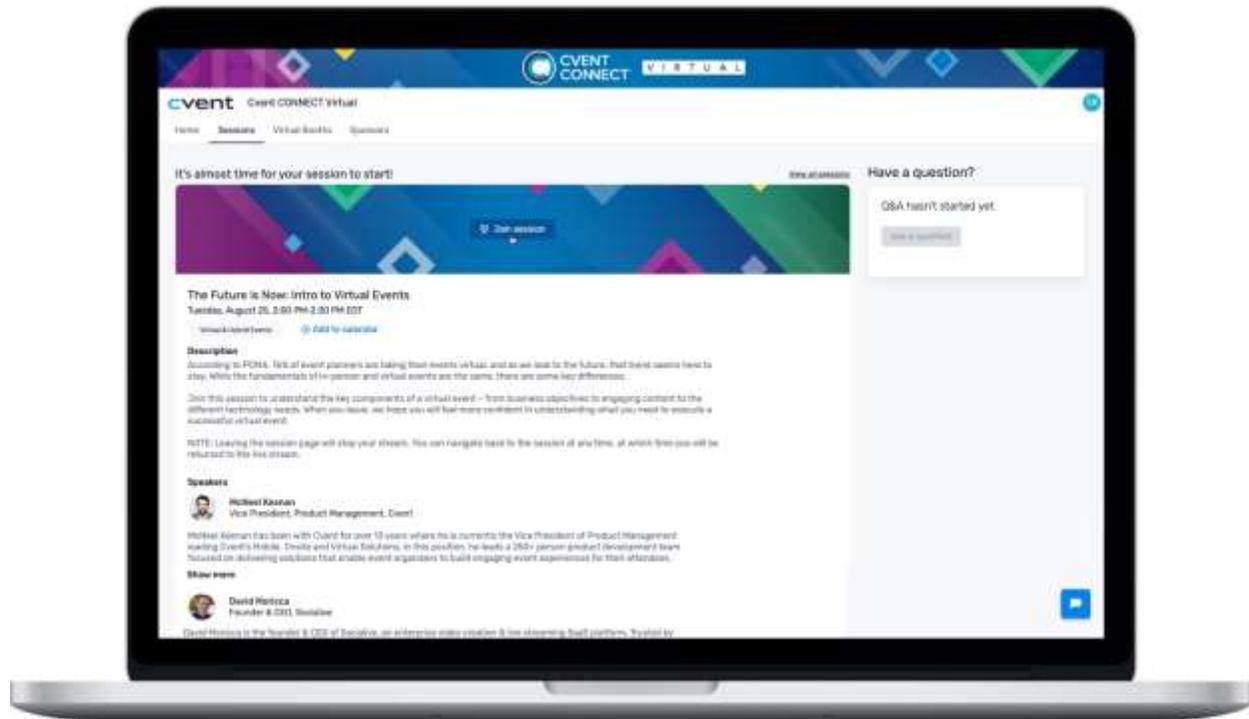


Live Stream Session

1 See it like an attendee. Click the "Go To My Event" button within your "Part 2 of Preparing to Speak at the LCTCS 2020 Annual Conference" email and log in to the Attendee Hub. Then navigate to your session's page and click **Join the Session**.



Have this page up in a separate browser window to see what your session looks like to attendees in real-time. Keep in mind that there will be a 15 second delay between what you and the speaker see and what attendees see.

