Organiser checklist

Event information

- ☐ Basic info: title, date, location, description
- ☐ First invite event group (producers, presenters, Q&A moderators)

- ☐ Get attendee link (custom link recommended)
- ☐ Assign presenter or producer role to anyone who will share a PowerPoint

Event settings

- ☐ Set the access to your live event
- ☐ Select Q&A if required. Ensure a moderator is identified and assigned the producer or presenter role
- ☐ Identify support links and make this info available for your attendees
- ☐ Select Recording available to attendees if making the recording available after the event
- ☐ Select Recording available to producers and presenters to get an MP4 file after the event

Invite attendees

- ☐ Share the link with attendees in a Teams channel, email, website or collaboration group

Test run

- ☐ Make sure your equipment works and you are familiar with the software
- ☐ Do a rehearsal live event a couple of days prior to the event
- ☐ DO NOT click Start during testing. Once you stop a live event you cannot restart it
- ☐ Check the atendee link. Message displayed - 'The live event hasn't started'
- ☐ Ensure all content that will be shared is ready prior to the live event

Microsoft Teams
Live event