

Key Terms List for MS Teams Live

Please use the below is a list of terms MS Teams Live producers use during event execution as a point of reference. We thank you for your willingness to participate in this online event!

- **Share**
 - *Share*: Click on share, then the window you'd like to share with the virtual audience. The producer will send your content live.
 - Note: You will have the opportunity to practice *sharing* your presentation a few days before the event and/or 10 minutes prior to the event launch.
 - **Live Event vs MS Teams Meeting**
 - A *MS Teams Live* event
 - A *MS Teams Meeting*
 - *MS Teams Live Event*:
 - All attendees are muted, and only presenters and producers may speak or share video,
 - Audience chat is disabled, and replaced by Q&A:
 - Please note, a chat will be available for the invited presenters and producers, but will not be visible to attendees. Only approved Q&A will be active for attendees.
 - A *MS Teams Meeting*
 - Here is a helpful pdf further comparing *MS Teams Live and a Teams Meeting*: <https://www.utdallas.edu/oit/files/Teams-Meetings-vs.-Teams-Live.pdf>.
- **Content and Content Left**
 - Your video, your presentation, or a combination of both, determined prior to event launch.
- **Send or Push Live/Launch**
 - *Send Live* and *Launch* refers to a producer sending content live. Once *sent live*, this content will be viewed by the attendees. We sometimes use the terms interchangeably.
- **Queue**
 - The *queue* is where content will be located before it is sent live. Queue refers to "waiting in line."
- **Producer vs Presenter vs Attendee**
 - A *producer* runs the event. Producers have the authority to mute everyone, to push content live, and deliver questions to the presenters. Producers can NOT un-mute anyone. You will have to un-mute yourself when talking. Producers can see presenters and other producers camera when the producers and presenters camera is turned on. Producers will be in the chat.
 - A *presenter* is you, the individual(s) giving their presentation or talk. You will be able to share your slides and video, as well as present. Presenters will be able to see video of all presenters and other producers assuming you have your video on. Presenters will be in the chat with the producers.
 - An *attendee* is a person viewing the live event. Attendees, or audience members, will be able to ask questions via the Q&A function. Attendees will NOT be in the chat, and will only be able to see the content that the producers push live.
 - Here is a helpful pdf including the differences: <https://www.utdallas.edu/oit/files/Teams-Live-Production-Best-Practices.pdf>

**Biology Focus Seminar
Microsoft Teams LIVE
Run of Show
Friday, July 17
10:00 am – 11:00 am**

Event Team

- **Dr. Comet**, Professor of Biology - **Presenter**
 - Mobile: 888-888-8888
- **Temoc**, Event Manager – **Moderator**
 - Mobile: 888-888-8888
- **Chess**, Event Coordinator – **Producer**
 - Mobile: 888-888-8888

Check List for Panelists

- Log in at the specified time (see *Run of Show* details below).
- Place yourself on mute in *MS Teams Live* by clicking on the microphone under your picture.
- Dress professionally, as though you are at the office.
- Close your *Outlook* mail during the meeting.
- Place your *Microsoft Teams* status on “Do Not Disturb”.
 - Located in the upper right corner, click on your initials or picture, and change from “Available” to “Do Not Disturb”.
- Silence your cell phone during the meeting.
- Do your best to minimize background noise in your workspace.

Notes

- In the event you forget to mute yourself, one of the producers will mute your mic for you. However, they cannot unmute your mic for you.
- This session will be recorded.
- Recording can be edited or scrubbed before posting to our website, but once we start the session we cannot stop and start again.
- **If you have any trouble during the event, please text CHESS at 888-888-8888**

References for Using Microsoft TEAMS LIVE

[Microsoft Teams Live Events in a Nutshell](#)

[Detailed Overview of Microsoft TEAMS LIVE](#)

[Capabilities of a Presenter on Microsoft TEAMS LIVE](#)

**IN THE EVENT YOU LOSE CONNECTIVITY DURING THE FORUM AND CAN NOT UTILIZE THE VIDEO
CONFERENCING LINK, PLEASE DIAL (737) 220-2208 (CONFERENCE ID: 777-777-7777#).
PLEASE BE SURE YOUR PHONE IS ON MUTE UNLESS YOU ARE ANSWERING A QUESTION.**

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Run of Show

9:30am

- Panelists (**Dr. Comet, Temoc, Chess**) log in to *MS Teams LIVE*

9:35am

- **Chess** will run a mic check and camera check on all panelists; **Dr. Comet** will practice sharing his screen for the audience; last minute reminders and questions addressed

9:45am

- **Temoc** will post a welcome message and call for questions in the Q&A chat
Welcome to the *Biology Focus Seminar*. We will begin promptly at 10 AM. Please plan to post your questions here. They will be answered in the order received.

9:55am

- **Chess** will remind panelists that we are 5 minutes from go live

9:58am

- **Chess** will remind panelists that we are 2 minutes from go live and ensure producer and moderator mics are muted
- **Chess** will give an update on number of audience members waiting in lobby
- **Chess** will place **Dr. Comet's** content in video screen

10:00am

- Alarm on **Chess's** phone will indicate 10:00am
- **Chess** will remind participants that we are about to go live and to make sure mics are on
- **Chess** will provide a 3-2-1 count down and start the live meeting (remember there is a delay, look for the red indicator on screen before beginning to speak)
- **Chess** will visually confirm the session is recording (and troubleshoot if needed)
- **Temoc** will give opening remarks (opening slide only, no video) and verbally hand-off to **Dr. Comet**
- **Dr. Comet** presents; **Chess** to push guest speaker's video feed live
- During Q&A, **Chess** to monitor discussion flow and decide whether to keep presentation up or just guest speaker's video.

10:55am

- **Temoc** will provide a last call for questions via the Q&A chat and a verbal 5-minute warning to **Dr. Comet**.
Our program will be ending shortly. Please post any final questions at this time.
Thank you for attending today and we hope to see you at our next *Biology Focus Seminar on July 31, Featuring Dr. Comet Jr.* Here is the link to register:
drcometjrregistrationforbiologyfocus.com
- **Temoc** will give closing remarks; **Chess** to share the advertising slide for next Biology Focus Seminar session.
- When the session has ended, **Chess** will stop the live session
- Event Team stays on the line for a post-webinar wrap-up discussion

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PLEASE BE SURE YOUR PHONE IS ON MUTE UNLESS YOU ARE ANSWERING A QUESTION.**