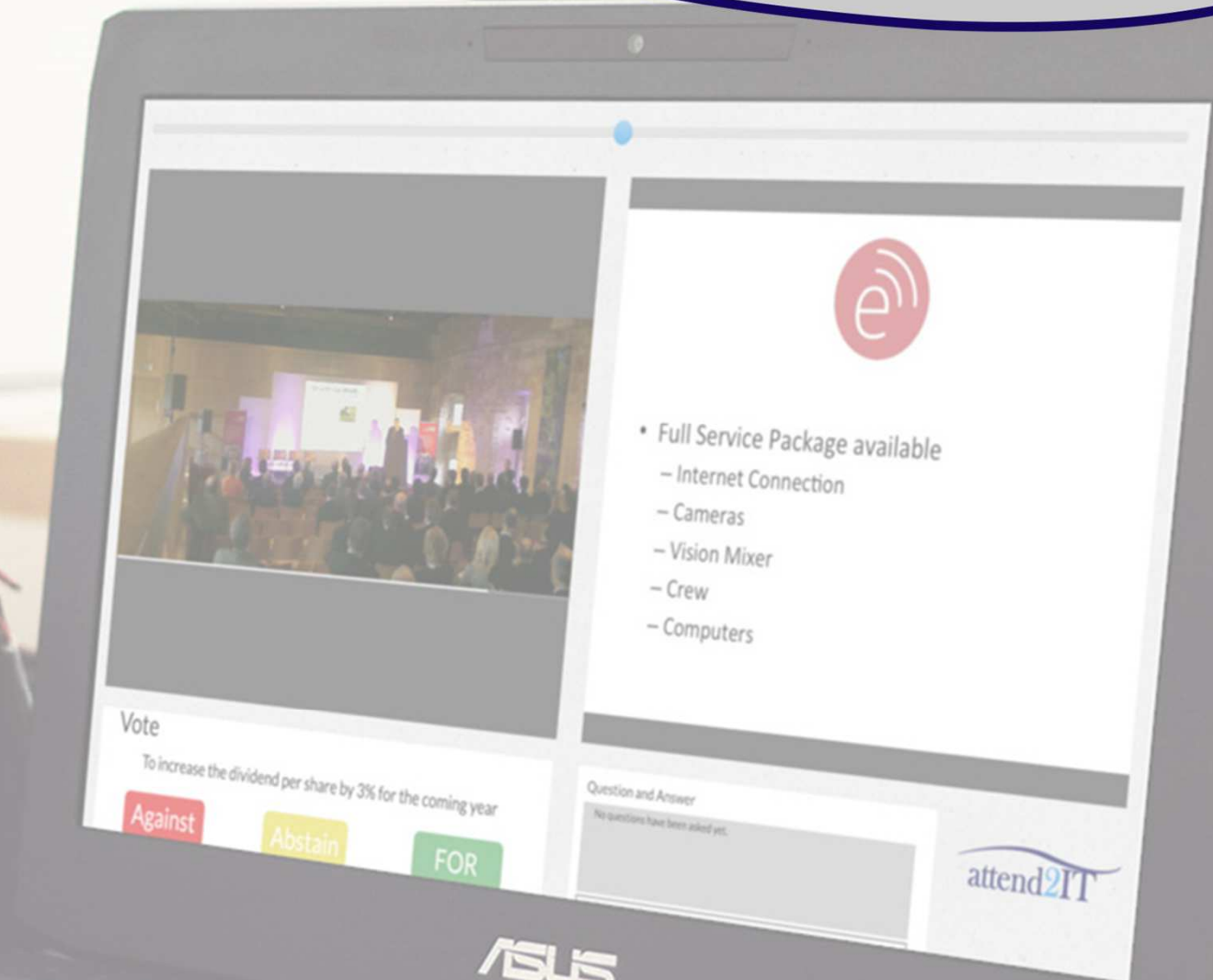


Eventcaster AGM

Proposal for the provision of
Online AGM

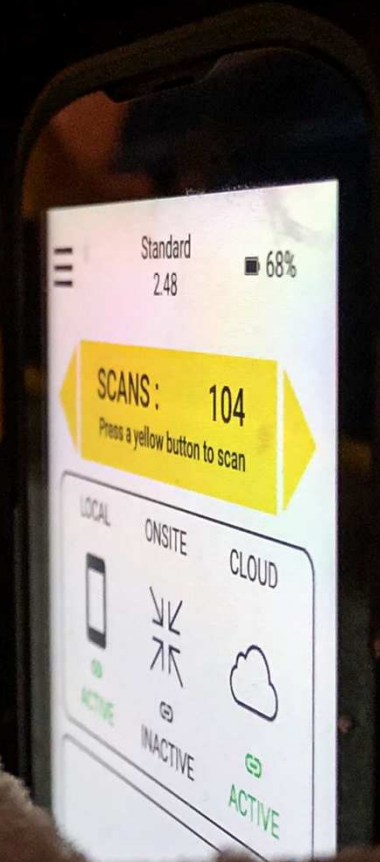


Introduction

Online AGMs are becoming the new norm due to Covid-19

We believe our experience, flexibility and events background, combined with our experienced full-time employed project team are best suited to ensure a stable and reliable service.

Your project will be managed, from system design to post-event evaluation by a single point of contact, to ensure an efficient and controlled service.



ESSA | MEMBER 2020



attend2IT Background

attend2IT was founded in 2009 after experiencing the frustration of not being able to find a company with the technical expertise to deliver high-end IT solutions for the demanding timelines of the events industry. We soon discovered regular IT companies didn't understand the events industry and the events industry doesn't always understand high-end IT.

More than 10 years later we still pride ourselves on not fitting the definition of a dedicated IT company or an events company, and have forged a strong reputation for providing high-end, enterprise-level IT solutions in unusual locations. With more than 40 years of events experience between just the two founding directors, we are sure we can create a solution tailored to the needs of you and your event.

Recent Experience

Wakefield Council

"As usual the Election Service was more than happy with your support at the recent general election and have asked if you could provide support for the up and coming District and Police & Crime Commissioner (PCC) elections." *T Mellor Technical Support Manager*

MOD Case Study

We were tasked with creating a secure & encrypted live voting and feedback app for the MOD Army People Conference 2019 held in RMA Sandhurst. We also provided an AES encrypted temporary satellite WiFi network for use by both MOD and private devices across a temporary marquee and permanent lecture theatre.

In an audience of more than 500, including the Chief of the General Staff, Generals, high ranking MOD staff and press, more than 400 used the app. These attendees asked over 170 anonymous questions regarding topics of national security which were addressed live by the presenters and answered in-app by event staff.

The WiFi network handled over 450 devices connecting in less than 5 minutes at the event opening and served over 50GB of traffic through the day.

Allergan Case Study

