Video: Plan and Schedule a Live Event

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For public meetings: If you are holding a public meeting that requires attendees to have the ability to provide spoken public comments (outside of the text Q&A feature in Teams Live Events), you will need to find a provide a supplementary solution, such as patching in a separate conference line.

Event Group Roles

Large live streaming events typically have several people working behind the scenes—the *event group*—to make them successful.

Role	Responsibilities
Organizer	Schedules a live event and ensures the event is set up with the right permissions for attendees and the event group, who will manage the event. Creates the live event. Sets attendee permissions. Selects production method. Configures event options (for example, the moderated Q&A) Invites attendees. Selects event group members. Manages reports generated after the event is over.

Role	Responsibilities
	For more info, see the organizer checklist.
	Important: You must be a licensed Microsoft Teams user to organize a Teams Live Event.
Producer	As a host, make sure attendees have a great viewing experience by controlling the live event stream.
	Starts and stops the live event.
	Shares own video.
	Share participant video.
	Shares active desktop or window.
	Selects layouts.
	Important: You must be a licensed Microsoft Teams user to be a producer for a Teams Live Event.
Presenter	Presents audio, video, or a screen to the live event, or moderates Q&A.
	Note: Presenters can only share audio, video, or a screen (desktop or window) in live events produced in Teams.
	Important: You must be a licensed Microsoft Teams user to present during a Teams Live Event.
Attendee	A viewer. Watches the event live or on-demand, using DVR controls, either anonymously or authenticated. Can participate in Q&A.
	Important: Attendees DO NOT need to be a licensed Microsoft Teams user to join a Teams Live Event.

Note: It is important to have one member of the event group who joins the live event as an attendee so they can communicate any technical issues to the event group, including visual, sound, and closed caption functions.

System Requirements and Supported Teams Platforms

Supported operating systems: Windows 7 and later (32-bit and 64-bit), macOS X 10.10 and later

Supported mobile operating systems: Android 4.4 and later, iOS 10 and later

Supported web browsers: Chrome (last 3 versions), Edge RS2 and later, Firefox (last 3 versions), Internet Explorer 11
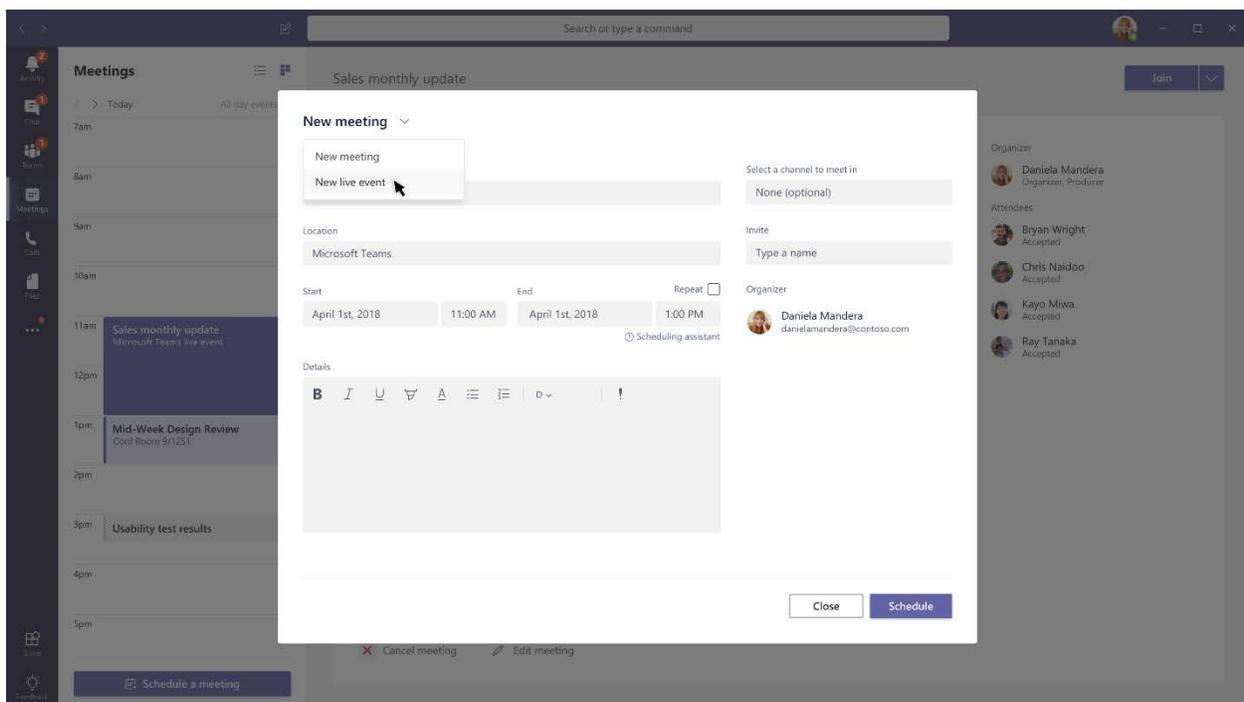
Note: Linux and Safari aren't supported for Teams Live events.

