

# Teams Live Events: ~~Don'ts~~



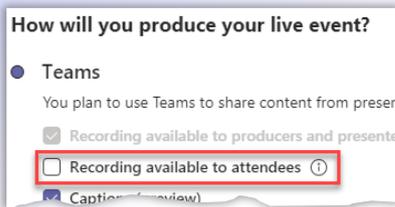
## **NO Pause available.**

Once started, event cannot be paused.



Check if presenter is muted.

Producer cannot unmute presenter.



Disable attendee video download.

Provide separate link for edited video.



You cannot rehearse on the live event.

Create a separate, trial event for rehearsal and testing audio video.



Avoid animations, transitions.

Minimize demos and window switching.

Share only presentation window.



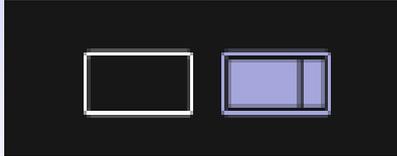
Don't keep unwanted apps open.

Use second monitor, if possible.

# Teams Live Events: Do's



One person must be Producer.  
Presenters can be one or more.



Minimize layout switching



Mute everyone (except presenter) before going live. Use phone chat for coordination.



12 Mbps upload bandwidth recommended



Direct audience to edited video link on a post or web site

2a2ba538-469c  
~~x@y.com~~

Use session id to count attendees (not email id)



Q&A needs a moderator (can be producer)



Avoid distractions. Mute phones.



Use dual monitor - share the secondary monitor.