We were tasked with supplying a solution to seamlessly incorporate live medical procedure demonstrations, which could only take place in a morgue, into a conference for medical professionals in a hotel event space. We were also tasked with providing an encrypted live streaming service to securely broadcast the entire event to medical professionals around the world.

Secure Video Conferencing

The medical demonstrations for this conference involved the use of cadavers, and as such were highly confidential both to preserve the dignity and identity of the donated bodies as well as the procedures being demonstrated.

Camera and audio feeds were fed in to one of our video conferencing racks in the morgue which connected to another one of our racks in the hotel event space via our satellite link. This allowed real time interaction between the presenters on stage asking audience questions and the anatomists in the morgue who could alter their presentations to answer these questions.

Encrypted Personal Livestreams

The livestream was to be broadcast to hotels and viewing parties around the world, which approved medical staff could access via a secure link emailed to them on the day.

Our solution featured a sign-up form, which medical professionals could use to register their interest in viewing the livestream several weeks before the event. The list of applicants was then manually reviewed, with accepted emails added to an approved list of viewers by the client. These approved viewers received a unique viewing link on the day of the livestream which could only be accessed in their country of origin.

The livestream consisted of our live mix of several cameras on the hotel stage, the screen showing power-point presentations, and the morgue where close ups of the procedures were required.

This event received large amounts of positive feedback and our client has subsequently used our system several times.

Recent Experience



The Brief

Production Plus came to Attend2IT with a problem: their client Actis had been planning their Annual Investors' Meeting 2020 at The Grove in the UK for months. With the threat of COVID-19 looming, Actis were responsible enough not to fly delegates in from across the world but still had to meet their legal obligation to keep their investors informed.

David Gaine the Production Manager comments, "After month upon month of planning, to receive a call stating that the format of the event would need to change in order to prevent it being cancelled, (and with only 7 days to redesign it) there is no denying it was a challenge. Thankfully, it was one that we managed to take in our stride.

