NTT

DIGITAL EVENTS

Microsoft Teams live events
Support services

NTT Ltd. offers a full suite of enablement, training and professional event management services to help you get the most out of Microsoft Teams live events.

By successfully adding Teams live events into your corporate communication portfolio, you have a cost-effective solution for video-based live and on-demand communications with large audiences.

The added benefit is that you are also driving adoption of Teams across your organization through building user familiarity and confidence with the tool.

Leveraging your Teams platform

If you have Teams within your organization, you have a great platform at your fingertips that you can use for large meetings and events. We can work with you to run online and interactive live events without you paying an additional platform cost.

> **Contact us**
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> For full details on Digital Events for Teams live events, please contact your Account Manager.

White-glove event project management

Using a new tool for large scale, live communications can be a daunting prospect. We have 18 years of experience delivering large internal comms events for some of the world's leading brands. As an established Microsoft Gold Partner, our Digital Events teams can manage and produce your events using the Microsoft Teams live events platform.

We deliver Microsoft Teams live events remotely or work with you onsite. From planning to the onsite management by professional AV crews, we deliver a polished and professional Teams event live experience to your attendees.

All event management aspects are covered, whether your event involves a live audience, online attendees only, or a hybrid of the two. We provide the reassurance and expertise that enables event organizers and presenters to focus on the content.

Microsoft teamwork assessment

We deliver readiness and enablement workshops to help identify use cases, stakeholders and develop an ongoing program to enable adoption and use of both your Teams platform and of the Teams live events function.

Microsoft Teams live events features include:

- Capacity for up to 10,000 attendees
- On-demand cloud recordings
- Searchable speech to text transcription
- Captions & subtitles
- Attendee reporting
- Internal/external participation
- Few to many broadcasts
- Event host and designated presenters
- Moderated Q&A and open dialogue
- Up to 4 hours duration per event

Support Service for Teams live events

Delivered by event and Microsoft Teams experts

Convergence of comms tools enabled

Cost effective – extend reach and life of event

Global reach – local service

Onsite event management and professional AV services

	TASK	Standard	Premium
Planning	Kick off meeting	x	x
	Project management of AV requirements & setup		x
	Establish deliverables & timelines		x
	Teams live event configuration & setup	x	x
	Consultation & recommendations		x
Pre-event	Set up event in MS Teams	x	x
	Circulate invitations		x
	Presenter video end point(s) testing	x	x
	Remote dry run	x	x
Live session	AV set up and testing		x
	Connect A/V to Teams platform		x
	Advance slides during the live event		x
	Onsite event management		Additional cost
	Manage web questions		x
	Pre-conference communication line	x	x
	Live event management	x	x
	Basic technical support (text Q&A)		x
Post-event	Archive event		x
	Video editing		Additional cost
	Retrieve event stats from MS Teams		x

Production service packages

We offer two packages for Teams live events:

Standard – remote support for webcam based Teams live events. We help you set up your event, have a dry run and provide remote support during the event for a total of 4 hours.

Premium – support for events using external AV input or a more in-depth level of remote support for longer or more complex events for a total of 6 hours.
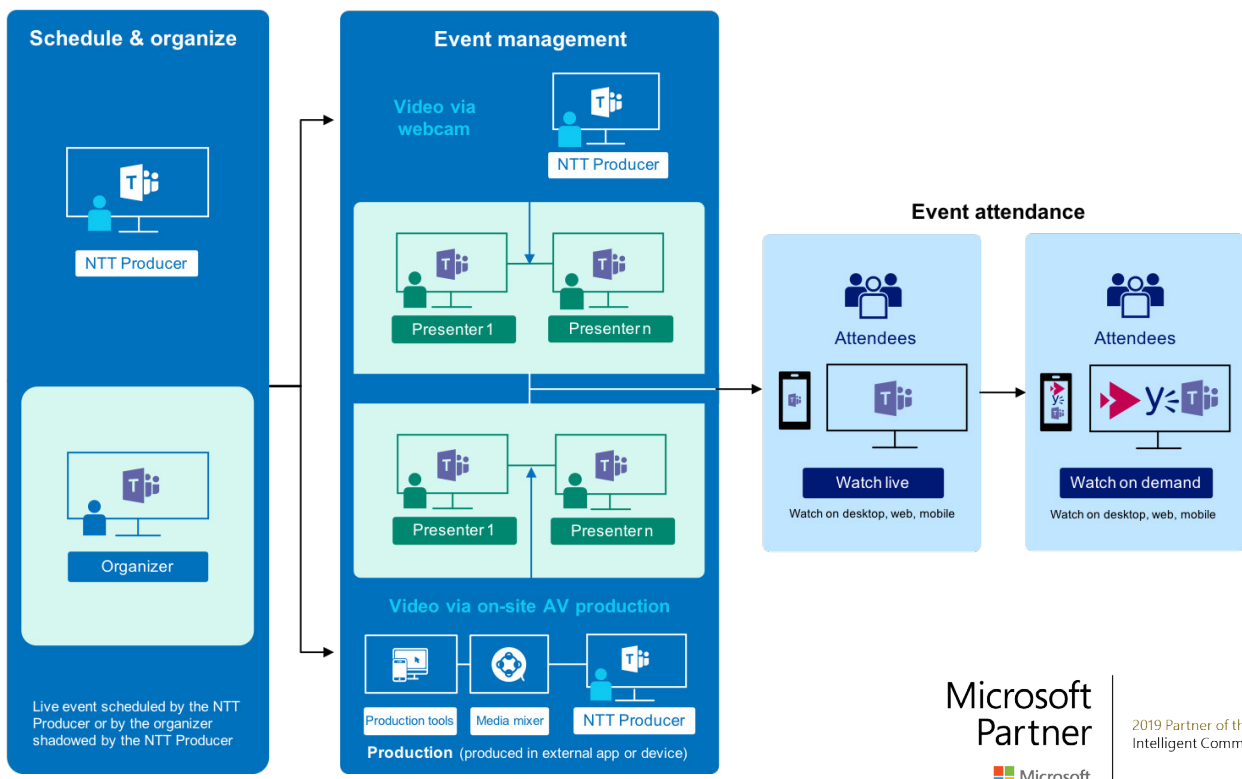
Get started with live events

Our team will work with you to ensure you have the correct licenses and have enabled the features required to successfully run a Teams live event.

For reference, the following licenses are required to run a Teams live event:

- An Office 365 Enterprise E1, E3, or E5 license or an Office 365 A3 or A5 license
- A Microsoft Teams license
- A Microsoft Stream license

Digital Events production services for Teams live events

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