

Microsoft Teams use case: 8: Live events

Applicable to

- Applies to UCT staff members who are wanting to organise/facilitate/present a UCT online/remote event.
- May apply to attendees of UCT online/remote events.

When to use



Note

Due to the additional planning, time and knowhow needed to organise a Microsoft Teams Live event, they should only be used when meetings would not suffice. For a cross comparison of meetings and live events, see: [meetings vs live events](#).

- Use when needing to organise and produce an online/remote event using Microsoft Teams and when Microsoft Teams meetings would not suffice.
- Use when wanting to know more recommended approach to organising and attending live events at UCT.

Description

Teams Live Events are designed for presentation style meetings, where most attendees are “view only”. With this version of Teams, up to 10,000 attendees can join the event, but can only participate via text-based Q&A. The standard live event mode allows multiple, virtual presenters who can share audio, webcams and their screens to present content.



Note

There are some limitations to presenter controls, and all invitations must be sent prior to the meeting start time (i.e. attendees cannot be added during the meeting yet).

Process/workflow

- Process/workflow:
 1. [Requesting a live event via ServiceNow](#)
 2. [Planning a live event](#)
 3. [Schedule a live event](#) - (Microsoft help: [Schedule a Teams live event](#))
 4. [Invite attendees](#)
 5. [Produce and present your live event](#)
 6. [Manage interactions](#)
 7. [Manage the recording and reports](#)
- [Confidentiality and security in live events](#)

Features

- In live events:
 - [Q&A](#) / live chat
 - [Attendance count](#) report

- [Plan for live events](#)
- [Live events roles](#)
- [Live events recordings](#)
- [Public vs private live events](#)
- [Inviting guests](#)

Related tips, tricks and FAQs

- Orientation: [Getting to know the Teams user interface](#)
- [Microsoft Teams live events FAQs](#)
- [Tips and tricks](#)
- [Teams at UCT](#)
- [Meetings vs live events](#)
- [Meetings FAQ](#)
 - [Manage your meetings using Teams](#)
 - [Meeting roles](#)
 - [Permissions](#)
- [Using the Microsoft Help feature within Teams](#)
- [Best practices guide](#)