Frequently Asked Questions

What platforms can we stream to?

The two main platforms currently supported by the HSE are *Microsoft Teams* and *Cisco's WebEx*. We can also stream direct to *Twitter* or *YouTube*, which increases the video and audio quality, but at the cost of losing interactivity with attendees at home.

How many attendees can we support online?

The current interactive platforms approved by the HSE, Microsoft Teams and Cisco's WebEx can support up to 1,000 attendees online.

How many panelists/presenters can we have on stage?

The boardroom in Dr Steevens' Hospital, can currently support up to six panelists on stage, with one MC at the podium. (6 seated panelists wearing wireless lapel microphones and 1 MC standing at the podium to direct questions to them during a Q&A)

What format do our presentations need to be in?

We use the standard 16:9 format for all presentations, as this works best with streaming software. It is also encouraged to keep text to a minimum size of 12/14pts and to use graphs and images wherever possible, as text can be difficult to read on mobile devices for viewers at home.

Can we have roaming microphones in the boardroom at Dr Steevens'?

Yes. We can have up to two roaming microphones to allow for questions from in person attendees.

Can we have virtual presenters call in during the event?

Yes, both WebEx and Teams operate as normal in that way, however the presenters will need to share their own powerpoint slides or media on the day.

Can we play pre-recorded media (videos) during the event?

Yes, we can show video content during the stream that will be viewable by all attendees both at home and in the room.

Do we need to have a rehearsal before the event?

Yes, it is highly encouraged to prepare as much as possible ahead of time and to run a rehearsal event days or weeks ahead of the event day.