

GlobalMeet Webinar

Simulated Live Package

Document	Simulated Live Package
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Simulated Live Overview

A Simulated Live event can be created to allow pre-recorded content to be broadcast at a selected date and time, similar to a live event. Simulated Live content can be recorded in the system, as if it were being delivered live, or existing media files can be uploaded if you already have content available.

- Select **Simulated Live** as the **Event Type**.
- Select the **SimLive Source**. It is important to confirm this setting as it cannot be changed once the event is scheduled.
 - Select **Record Media** to record the content that will be used for the Simulated Live Broadcast using the Live Studio interface.
 - Add a **Capture Date**, **Time**, **Duration**, **Time Zone**, **Capture Acquisition Source** and **Max. Audience Size**.
 - Select **Upload Media Files** to upload pre-recorded files that will be used for the Simulated Live Broadcast.
 - Add a **Duration**, **Media Type** and **Max. Audience Size**.
- Complete the rest of the setup to upload Slides, Overlays Videos and Headshots (for audio only events) and add Surveys.
 - If you select **Record Media** as the **SimLive Source**, refer to the [Record Media Event Setup instructions](#) below.
 - If you select **Upload Media Files** as the **SimLive Source**, refer to the [Upload Media Files Event Setup instructions](#) below.

Record Media Event Setup

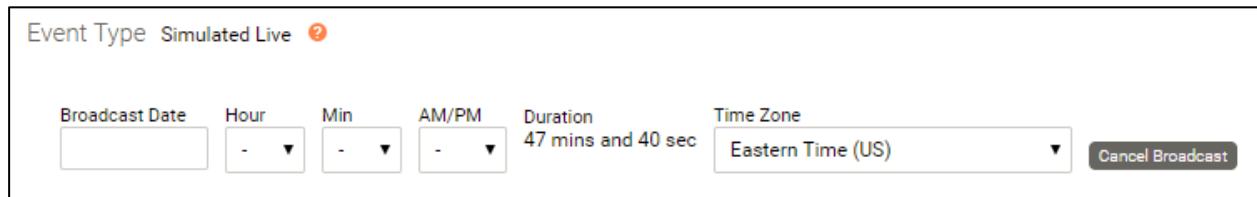
- Access the **Live Studio** on the scheduled Capture date and time to record the presentation.
 - The capture process will replicate the delivery process of a live event.
- After the capture is complete, review the recording in the **Sim-Live Studio**.
- Once the presentation is ready for viewers, refer to the instructions for [Scheduling a Broadcast](#).
- On the **Event Settings** page, click **Revert to Live with Archive** to convert the Simulated Live event to a Live with Archive Event (available before the capture has taken place).
 - Click **Convert to SimLive** to revert back to a SimLive Event.

Upload Media Files Event Setup

- Access the **SimLive Studio** to upload media files and assemble content for viewing.
 - Click **Publish All Changes** to save the Simulated Live setup.
- On the **Event Settings and Schedule** page, click **Revert to On-Demand** to convert the SimLive event to an On-Demand Event (available before the event has been published).
 - Click **Convert to SimLive** to revert back to a SimLive Event.

Scheduling a Broadcast

- After the event setup is complete, return to the **Event Settings** page.
- Click **Schedule a New Broadcast** to schedule the date and time for the Simulated Live Broadcast.



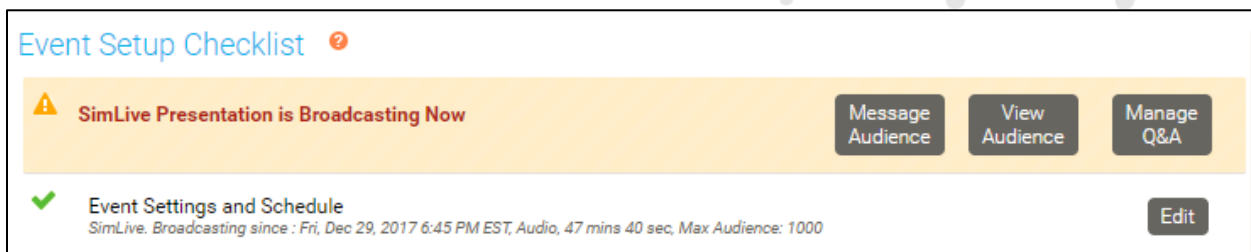
The screenshot shows the 'Event Type Simulated Live' settings form. It includes fields for 'Broadcast Date', 'Hour', 'Min', 'AM/PM', 'Duration' (47 mins and 40 sec), and 'Time Zone' (Eastern Time (US)). A 'Cancel Broadcast' button is located on the right side of the form.

- Add a **Broadcast Date**, Time, and **Time Zone**.
- Click **Save and Continue** to save and schedule the Simulated Live Broadcast.
- Click **Cancel Broadcast** to cancel a schedule Simulated Live Broadcast.
- Event can be rescheduled after the broadcast completes.
 - A list of previous broadcasts, including dates and times, will display below the **Event Type**.

Managing a Broadcast

Simulated Live events start automatically at the date and time scheduled. No action is needed by administrators. However, administrators can access some Simulated Live features while the broadcast is live.

- Options to manage a Simulated Live Broadcast will appear in the Event Setup Checklist on the Event Summary page.
 - These options will only appear while a Simulated Live broadcast is active.



The screenshot shows the 'Event Setup Checklist' during a SimLive broadcast. It features a yellow banner with a warning icon and the text 'SimLive Presentation is Broadcasting Now'. Below the banner, there are three buttons: 'Message Audience', 'View Audience', and 'Manage Q&A'. A green checkmark icon is next to the text 'Event Settings and Schedule', with a subtext 'SimLive. Broadcasting since : Fri, Dec 29, 2017 6:45 PM EST, Audio, 47 mins 40 sec, Max Audience: 1000'. An 'Edit' button is located to the right of this text.

- Click **Message Audience** to send a message to all viewers on the event.
 - The message will appear over the headshot/video window.
- Click **View Audience** to view a list of audience members currently viewing the event.
 - Check the **Manage Access** section of the **Event Summary** page to make sure access to the **Player** is set to **Open**.
- Click **Manage Q&A** to monitor and respond to questions during the Simulated Live broadcast.
 - Text responses can be provided, which will appear to the selected viewer(s) in the **Answered**

Questions section of the webcast player.

- Be sure to confirm **Answered Question** are enabled to display for the audience in the **Ask a Question > Custom Player Tab** setup.
 - Click **Edit Tab** next to the **Ask a Question** tab (on the **Event Content** page).
 - Enable the **Display 'Answered Questions' during On-Demand** option.