

Microsoft Teams live event



With Virtual Events, you benefit from the service of a professional event producer who assists you before, during and after your event.

Roles and responsibilities

Requestor/Booker: Completes the [booking form](#) and raises a request.

Virtual Events producer (BT): Schedules the event, sends invites, hosts a rehearsal, conducts checks before the event, supports during the event and moderates Q&A. Provides post event reports.

Presenters: Speakers who deliver content during the event.

Participants: Attendees joining the live event as audience or watching on demand.

Features

Summary of key features and capabilities:

Feature	MS Teams live event
Maximum number of participants	10,000
Maximum event duration	4 hours
Maximum number of producers and presenters	100
Maximum number of concurrent events	15
Q&A	Available (written only)
Video content share	Available (speakers only)
Recording	Available
Live captions/subtitles	Available

View the [full list of features](#) or alternatively speak to the Virtual Events team.

Note: Some steps, screenshots and options may differ slightly depending on the application, browser, operating system, and software version you are using.

Booking an event

Before you begin the scheduling process, please have the following information ready.

BT account holder details:

1. billing EB no. (if available)
2. company name
3. first and last name
4. phone number
5. email address
6. time zone

Event details:

7. topic
8. event date
9. event start time and time zone
10. duration of event
11. number of participants
12. Presenter(s) details e.g., name(s) and email address(es).

To book an event complete the booking form and send via email to the Virtual Events team at: virtualevents@bt.com

The Virtual Events team will schedule the event within 48 hours and send confirmed email invites with joining links.

Note: The joining links for presenters and participants will be different.

Learn more

- [Microsoft Virtual Event presenter playbook>](#)
- [Microsoft Virtual Event attendee playbook>](#)
- [Microsoft Virtual Event IT playbook>](#)
- [Present in a live event in Teams>](#)
- [Attend a live event in Teams>](#)
- [Best practices>](#)
- [FAQs>](#)

Discover more about Microsoft Teams Live Event at the [BT support centre >](#)



Note: Some steps, screenshots and options may differ slightly depending on the application, browser, operating system, and software version you are using.