Presenter checklist

Before the event

- ☐ Download the Microsoft Teams deskop application
  (see details: http://www.icts.uct.ac.za/microsoft-teams)
- ☐ Join the event between 15 - 30 minutes before the time
- ☐ Inform the producer if you plan to share your screen or do a presentation during the event

During the event

- ☐ Your microphone will be muted until you present
- ☐ The producer will use the order of proceedings to queue the main presenter and panellists

When presenting

- ☐ **Unmute your microphone** when you start presenting
- ☐ Q&A will be moderated and addressed by the designated person.
- ☐ Mute your microphone when another presenter/panellist is live

Note – as a presenter you can

- Presents audio, video or share a screen during the live event

- Moderate Q&A

- Only present using the desktop application (not web or mobile)

Microsoft Teams
Live event