

# Changing Presenters during a Microsoft Teams Live Event

For Producers

Microsoft Teams Live Events can have up to ten Presenters and it is recommended to have a small number of Producers, who can manage your event.

## Advice to give Presenters

It is important to work with your event group - Producer/s and Presenter/s - to create a run sheet for your *Microsoft Teams* Live Event. This will help the Producer queue content/ video for the next Presenter, allowing for a seamless transition.

Tips for transitions:

1. Lead-in sentences: Introduce or talk about the next topic to prepare the Presenter to be on screen.
2. Say their name: Addressing the next Presenter prompts them and the Producer for a smooth transition.
3. Allow time: When transitioning, give the Presenter and Producer enough notice to be prepared for the change.
4. Devices enabled: Have your microphone and camera on already.

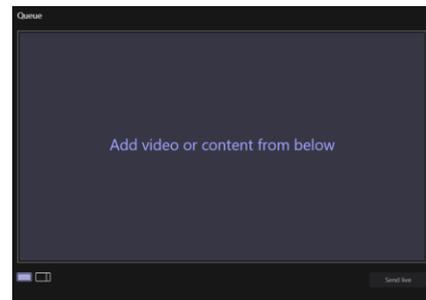
During an event you will know your video is being broadcast when a 'red border' is around your video preview and 'LIVE' displayed in the bottom left-hand corner.

## Content transitions

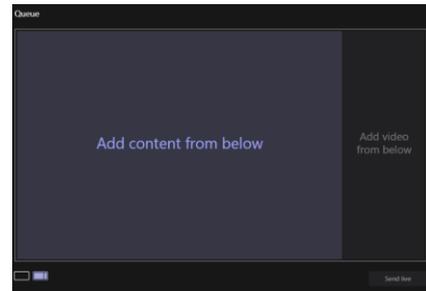
Involving your Producer in organising your *Microsoft Teams* Live Event ensures they are well informed and prepared. When the event is LIVE, transitions happen immediately.

### Queuing Content

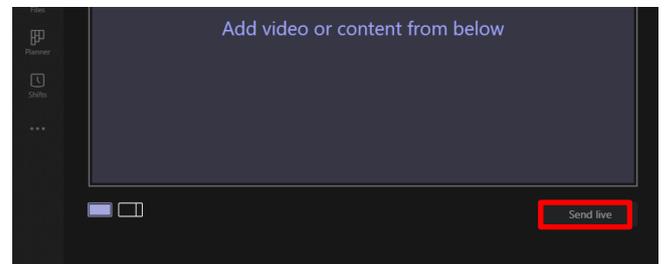
1. Select your presentation view:
  - a. Content or Video.



- b. Content and Video, a side-by-side view.



2. Load content and/or video in your queue ready to **Send live**.
3. Wait for cues from the current Presenter and when the time is appropriate select **Send live**.



**Important: When you select Send live the event will switch to the new Presenter immediately.**

4. When you want to change Presenters you can repeat this process throughout the event.