

USEFUL TIPS

- Producers and Presenters should download and use the Teams desktop application if possible, if not use Chrome Browser
- Producers and Presenters should join on a computer and not a mobile device/tablet
- Presenters should close any unwanted applications and windows before presenting.
- Event Group organisers should use a 'wired' connection to the internet whenever possible. If using wireless then request other members of the household stop using the internet whilst the meeting is going ahead.
- Schedule a rehearsal before the event to identify any potential problems and to allow your Event Group to become familiar with the set-up. Take care that main presenters stick to timings and perhaps appoint a 'chair' producer/presenter to moderate the session and ensure that everything runs smoothly.
- Join the meeting at least 15 mins before the start of the event to get yourself prepared with your presentation/additional material cued up. Try and start on time but have a slow start to allow those joining in the first few minutes to not miss vital information.
- Good audio is crucial so ensure that your presenters have a suitable microphone. A rehearsal/test before the event should indicate whether your computers inbuilt microphone is suitable or if you need to invest in a better solution.
- If presenters are appearing on screen they should ensure that their background is uncluttered or professional looking. Messy backgrounds can be distracting. If a cluttered environment is unavoidable it may be worth looking at the built-in "Background effects" in Teams Video settings, which can be applied (including background blurring) - these, however, should be tested before the event and used with caution.
- Presenters should also ensure that they are adequately lit – ideally with a light source on their faces either from a window or desk/overhead light. Try to avoid being backlit by sitting with a window/light source behind.
- Although you can have up to 250 Producers & Presenters as part of your Event Group– we wouldn't recommend this. We would recommend in addition to the main speaker **Presenters**, having at least 2 **Producers** who can take control of the visuals and start/stop the event and we would also recommend adding at least 2 people with **Presenter** status to help moderate the Q&A sessions, feed the questions to the **Main Speaker Presenters** and field any technical queries.
- Always keep attendees informed of any delays or technical issues by making an announcement in the Q&A.
- We recommend that all microphones are muted within the Event Group except the person presenting when the event is live.