

# How Live Stream Works

- 1 Speakers will join a Zoom Call or another Screen-Sharing Platform
- 2 A Live Stream Tech will project the presentation to attendees via eventScribe.
- 3 Attendees view the presentation via eventScribe. Attendees may access the Live Stream via the eventScribe Website, or the eventScribe Live app. Attendees DO NOT join the Screen-Sharing Platform.

## **If the presentation has been pre-recorded for the Live Stream:**

- 1 Speakers will record the presentation using a Screen-Sharing Platform and export the video as a 1080p or 720p .mp4
- 2 The speaker submits the video to the Live Stream Tech with at least 24 hours notice. This can be submitted via dropbox or another platform.
- 3 The Live Stream Tech will display the content according to the scheduled time.

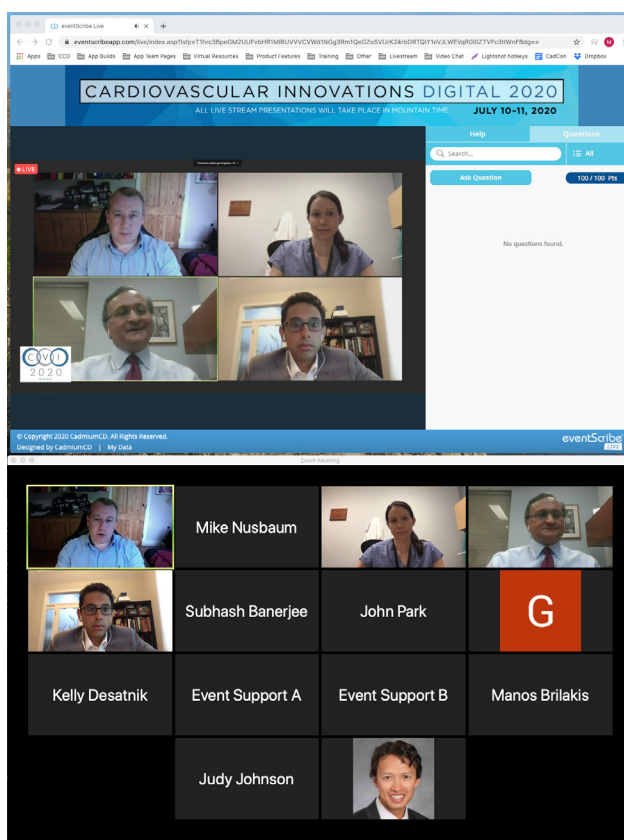
**If the Live Stream will have both Pre-Recorded and Live Portions:**

- 1** Speakers will record the presentation using a Screen-Sharing Platform and export the video as a 1080p or 720p .mp4
- 2** The speaker submits the video to the Live Stream Tech with at least 24 hours notice. This can be submitted via dropbox or another platform.
- 3** Speakers will join the meeting link provided by the event organizer.
- 4** The Live Stream Tech will display the content according to the scheduled time.
- 5** The Live Stream Tech will display the speakers from the meeting link during the scheduled times.

**Please Note: Any switches between live and pre-recorded content will need to be communicated with the Live Stream Tech prior to the event. Please be sure to communicate this during the meeting with your Live Stream Project Manager.**

## Inside of the Meeting Link:

- 1 Speakers will log into the meeting link 30 minutes prior to their event.
- 2 The live stream technician has the power to choose which presenters to broadcast to the audience via the live stream.



**Please Note: If speakers are using a VPN, you must disconnect from it for tech checks and your live event**