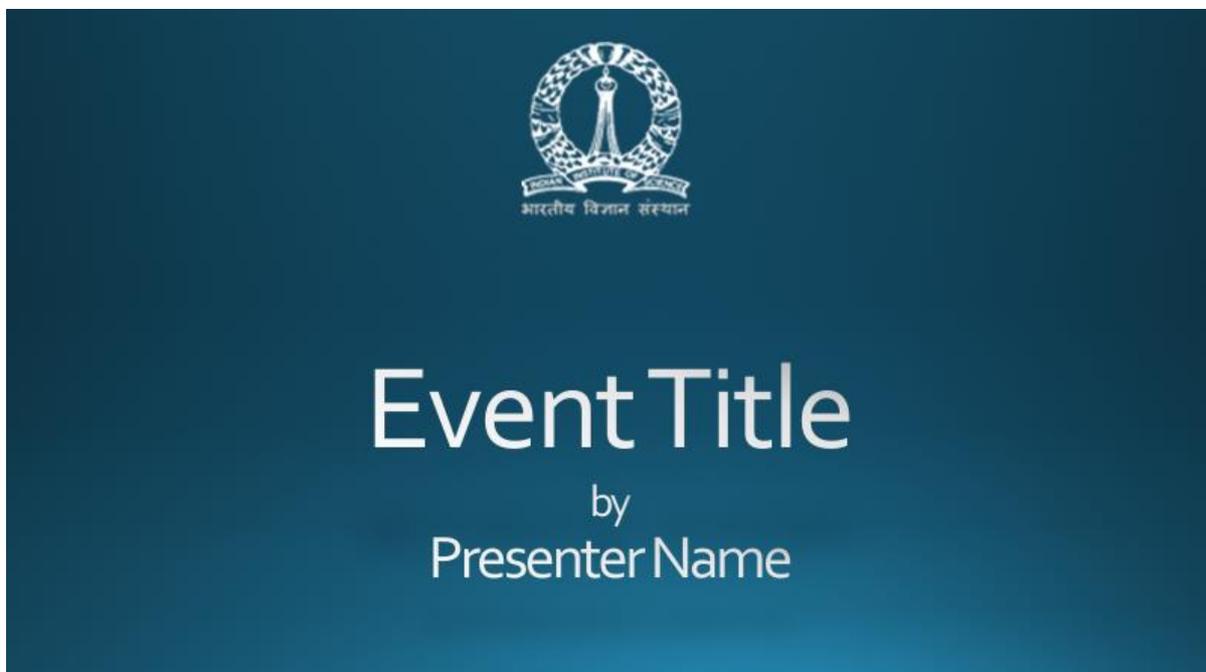


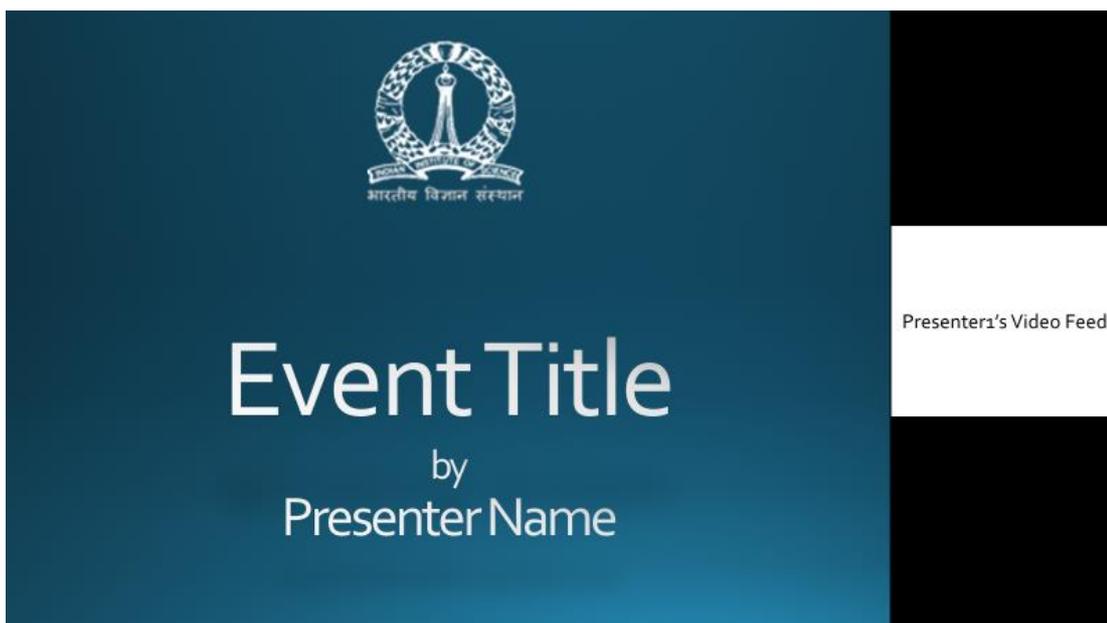
## Sequence of events for IISc Colloquium/Talk as a Live Event