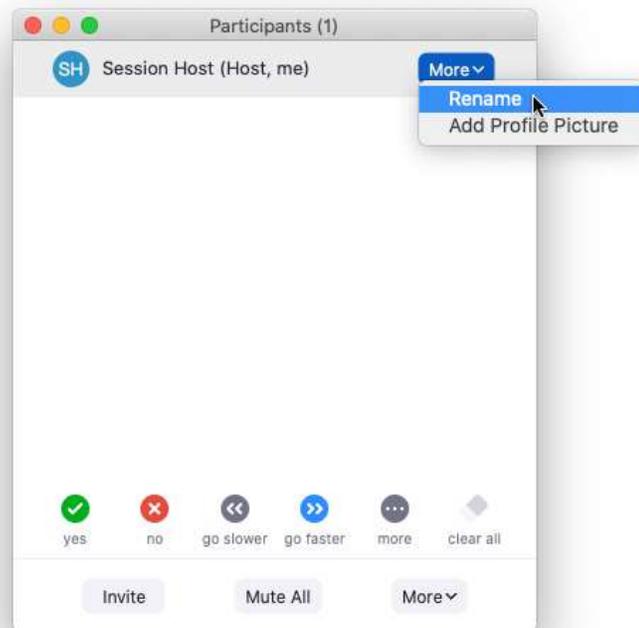
2 Access the Live Q&A moderator view. If your session is using Live Q&A, access the moderator view in the Event App and moderate questions during the session.

3 Get a backup presentation ready. All is fair in love and live streams, which means it's important to stay one step ahead of any possible technical issues that may arise. Have a PDF copy of presentation accessible just in case you need to present from it.

4 Have your Session Start URL handy. The meeting planner will share this link with you via email, if they haven't already. **Wait to click the link until 10 minutes before your session's scheduled start time.**

NOTE: Attendees won't be able to see the video within the Virtual Event Experience until the session start time. The time between when you click the Meeting Start URL and the session starts is your opportunity to ensure you are ready, and then start the live stream.

5 Rename yourself once you start the meeting. Your name will be listed as "Session Host" when you join the meeting. Click **Participants** in the Host Controls, then locate yourself on the list. Hover your cursor over the name and click the **More** button that appears, then **Rename**.



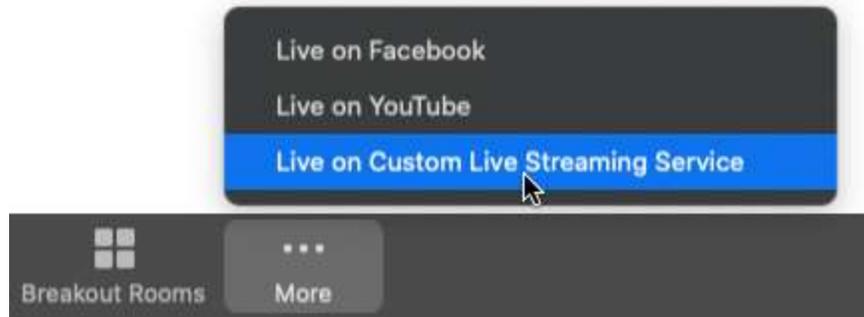
Enter your name, then click **Rename**.

6 Check in with the other speakers. To allow the other speakers to share their screen, click **Security** in the Host Controls, and, under the "Allow participants to:" header, ensure **Share Screen** is checked.

If your session is using Live Q&A, make sure you have the session page up in another browser window to reference the current questions there, or you can use the Event App. For more information on Live Q&A, visit the link in the presenter email.

NOTE: Turn on microphone and video and begin sharing content.

7 Start the live stream. Though it may be tempting to test it out, *do not start the live stream until 30-60 seconds before the session begins.* When it's time to start the stream, click **More** in the Host Controls, then **Live on Custom Live Streaming Service**.



You will see a "LIVE Preparing..." message in the upper left corner of the meeting. Once the stream is officially live, you will see a "Meeting is now streaming live on Custom Live Streaming Service" message instead.

To give you one less thing to manage during your session, your session will start recording automatically when you start the live stream. If you get disconnected from the Zoom, you have 10 minutes to reconnect to the session without disrupting the live stream.

8 Blend into your surroundings. You can [use the in-meeting chat](#) to communicate with the other speakers and any co-hosts assigned during the session. This feature is not available to attendees, so they won't be able to see your messages. Also, if you will not be speaking during the session, turn off your camera to avoid distracting from the speaker.

9 Understand the exit strategy. Once the presentation is over, click **More** in the Host Controls, then **Stop Live Stream**.



Then click **End** in the bottom-right corner of the Host Controls to end the session.

NOTE: Once the meeting has been over for 10 minutes, the stream URL expires and the live stream cannot be restarted.