Here we had a client, who despite the COVID-19 situation, needed their event to happen, and whilst it may not have been built in its historical format – it happened - with resounding success. A large part of the success boiled down to partnership. We have partnered with Attend2IT on a large number of occasions and have a very close working relationship"

The Solution

The solution revolved around deploying 4 of their video conferencing racks, one to each of the hotel spaces in use and then stream to the 200-300 viewers who could dip in and out of each room.

A backup solution was also provided in the form of a 4G Aggregation Unit and a digital Telephone Balancing Unit. This allowed for a backup audio feed to be sent directly from the room to the zoom conference, taking an entirely separate route in the unlikely event of the video call failing.

Utilising this we achieved communication between multiple Actis' offices and had Investors joining the remote conference to view local and remote speakers jointly presenting seamlessly.

The results

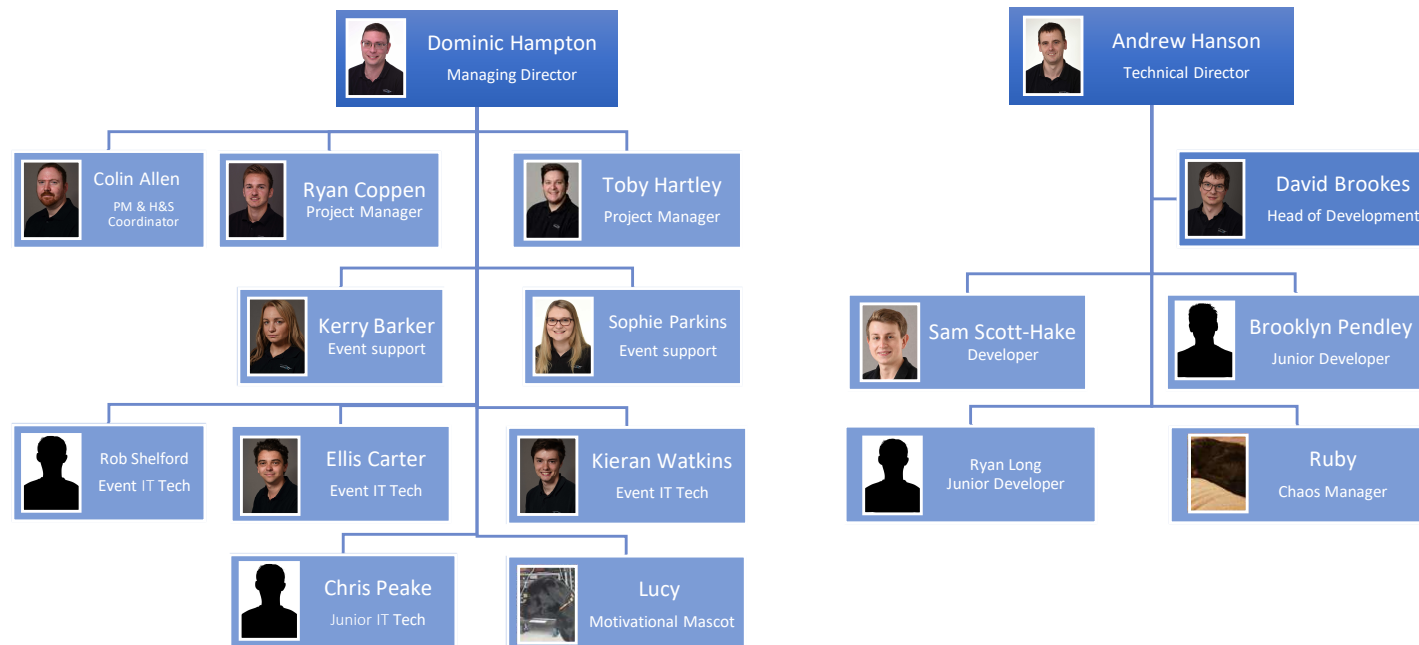
David Gaine, Production Plus comments, "What we have learnt from the experience is that, whilst traditional events are still very much a preferred format – there are other very viable options to join together your company. Be it a Hybrid event or Virtual event, there are now alternative trains of thought moving forwards when planning future events. We have proved with AIM 2020 how efficient this new approach can be."

"The feedback we received from the end client really does testify to the viability of live events in this difficult period. Being at the cutting edge of technology gives us the advantage of seeing what is possible and it's up to us to push remote viewing and telepresence as excellent replacements to having delegates attend a conference or event."