Following are the different persona/roles in a Live Event

- Presenter1 (Introducer):
  - Presenter2 (Main Presenter):
  - Presenter3 (Q&A):
  - Producer1:
  - Producer2:
- It is recommended that all the Presenters log in 10 minutes prior to the scheduled start of the event to do Mic, Camera and presentation sharing check.
  - Once testing is done, all the presenters and producers mute their Mic and the Producer1/2 does a countdown “event is going live in 3,2,1, Go” and the **Event goes live**.
    - This must be done at least 90 seconds prior to the scheduled commencement time of the event. This is done so that the attendees do not miss out the beginning of the event as there is a 15-20 seconds delay at the attendee end and sometimes there would be additional lag if the attendee’s internet connection is weak.
    - Note
      - Once the event goes live there no option to pause the event
      - The recording begins once the event goes live.
  - The following screen goes live to the attendees.



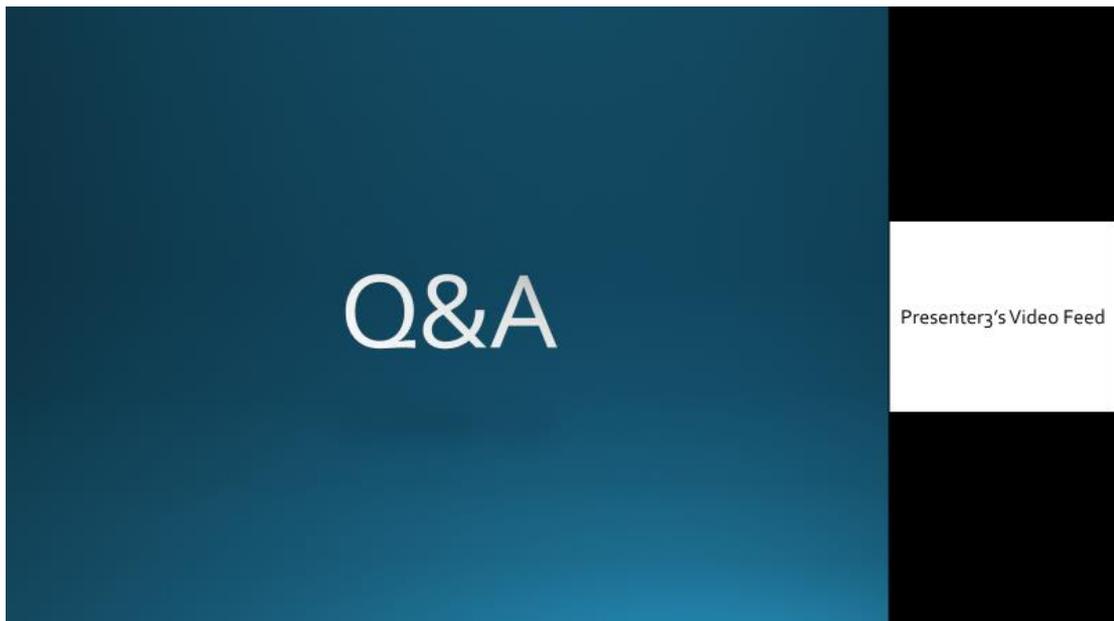
- When it is time to start, Presenter1 unmutes his/her mic and begins speaking.
- The following screen will be visible to the attendees if Presenter1’s Camera feed is available, else the above screen would continue.



- After the introduction, Presenter2 should share his/her presentation, unmute his/her Mic, and commence the presentation. He/she will have control on changing the slides. The following screen will visible to the attendees



- Once Presenter2's lecture/talk/presentation is complete, Presenter3 unmutes his/her mic and starts asking questions from Live Q&A.
- The following screen will be visible to the attendees if Presenter3's video feed is available. Else, only screen with "Q&A" would appear on screen.



- Once Presenter2 starts answering the first question, his/her video stream will be maintained this till the end of Q&A.
- If Presenter2's video stream is unavailable, then a screen with "Q&A" would appear to the attendee.



- After the Q&A, Presenter3 will present the vote of thanks and make the concluding remarks.
- The Live Meeting will be ended by Producer1/2.