group to plan how they will run the session.

Q. How do the 'presenters' know their camera is live?

Ans. When a screen or camera is live it gets a red square around it so you can see this - when a presenters camera is live they will see the word 'live' on their camera in the event window.

Q. Does the Producer need to turn on auto-captioning before attendees can view/access it? Or is it on automatically as soon as attendees join?

Ans. The captions you have set *(the languages you have selected when you scheduled the live event) will be there once the attendees join.

Q. Does an external presenter have access to the Q & A? Can they see the participants list?

Ans. Yes, if externals are added to the event group, they can see the Q&A - be aware in a live event the attendance list is not visible during the session all we can see is the number of attendees on with us.

Q. In the scheduling tool the slider to include external presenters, Im keen to understand what that does in the background?

Ans. To give you a bit more in depth on this functionality here is a link that walks through it: https://support.microsoft.com/en-us/office/allow-anonymous-presenters-in-a-live-meeting-af38c662-e9b3-4b7c-bfee-

Q. If you're the producer can you share another presenters video, so they don't have to know how to do it?
Ans. Because you cannot control the computer of the other person, they have to share their screen - once the event is live you saw a screenshare automatically takes over what is live

Q. If you're a producer and managing the Q&A, what is the sequence for replying publicly as this wasn't covered. Is it 'publish the question, then reply' or 'reply then publish both the question and the answer'?
Ans. For a question you want to answer publicly you want to publish it first and then answer - if you answer first when you publish your answer will disappear.

Q. If you are inviting people from outside your organisation to be attendees, do they need to download Teams before they join the event, or will it work just to click on the link?
Ans. If you invite externals just as attendees what they can do if they do not have teams installed. They can join the live event on the web.

Q. With regard to the 'recording available to attendees' option, if that option is selected, will attendees automatically be able to watch the event if they click back into the original calendar invite link or will they need to be sent a link manually if they'd like to watch it again/at a later date?
Ans. When you select this then the attendee link for the event becomes the link for the recording after the session!

Q. Is there a way to get the attendee link before the event is live?
Ans. Yes - you can get the attendee link at any time you just click on the event in your calendar and select 'get attendee link'.

Q. Is there a limit of number of presenters you can have?
Ans. You can have up to 250 producers/presenters.

Useful Resources:

- https://docs.microsoft.com/en-us/microsoftteams/teams-live-events/what-are-teams-live-events

- https://support.microsoft.com/en-us/office/get-started-with-microsoft-teams-live-events-d077fec2-a058-483e-9ab5-1494afda578a

- https://support.microsoft.com/en-us/office/plan-and-schedule-a-live-event-f92363a0-6d98-46d2-bdd9-f2248075e502

- https://support.microsoft.com/en-us/office/attend-a-live-event-in-teams-a1c7b989-ebb1-4479-b750-c86c9bc98d84