Staff

We have 15 Full time staff. Your event broadcasts will be handled by one of our project managers or event technicians depending on the complexity. On a day to day basis calls will be handled by our event support team and then escalated to development and technical support as needed.

High priority support requests should be made by telephone, whilst lower priority requests can be made through our email support system.



Testimonies

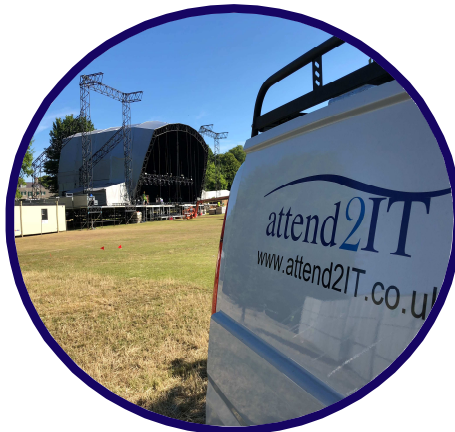


“

It is not often that a company lives up to its branding, but attend2IT do exactly that. We have always been impressed with the expertise and professionalism of everyone in the team and look forward to continuing to work with them in the future.

”

C Allen, Birdfair Operations



“

Having changed to attend2IT in 2018 we increased our requirements for wifi, CCTV and ticket scanning for 2019 and have been really pleased with the results. The team are easy to work with pre-event, taking the time to talk through what we need and don't confuse you with technical jargon. The delivery on site meant we had a smooth process at the gates, all our teams had dedicated wifi across all our event spaces – not easy in a city centre. We're looking forward to working with them and developing the service for 2020.

”

Becky Stevens – Brighton & Hove Pride



We are very pleased and happy with the work carried out by attend2IT, there is always a solution to any issues. On site they go above and beyond and help the team when needed. We continue to work with them and developing our business with them

