



How to Set Up a Teams Town Hall:

1. Schedule the Town Hall

- In Microsoft Teams, open **Calendar** and select **New Meeting**.
- Choose **Town Hall** from the meeting type dropdown.
- Enter title, date, time, description, and location (if hybrid).
- Add presenters, producers, and co-organizers.

2. Configure Event Options

- Set presenter and attendee permissions.
- Enable/disable Q&A, chat, and lobby settings.
- Optional: Turn on registration and customize the form.
- Set event access to Public if the town hall is open to all audiences. Can't be edited later.

3. Prepare Materials

- Finalize slides, videos, and talking points.
- Assign roles: host, presenters, producer, moderator.
- Conduct a quick rehearsal to test audio, video, and screen sharing.

4. Run the Town Hall

- Join 15–30 minutes early with all presenters and support staff.
- Producer verifies audio, video, screen sharing, and transitions.
- Start the event, manage Q&A, and run the agenda.
- Record the session if allowed.

5. After the Event

- Share the recording link and any resources.
- Send follow-up notes or highlight summaries.
- Review attendance analytics and collect feedback.