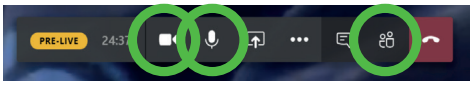
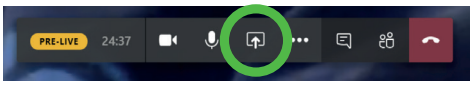
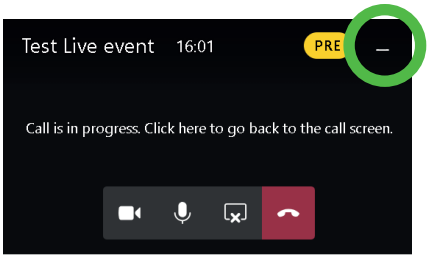
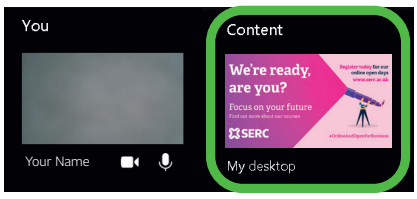
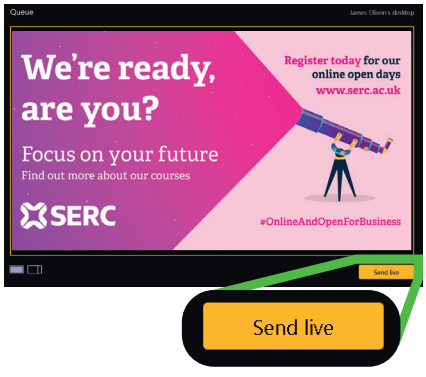
Live Events Cheat sheet

Presenter Role

- Shares their screen / webcam
- Controls the PowerPoint
- Presents to attendees
- Can moderate the Q&A

Producer Role

- Shares the content from the Presenter to attendees.
- Starts and stops the live event
- Can moderate the Q&A.
- Can assist presenter and read questions live from the Q&A

Task	As a Presenter	As a Producer
Join the Live event	Join the live event via the link provided **in advance of the start time** - Suggested **10 minutes**	
Control Audio / Control Webcam / Mute all users	On the bar over your video stream, select the audio and video buttons to turn your inputs on and off.  View the participants pane and mute single users if needed. The Producer should be muting all for you.	At the bottom there is a section to control your camera/audio. To the right there is a button to mute all users. You will need to monitor this.
Prepare for screen share	Select the desktop or content window you wish to share during your stream. This will appear in the content section for your Producer, allowing them to switch between your webcam and presentation.  Presenters should minimise the teams dialogue box at bottom right of the screen as it may be visible to attendees 	Once the Presenter has shared their webcam and content, the Producer will be able to queue content to the left and cast content live to the right. Select the content window from the bottom and it will add to the Queue window. Then click “send live.”   Note: the event has not started yet. “Send live” is not technically “Live” until the event has begun.

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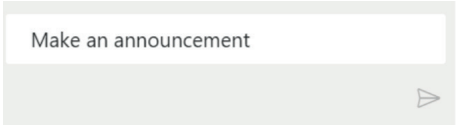
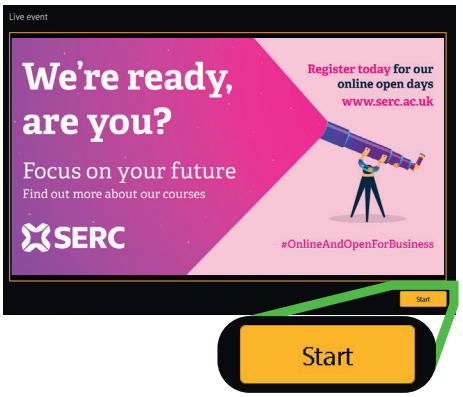
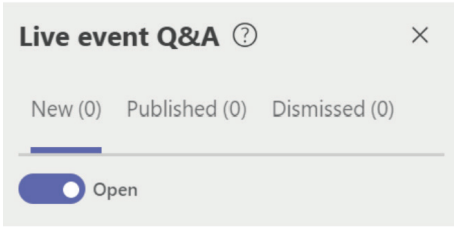
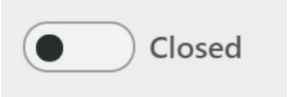
Task	As a Presenter	As a Producer
Starting the Live event	Let the Producer know when you are ready to go live. Once the event is made live **everything will be visible and audible by attendees**, have your PowerPoint on starting slide. You should request the Producer **start the event at least 5 minutes before the start time**. This will allow the stream time to launch and ensure you are present for any early viewers. Make a verbal announcement that the event will be starting shortly Make an announcement in the Q&A section that the session will be starting shortly 	Start the stream by clicking the Start button. It may take **a few minutes** to process and begin. **Please wait for this.** **STARTING THE STREAM CANNOT BE UNDONE OR PAUSED**. If you press end it will end the session entirely and you will not be able to start it again. **DO NOT DO THIS** until the event is completely over. 
During the Live event	Start presenting content at the appropriate time – navigating through your presentation. Moderate Q&A if you wish. The Producer will be mainly monitoring this section while you present. Keep sharing your screen at end of the presentation – have an "Any Questions" slide with college contact information. You can now answer questions verbally that have been asked in the Q&A section Thank yous and Goodbyes	Moderate the Q&A – replying to personal questions privately, publishing relevant questions and then replying to them publicly. **If you reply before publishing the question, the answer will not come through with the question.**  Can read out Q&A questions to Presenter. Remember to turn on mic when needed. Stop live event at the end of the event after the Presenter has finished all questions and said Thank yous and goodbyes. Close Q&A section to new questions 

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