Jamie Wells – War and Peace Revival

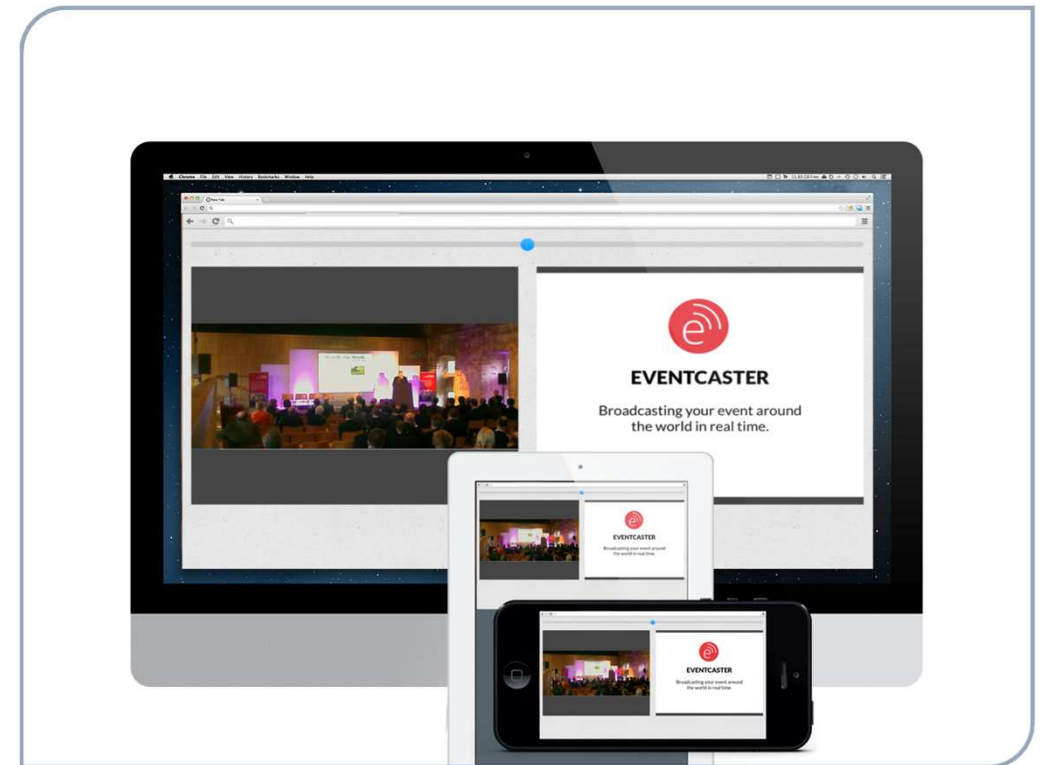


Proposed Solution and Deployment



Eventcaster

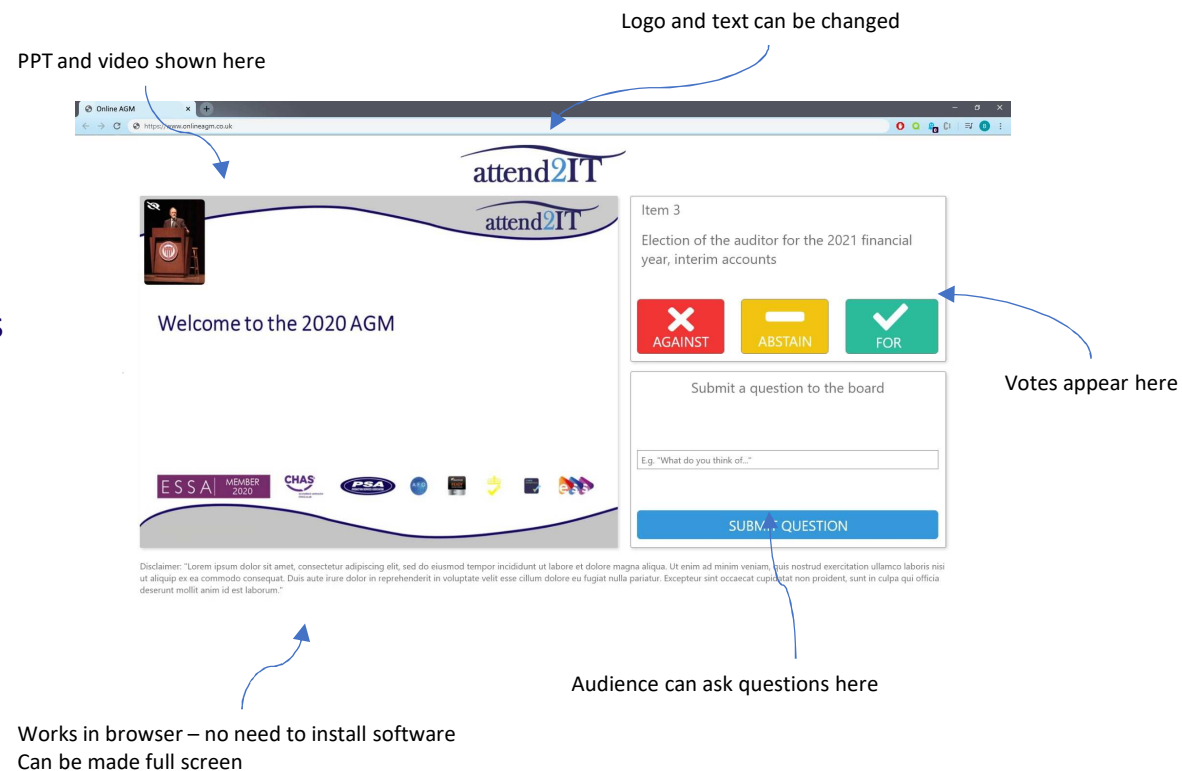
- Secure Scalable system
- All AES 256 Encrypted
- Password protected options on each stream
- Automatically scales to the audience size
- Written and supported in-house in the UK
- Hosted within London Datacentres
- Cyber Essentials accredited organisation
- Tailored to your needs



Eventcaster Online AGM

Audience View

- Secure Stream and webpage with login
- Voting with shareholder weighting
- Full screen presentation or Picture in Picture Options
- Custom Branding and Logos
- Vanity URL (i.e. myAGM.co.uk)
- 10,000+ Concurrent Viewers
- Some Latency (<30s)

