



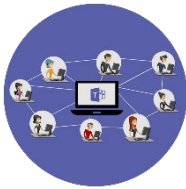
Best Practices for Media Presentations Using Teams

This guideline is provided for use when you are hosting a meeting using Teams and are planning to include media as part of that meeting.

FACTORS TO CONSIDER BEFORE YOUR MEETING BEGINS

Determine the Kind of Meeting

Size of Attendance



- If the proposed size of the invitees exceeds 300, engage IT Services to facilitate the running of the meeting to minimize technical questions.
- A small meeting (2-20 attendees) as opposed to a large meeting (20+ attendees) may determine the level of interaction you will want from the attendees. The rule of thumb is that the greater number of participants, the less real-time interaction you may want to take place, to ensure that your presentation is not disrupted.

Media Location and Type



- It is best to have whatever media you are going to present stored on your local drive as this will maximize the performance of the media for presentation.
- If the media is stored on a Hasbro drive or in CSP, if possible, download the media you are going to present to your local drive prior to your presentation.
- If the media is online or on a Hasbro/eOne web site, then the performance will be dependent on the performance of that site as well as your own bandwidth.

Level and Type of Interaction



- Determine ahead of time what levels of interaction you will allow during the time that you are presenting the media. If you wish to present the media without interruption then you can control the ability of participants to participate via muting, disabling cameras and/or chat and other means.
- If you are not going to be the presenter, select the people you want to present and ensure that they are familiar with these best practices.

Prepare Participants



- Communicate Muting, Video, Chat, and other features to your participants.
- Turn off the chat feature so that chat conversations are not appearing in real time while you are presenting, unless that is desired.
- Ensure that all attendees are muted so that they do not interrupt the presentation.
- Turn off all cameras so that bandwidth is maximized, unless needed.
- Use the “Raise Hand” feature if you need to understand who among your attendees has a question or an issue.
- Prepare to unmute, allow chat, and allow cameras when you want these capabilities turned back on for interacting with the attendees.



Conduct Meeting

Ensure Maximum Bandwidth



- When presenting from a home office, ensure that you have the maximum bandwidth by limiting or shutting down all other browsers and/or access to the internet by other members of your household during the time of the meeting.
- If possible, have the media you are going to present saved on your local drive.
- Ask meeting attendees to disable cameras during the presentation as this will also free up bandwidth for your presentation.

Don't Troubleshoot Problems in Real Time



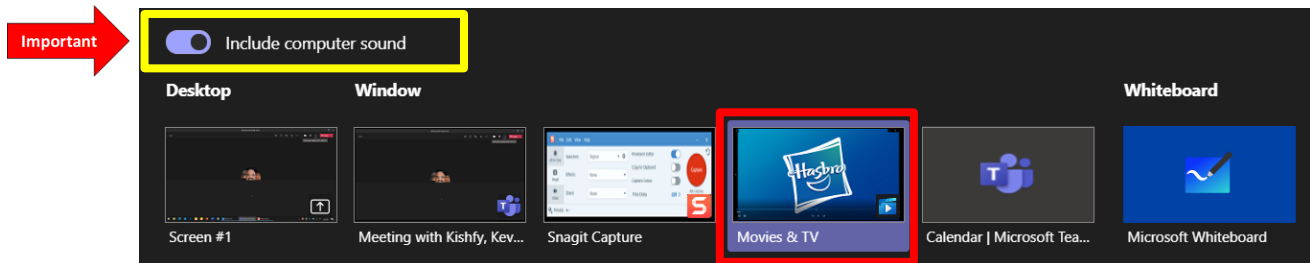
- If a small number of individuals are having issues viewing or hearing your presentation, do not spend an inordinate amount of time trying to troubleshoot their issues at the expense of providing a good experience for most of the attendees. You should follow-up with them after the meeting.

HOW TO SHARE LOCAL OR WEB-BASED MEDIA WITH AUDIO IN TEAMS

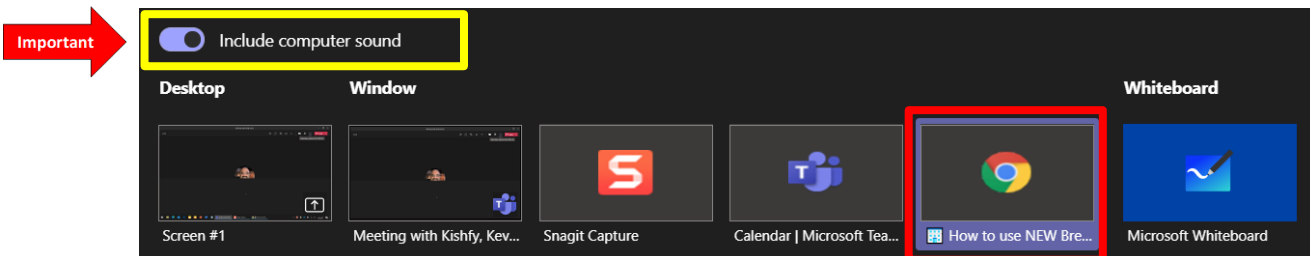
1. For local playback, have your media opened to view (do not minimize the media window to your taskbar, doing so will prevent it from being seen in the Teams sharing pane).
2. Start your Teams meeting
3. From the meeting toolbar, select the **Share content** button



4. **"IMPORTANT"** – Click on **"Include computer sound"**



5. Under the **Window** section, locate and click on your Media to begin sharing it (*see image above*).
6. For best audience visibility, ensure that you have **maximized** the video before you begin playback.
7. For web-based media playback, have your media pre-loaded within your web browser then start from Step 2 above. Be sure to choose the web browser as your shared content instead of the local media player (*see image below*).



8. When playback has finished you may **Stop presenting** from the floating toolbar (top of screen).

