



WEBCAST-ON-DEMAND INCL. SPEAKER VIDEO

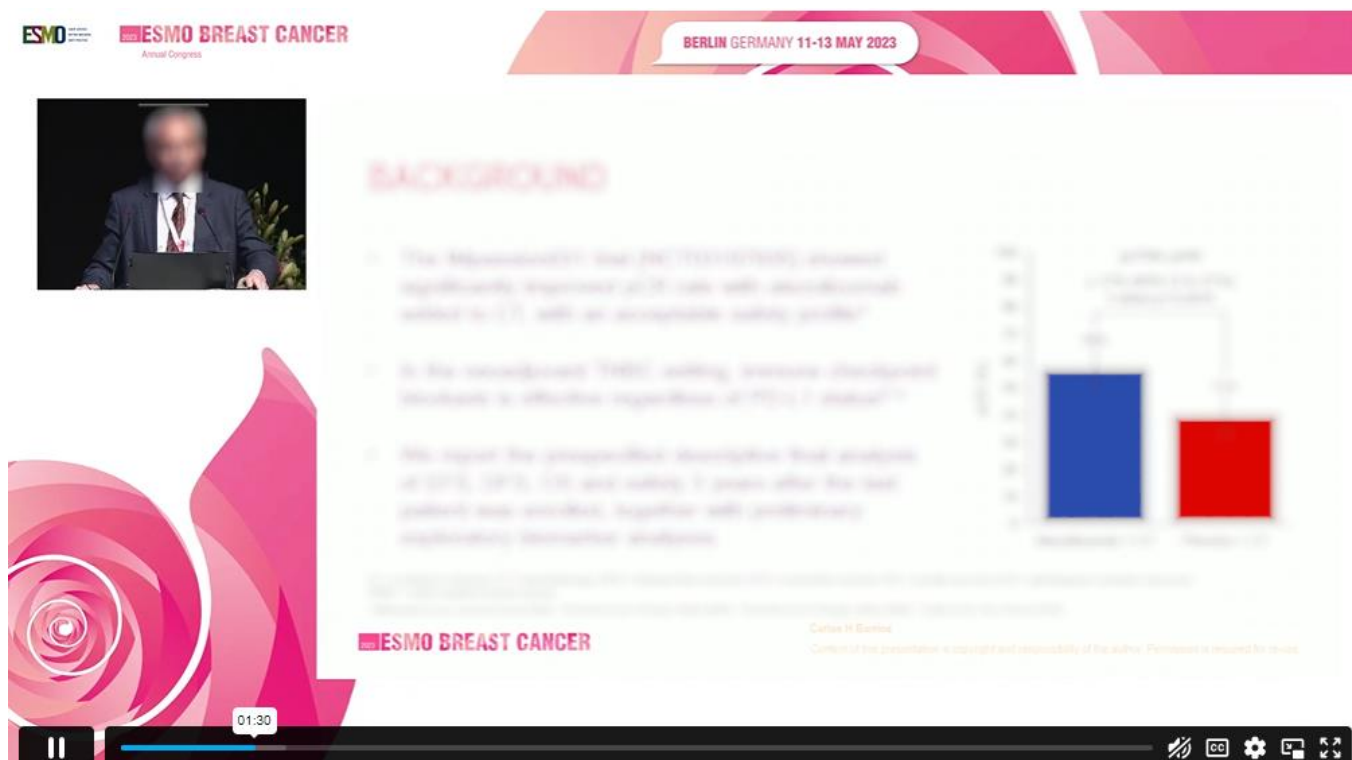
Services include:

- Speaker's audio and video synchronized with Power Point slides made available within 48 hours from the session.
- Professional assistance before during and after the meeting.
- Post processing/ editing (cut of beginning and tails) of the webcast.
- Setup of the webcast appearance to match the CI of the company.

Webcast Format

By default, the presentation slides appear on the right side of the video player, while the presenter's video is shown on the top left, as shown in the screenshot provided below.

*Please note that the presentation slide displayed below is intentionally blurred due to the presence of confidential information.





Webcast Branding

In order to customize the streaming layout of the satellite symposium, companies should provide the following:

- Background image (1920x1080 px) in JPG/PNG format – background can also be white with the company logo.
- Banner (1920x150 px) in JPG/PNG format, to be placed on the top of the background.

CTI General Terms and Conditions:

Output formats

The webcast is provided in an MP4 video file format.

Additional services

Video editing will be charged extra with an hourly fee of EUR 150,-

Delivery and responsibilities

Once CTI services have been contracted (after receipt of the signed order form), the parties agree to provide the following in order to ensure successful implementation.

The customer agrees to:

- Provide full contact information of the primary contact person
- Provide material as required for setup:
 - ⇒ Company/organizational details (contact info, billing references, etc.)
 - ⇒ Project details
 - ⇒ Design guidelines

CTI Meeting Technology agrees to:

- Consult the technical event staff as needed regarding electrical compatibility and specifications, internet speed and connectivity, audio requirements, onsite setup, and computer systems.
- Provide onsite support staff and necessary hardware
- Coordinate onsite staff, AV/IT technicians, and speakers (if required)
- Communicate with your primary contact person and speakers (if required)

Copyright

All copyrights stay with the organizer and/or presenter.



Invoicing and payment terms

- Invoicing takes place in one instalment.
- Payment can be via credit card (Visa, MasterCard and American Express) or via bank wire transfer.
- All quoted prices are excl. 20% VAT; VAT will appear on invoices.
- Invoices must be paid in full, incl. corresponding fees, within two weeks of invoice date.
- All payments made by credit card will be assessed a 5% processing fee, added to the invoice, and charged at the time of processing.

Order confirmation

CTI Meeting Technology requires your signed order confirmation to start preparations and initiate your project.

Ordering deadline

The ordering deadline is on **9th of March 2024**, 10 days prior to the event. Late orders are subject to a surcharge of 25%.

Cancellation

Orders can be cancelled until the order deadline without penalty. Cancellations after the deadline are subject to a cancellation penalty of 50% of the total order value.

General Terms and conditions

Production of cOASIS Webcasts and related activities are subject to the General Terms and Conditions of CTI Meeting Technology GmbH.