Welcome

We are thrilled that you are going to be part of the **TEDxGlasgow** livestream! The livestream will take place between 9:15am and 3pm and will be hosted on YouTube.

We have developed this toolkit as a handy guide with all the information you need to help with your livestream event including information on the tech specs required to host a livestream event; the rules around hosting; your role; the programme for the event and some FAQs.

This year our theme is:

Connection

Whether it's making them, breaking them, discovering them or searching for them, connections have shaped, and continue to shape, the world we live in. With the rapid advancements in technology, our world is more connected than it has ever been – physically, emotionally, digitally, scientifically and even metaphorically. Or is it?

We encourage you to think about the experience your guest will have whilst they are watching the livestream - are you able to provide food, or discussion during breaks?

A good way to engage with everyone at the SEC Armadillo is to get involved via social media using #TEDxGla2019 - you never know you might even get a mention on stage!

We'd love to hear feedback from everyone who enjoys the livestream, and have a quick survey to help you collect this, simply share the survey link and invite people fill in as soon as possible.

Livestream feedback link:
https://forms.gle/yAWkRawsK6G8HhTq6

If you have any questions about this toolkit or the livestream in general please contact us by emailing hello@tedxglasgow.com.

Thanks.

The TEDxGlasgow Team

Tech Specs

We recommend using a wired internet connection and the latest version of Chrome, Firefox or Safari as your web browser to watch the livestream.

To find out if you're able to livestream **TEDxGlasgow** 2019 it's best to test your computer and set up. To do this we recommend:

1. Go to the YouTube live channel https://www.youtube.com/channel/UC4R8DWoMoI7CAwX8_LjQHig
2. Start to stream one of the videos with the LIVE NOW red box underneath
3. Open a new tab in your browser and repeat this process two more times, so that you have three tabs open - each streaming a live stream.
4. Watch the streams running for at least 15 minutes.
5. If your set up works without buffering or pauses in the videos then you should have no trouble streaming TEDxGlasgow!
6. If you experience some issues at this stage then contact us by emailing hello@tedxglasgow.com and we will do our best to help you get up and running.

Once you have checked you can livestream the event you can use the following link to access it from 9am on 14th June:

- https://youtu.be/CMzzKKRGN0M

Livestream Rules

Livestream Event rules

TED has a few guidelines for livestream events. We ask that

TEDxGlasgow livestream events adhere to the rules below:

- Events must be free of charge.
- Please note that co-branding your event is not permitted.
- Events should not hold more than 100 attendees.
- Please see this link for full details on TEDx rules, including logos and promotion
  https://www.ted.com/participate/organize-a-local-tedx-event/before-you-start/tedx-rules

Your role as a host

What you should provide:

- A location/venue that can host up to 100 guests comfortably.
- A projector/screen, computer and strong internet connection (preferably wired, not wireless) to broadcast the webcast.
- Refreshments for guests during the break or let them know they need to bring their own.
- Planned activities or discussions during breaks.
- Designated event host/s to ensure set-up and execution is coordinated and organised.
- Share feedback survey to livestream attendees

Livestream feedback survey:

https://forms.gle/yAWkRawsK6G8HhTq6

TEDxGlasgow 2019 Programme

TEDxGlasgow
x = independently organized TED event

09:15	**Session One**
	● Amna Saleem
	● Richard Shotton
	● Mark Logan
	● Laura Young
	● Madeleine Black
10:30	**Break**
11:10	**Session Two**
	● Anand Menon
	● Pippa King
	● Fraser Smith
	● Laurence Dodds
	● Anna Dominiczak
	● Baroness Helena Kennedy QC
12:30	**Lunch**
13:40	**Session Three**
	● Annie Lennox
	● Sarbjit Nahal D
	● David Allfrey
	● Jude Ower
	● Amar Latif
15:00	**Close**

What happens if things go wrong?

Sometimes livestreaming events experience technical difficulties. On the day of the event we will keep you up to date with any changes via email and will do our best to help you if you experience some technical issues.

Please have your emails to hand on the day, in case of any issues! If for some reason you are unable to access the livestream, we will be creating a backup playlist for you to run.

Please email any queries to the livestream manager -
hello@tedxglasgow.com

Frequently asked questions

What are the event times?
Approx 9:15am to 3pm. We suggest you open your doors at 8:30am to allow people to get settled and for introductions.

Do I have to show the whole event?
The event is best viewed as whole. If you'd like to have a viewing for half of the day, or keep it on in your office for staff members to watch a talk or two, that's okay with us too. We're glad to have you participate.

What should I do during breaks in the webcast?
The event will break once for a mid-morning break and for lunch between sessions, at which point the webcast will be offline. The breaks are great opportunities to discuss the talks you just heard, have lunch or snacks with your guests, or host some interactive activities.