Supported Teams Platforms

|	Desktop App	Web App	Mobile App	Dial-In
Producer	Yes	No	No	Yes (voice only)
Presenter	Yes	No	No	Yes (voice only)
Attendee	Yes	Yes	Yes	No

Schedule a Teams Live Event

1. In Teams, select **Calendar** 📅 and then **New meeting**.

2. At the top of the scheduler, select **New meeting** > **New live event**.

3. Add the meeting title, date and time information, and other details.

4. In the 'Invite people to your event group' box, add the names of the people who'll be presenting and producing the event. The event group can consist of anyone inside or outside your organization. **Just don't invite attendees at this point—you'll get a link to share with them later.**

5. Select **Next**.

6. Under Live event permissions, choose who can attend your live event:

Permission type	Description
People and groups	The event can only be watched by people, contact groups, or Office 365 groups you name.
Org-wide	Everyone in your org can watch the live event, including guests.
Public	Anyone can join – both people in your org and those outside of it.
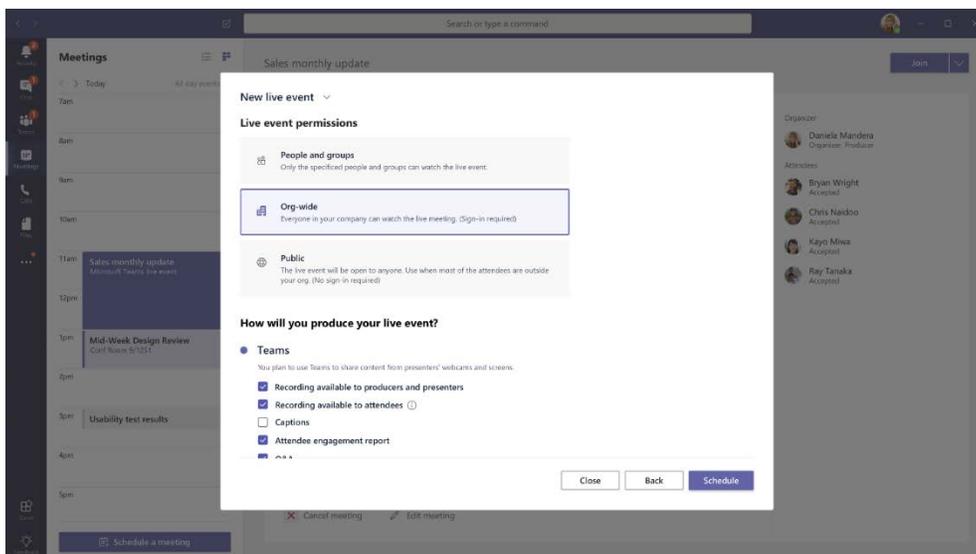
7. Make selections under **How do you plan to produce your event?**

If you're producing in Teams:

Setting	Description
Recording available to producers and presenters	A recording is available to producers for download for 180 days after the event is over.
Recording available to attendees	Attendees can watch the event on demand for 180 days.
Captions	Captions are available to event participants.
Attendee engagement report	You can download a report that tracks attendee participation

Setting	Description
Q&A	Attendees can interact with producers and presenters in a moderated Q&A.

8. Select **Schedule** to add the event to your and your event group's calendars.

    Note: Once the event is scheduled, be sure to make any changes to it in Teams. Don't edit this event in Outlook.

For public meetings: If you go into a closed session, the members should go into a separate Teams meeting, leaving the public AND the meeting organizer in the Teams Live event. DO NOT END this meeting. Once a Teams Live event is ended, it cannot be restarted. You will need to come back to it for open session to adjourn or continue the meeting. Remember – the public body members will remain in the Teams Live Event and board members will rejoin it the when the closed session is done. Be sure to mute any members in the live event who may also be in the closed session.

Use Live Captions

Live event attendees can view live captions and subtitles in up to six languages in addition to the spoken language. Presenters can select the six languages from a list of over 50.

