TECHNICAL SPEC AND PRODUCTION SHEET

WHO IS IN:CIITE EVENTS AND WHAT DOES IN:CIITE DO FOR US?

in:ciite Events is a creator of live and simulcast events on mission. Its mission is helping build God's Kingdom by creating remarkable experiences through media products and events that are culturally and spiritually relevant.

During your simulcast event, in:ciite provides all the customer service, technology, and pre-event testing you need to ensure you and your audience experience, hopefully, a glitch free event. They will help you test your equipment, trouble-shoot display issues, and assist if anything technically affects your receipt of the event during the event weekend.

As to the details, in:ciite:
- Communicates with simulcast host-sites concerning important dates and any changes pertaining to your event.
- Provides all technical requirements to host sites
- Conducts a test feed in advance of the Conference
- Provides real-time customer service during your event should the unexpected happen.
- Send the live stream to all host sites from the live site the date of your event.

TECHNICAL SPECIFICATIONS AND NEEDS

in:ciite Events will be streaming the event at the highest possible quality, but it is very important for you to know that the quality you receive is dependent on your internet connection, your download speed, and the projection & sound capability of your venue.

We are unable to know what your Internet Service Provider (ISP) can deliver to you or what type of PA and Visual system your venue is running. However, we can offer you some guidelines and tips to help you receive the highest quality possible.

Test Your Connection

in:ciite will be offering a series of tests starting a month prior to the event. Whether this is your first simulcast or your 50th, testing is important! in:ciite Events is constantly updating its proprietary platform to ensure the very best content delivery system. You need to ensure that your equipment and set-up is changing with it! We find that 90% of those issues could have been troubleshooted and eliminated on a testing day.

We cannot stress enough the need to test on all equipment in the location that the simulcast will occur. All streaming technologies and platforms are different. (i.e. you may be able to play a YouTube Video with no streaming interruption, but that does not mean you'll be able to buffer the simulcast). If you do not test, we cannot ensure that your event will be a success. Testing will be done starting in September. We'll email you the dates as soon as they are established. Make certain that you sign up for one of the testing times!

Test Your Speed

To check your actual download speeds, please visit www.speedtest.net . Click **BEGIN TEST** and speedtest.net will AUTOMATICALLY test your speed and give you an accurate indication of your capacity. The "download speed" number is the one that is important for your broadcast. ***Your network connection should sustain a download speed of 20 Mbps or greater.*** If it doesn't contact your internet service provider and inquire about receiving higher   speed and larger bandwidth.

Wireless vs. Wired Connections
Your church, your audience, you... have a lot of devices, and they all want internet... ALL THE TIME! It is highly recommended that only one computer be accessing the network during the broadcast, and that you have a **dedicated internet connection** for the computer you are using to download the stream.

Visual Display, Operating System, and Browser Selection
If using projection, check your video projector resolution to ensure that it matches your computer resolution. In full screen mode on your computer, you should see full screen with your projector. It is recommended after connecting your computer to the projector that you power on the computer first then the projector for auto detecting resolution.

Do not have any other applications running on your computer simultaneously such as virus scanning, updates, or backup software.

We suggest you do NOT use a browser window within ProPresenter without testing it thoroughly. Issues have arisen with this method.

in:ciite Events recommends using Google Chrome as your internet browser for hosting simulcast event.

If you are using a **Mac OS operating system**, Firefox is also recommended; however, we strongly suggest you install Google Chrome as well and run tests with both browsers. Keep both on your computer until the event; it's recommended to have one as a back-up browser.

If you are using **Window 10**, we recommend Edge as your internet browser; however, we strongly suggest you install Google Chrome as well and run tests with both browsers. Keep both on your computer until the event; it's recommended to have one as a back-up browser.

Sound

Please test your sound. We'll send a balanced broadcasting mix to your location. All rooms and venues are different. To ensure the right sound levels for your venue, please have a qualified sound engineer who is familiar with your system.

Other commonly asked questions:

When will I receive the Event Link?
The event link and password will be emailed out to you and your contact list on Monday, September 27th. THE LINKS WILL NOT GO LIVE UNTIL 45 Minutes prior to your hosting time. We suggest you log on early to get things set up. There will be music, slides and a count-down clock during this time.

Can I share the link out to my group to watch in their home if they are not able to attend the live event?
No, you are not able to share the event link. Your link will be configured to work at only one location on one device. If individuals would like to watch at a different time, they must purchase their own license. If you have a unique situation and would like to discuss with in:ciite, please contact us.

How long will I have access to the content?
You will have access on the live event date of October 1st and 2nd, unless you are scheduling your event for a date after in which that will be your date of viewing.

What if I miss a something or our connection goes down- can I rewind and watch it again?
The technology has built in DVR which means you when you login to the event you can rewind to the beginning. You will miss nothing.

What time is the event in my time zone:
Refer to the schedule sent to you; however, the technology has a built in DVR so if you need to start the event later due to your time zone, once you login, you can rewind to the beginning.

If I have any questions or issues during the test or the live event, please contact inciite Events:

<div align="center">

Chat – www.inciiteevents.com
Phone – 888-235-7948
Text – 888-235-7948
Email – info@inciite.com

</div>