



## RECOMMENDED ROLES IN TEAMS LIVE MEETINGS



**Organizer:** Schedules live event, invites attendees, and ensures the event has the right features for attendees and the event group managing the event.



**Producer:** The producer controls the live event, ensuring the correct content and format is being presented at the right times to the audience. The producer needs two screens and can share their own screen, or the presenter's screen.



**Assistant Producer:** Ready to take over or assist producer in case of connection issues. Also helps keep time, and cues for transitions.



**Presenter:** You can have up to 9 presenters on your event. More can be added, if another presenter stops their video feed. Each presenter can share their audio, or live video (webcam or camera) during the event.



**Moderator:** The moderators answer the live Q&A session, determine which comments to publish, and provide technical support during the meeting.



**Attendee:** Attendees can be external or internal - if event is public or private- and can only participate in Q&A. Attendees join the event via their invitation link and can view the event on their mobile device or Teams desktop app.

### CHECKLIST FOR PARTICIPANTS

- Dress professionally, as though you are at the office.
- Close Outlook mail prior to the meeting.
- Place your Microsoft Teams status on "Do Not Disturb."
- Silence your cell phone.
- Minimize background noise in your workspace.
- Test audio, video and lighting.
- Log in at the specified time (should be listed in Run of Show details).
- Mute yourself in Teams Live- click microphone under your picture.
- Use a headset to improve audio.

### BEST PRACTICES

- Stay muted during meeting.
- If asked to present, take yourself off of mute, answer the question, re-mute when finished talking.
- If you forget to mute yourself, producers will mute you. **But, they cannot unmute your mic.**
- Sessions are recorded and can be edited prior to sharing, but, live events can not stop and restart.
- Have the producer's cell number.
- Use internal chat to communicate.
- Have dial-in number as a back up.
- Contact Help Desk when hosting meetings with over 500 attendees.