Set up live captions and subtitles

To set up live captions and subtitles for your event, select the **Captions** box when you're scheduling your event.

Note: Live captions and subtitles are only available for live events produced using Teams.

Use the **Translate to** menu to add up to six languages attendees can choose for captions and subtitles in addition to the spoken language. For example, if the spoken language is English, but you know there's an office in the Netherlands tuning in, select Dutch (Netherlands) so they can get captions in Dutch.
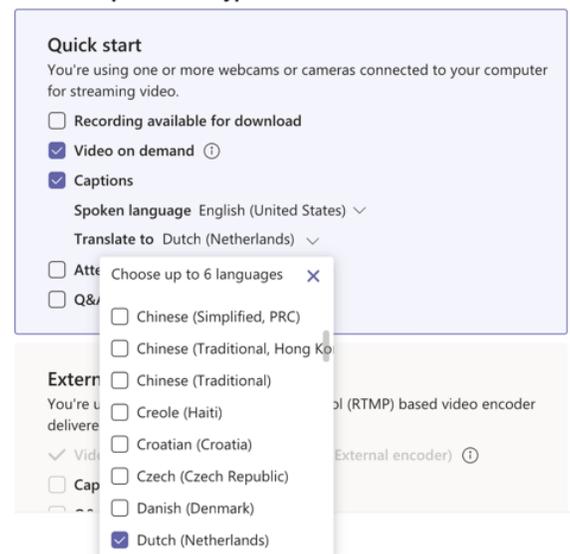
Notes:
Supported spoken languages for this feature include English, German, and Chinese.

Get the most out of captions and subtitles

- Speak clearly, slowly, and directly into the mic.
- Avoid locations with background noise.
- Avoid having multiple people speaking at the same time.

- Use the highest quality equipment available to you.

Note: Curse words will be starred out.

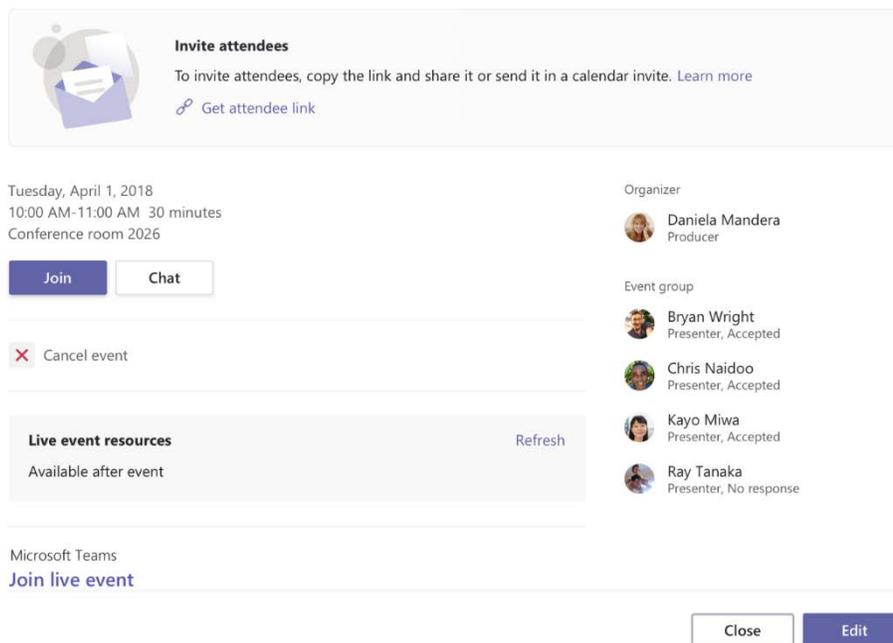## Invite Attendees to a Teams Live Event

As a live event organizer, one of your responsibilities is inviting attendees. When you schedule a live event in Teams, it only sends the calendar invite to event team members.

1. In Teams, select **Calendar** [icon] on the left side of the app.

2. Select the live event.

3. For events that'll be produced in Teams, select **Get link** to copy the live event link so you can share it with attendees as you see fit—an email, a website, or you could send it in a calendar invitation from Outlook or another email program.

    Note: Don't try to invite attendees via a Teams meeting. A new Teams meeting will have its own meeting link, which users might confuse with the live event attendee link.

    Tip: We recommend using a URL shortener such as Bitly. That way, if something goes wrong, you can make changes to the live event address without having to change and resend the URL you sent to the attendees.

Your attendees will be able to watch the event in Teams—desktop (Windows or Mac), web, or mobile. If they don't have Teams, they can also use a browser (Chrome, Firefox, or Edge). Safari is not supported for live events.

