OPEN
ACCESS
CTRL

TEDˣCapeTown — 15/16 AUGUST 2015

x = independently
organized TED event

Viewing Party Toolkit

What is TEDx?

In the spirit of ideas worth spreading, TED has created a program called TEDx.
TEDx is a program of local, self-organized events that bring people together to share a TED-like experience. Our event is called **TEDxCapeTown,** where x = independently organized TED event. At our TEDxCapeTown event, TEDTalks video and live speakers will combine to spark deep discussion and connection. The TED Conference provides general guidance for the TEDx program, but individual TEDx events, including ours, are self-organized.

We will be streaming TEDxCapeTown on the [tedxcapetown.org homepage](tedxcapetown.org)

3 Steps to sharing ideas worth spreading

1. Create you own Viewing Party event here
2. Invite your friends and family, who in turn will invite theirs
3. Let us know your Viewing Party is happening:
    - Tweet @TEDxCapeTown and use the event tag #TEDxCT
    - Upload any pics to Instagram to @TEDxCapeTown or use the tag: #TEDxCT

Public Event Suggestions

Where you can host your Viewing Party

There will be numerous venues near you, particularly during the day, that are willing to host groups of people. (Check the local times for the event being Simulcast from Cape Town)
If there is a place/venue with big screen TVs or a projector - whether at a coffee shop, restaurant, bar, library, school or organization – give them a call and ask if they'd be willing to host your Viewing Party.

Keep in mind you need an internet connection to livestream the event, so make sure the venue has good 3G coverage or a fast enough WiFi connection. We recommend bandwidth (internet speed) of 2Mbps or more.

If you and the venue have the ability to plug a laptop into their TV – and transmit audio from the event, too – then you're good to go! Make sure you have sound to hear the speakers.

Viewing Party Schedule Suggestions

How to host your Viewing Party

Study the program, schedule, and break times in advance. Times are based on SAST (GMT +2), or check online for the exact time difference from your country.
The schedule of talks will be published on www.tedxcapetown.org

To plan ahead, the talks kick-off at 09h00 and end at 17h00 SAST. It's a good idea to share the meaning behind TED and TEDx. TED have made an [Official Intro to TEDx video](#) which is usually shown at TEDx events before the talks start.

We have found that if you plan your food and drinks in advance, you won't miss a minute of the broadcast. This is not required, but it does help to keep your guests at the venue.

You can do the catering or even ask your guests to bring some food and drinks to share. Snack breaks also provide the opportunity for you and your guests to engage with the TEDxCapeTown content you've just watched and share you opinions and ideas based on the talks.

Quick tip:
● Try to close your laptops and put away your smartphones. The true gift of TED and TEDx is the gift of attention. You will get so much more out of TEDxCapeTown if you really focus.

Viewing Party Technical Support

How to make sure your livestream works

A TEDxCapeTown technical support team will be available on the event day to help with any issues you may experience. They can be contacted on support@tedxcapetown.org and there will also be a support chat feature on the live.tedxcapetown.org webpage on the event day.

Quick tip::
● If the signal is interrupted, don't panic. It may come back in just a minute or two. If you think your computer has crashed, restart it. Try switching to a different quality feed (high, medium or low) or try refreshing your screen or logging back in.

Please understand that due to Internet conditions beyond our control, the picture could vary.

Also, feel free to tweet any issues using the hashtag #tedxct and give the community a chance to assist.

The theme of TEDxCapeTown 2015 is "Open Access Control"

Is there a fine line between openness, access and control? Do constraints provide us with a safe and free society in which to thrive, or do they hinder our existence? We will be tackling these difficult questions at TEDxCapeTown 2015.

- Following each speaker or session, ask the group to discuss how the talk fits into this theme and how it was inspirational, innovative, or insightful.
- Ask your guests to describe one thing they've experienced recently that reminded them of their inquisitive childhood, and why that memory has impacted them positively.

Encourage the group to tell at least one other guest who s/he would love to see speak in-person at a TEDxCapeTown event and why. And, as an added conversation starter, ask the participants to interact with someone they haven't met. Then, send us those speaker ideas to speakers@capetown.org

- Start a hashtag on Twitter with your simulcast party or location description as associated with TEDxCapeTown.
  - For example, if you're hosting a party at mLab, then your tweets should include #tedxct and #mLabparty.

- Then you can tweet questions or comments to other simulcast parties using their hashtags, too! Find parties close to yours and meet some new people!

Take photos and upload them to your Instagram account and tag them with TEDxCT.

- We may feature them onstage! Be creative!

Tweet questions for speakers and comments to us at @TEDxCapeTown and use the hashtag #tedxct or #tedxcapetown.

- We'll be monitoring Twitter all day to ensure that any comments we can accommodate are passed along to speakers and that any technical issues that may be impacting livestreaming area addressed as immediately as humanly possible.

We look forward to having you join us!