Americans with Disabilities Act (ADA) Considerations

- Be sure closed captioning is set up when scheduling the live event.
- Assign one member of the event group to joins the live event as an attendee so they can communicate any technical issues to the event group, including visual, sound, and closed caption functions. If there are technical issues, the live event may need to be rescheduled.
- All presenters should announce their name before speaking.
- If an American Sign Language (ASL) interpreter is required for a live event, the interpreter must be on screen during the entire event. You may use the split screen option to accommodate this need.
- A transcript can be generated after the meeting as long as the organizer chooses that option when scheduling the live event.

Teams Live Event Organizer Checklist

Equipment setup (non-webcam)

If your event requires you to have your own (non-webcam) cameras, make sure you have the right equipment:
- ✓ Cameras
- ✓ Microphones
- ✓ Tripod
- ✓ Cords for connections
- ✓ Work with your accessibility contact find out what assistive technology may be needed for your event

Basic Event information

- ✓ Title
- ✓ Date
- ✓ Location
- ✓ Description

Inviting Producers and Presenters

- ✓ Ensure anyone who will be a producer or presenter is a licensed Microsoft Teams user. All @michigan.gov users are licensed for Teams.
- ✓ Invite everyone who will be producing or presenting (including Q&A moderators) as part of the event group. Wait to invite attendees until you've created your event and you have an attendee link.
- ✓ If anyone will be sharing a PowerPoint, invite them as a producer or presenter.

Event Settings

- ✓ Carefully set the access to your live event. This is very important if you plan to share sensitive information.
- ✓ Select **Q&A** if you want to have one.
- ✓ If you select **Q&A**, make sure someone plans to moderate it (and that you make them a producer or a presenter).
- ✓ Make sure your support link points to the right support info for your attendees.

✓ Select **Recording available to attendees** if you want your attendees to be able to watch a recording of the event on demand.
✓ Select **Recording available to producers and presenters** if you want to get an MP4 file of the recording after the event.

Invite attendees

✓ Send the event link to all your attendees as you see fit—share it in a Teams channel, send an email, share it on a website, or add it to a collaboration group.

Test Run

✓ Make sure all your equipment works and the connections are solid.
✓ Make sure your video and audio are set properly in your device settings.
✓ Confirm that you have good lighting. We recommend choosing a room with natural light.
✓ DO NOT click Start during testing. You can't stop and restart the event later—you'll have to schedule a new Live Event to send to attendees. (If you want to test this, we recommend that you have a rehearsal live event a few days prior with a small group of people.)
✓ Check the attendee link everywhere you've sent it to your audience.
✓ Your link should point to the actual event. If you follow it, you should see a blue screen that says "The live event hasn't started."
✓ Make sure you and any presenters have the event content ready to share.

Download Transcripts

After the live event has finished, click **Calendar** 📅 in Teams and look up the live event. Under **Live event resources**, you'll find **Transcripts**. You should see a transcript for each of the languages you selected for captions and subtitles. Select **Download** ⤓ to download them.

For best results, open the files with Microsoft Word.
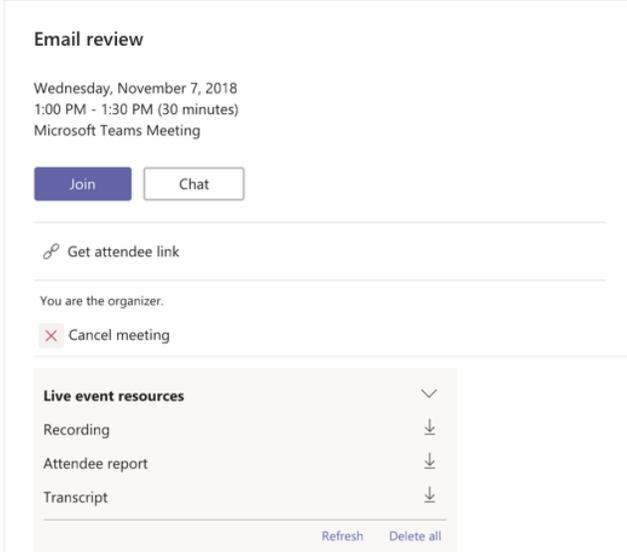
Download Recording

To download the recording post-event:

1. Go to the Teams Calendar
2. Click on the Teams Live Event (Production/Presentation Team appointment)
3. Scroll down and click the download icon to download to your local computer
4. Upload video to a destination (e.g. Stream)