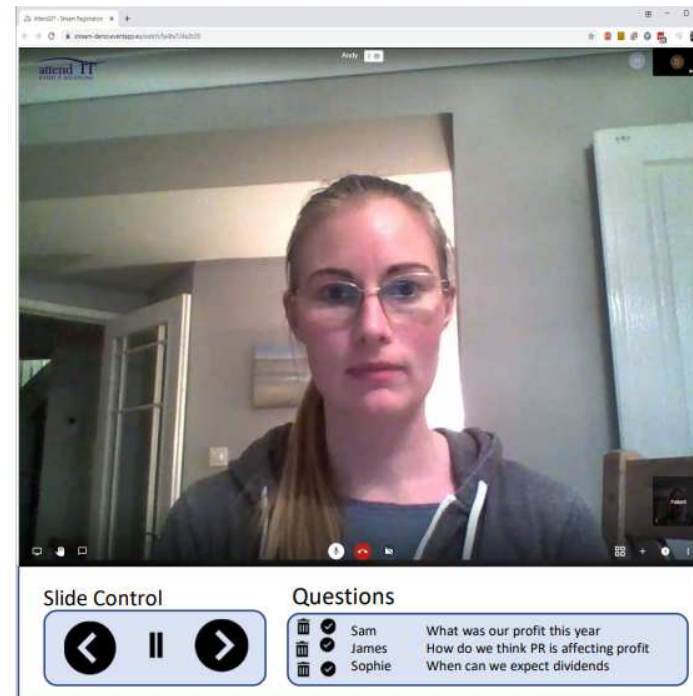


Eventcaster Online AGM

Presenter View

- Supported and mixed by a dedicated technician at our bridge
- Slide Control of Keynote or PPT
- Q&A From Audience
- Results of vote 30s after vote close (due to stream delay)
- Up to 20 Presenters can present per meeting
- Low Latency Link between bridge and presenters (<100ms)

Works in browser – no need to install software



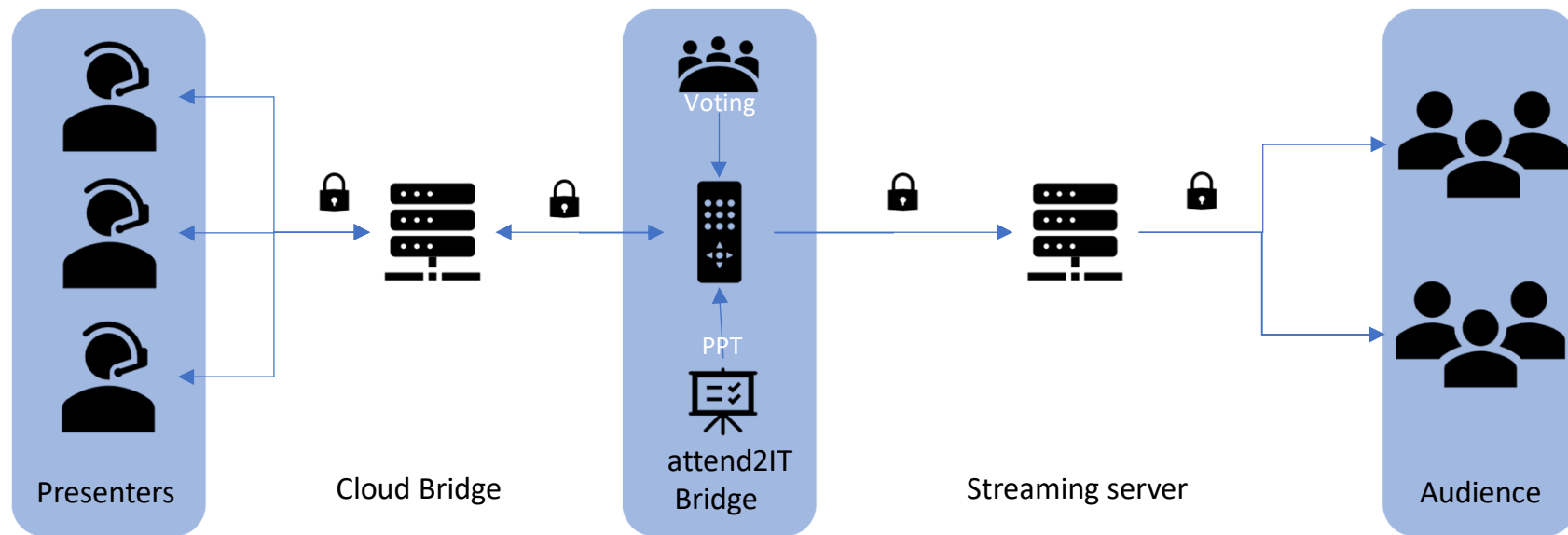
Video of other presenters currently presenting or Main PowerPoint feed

Slide Control of remote PowerPoint

Questions from Audience

Eventcaster Online AGM- Security

- All communication is encrypted using industry standard TLS
- Presenters on private chat to allow them to talk and prepare
- attend2IT bridge acts as a gateway controlling what is seen by the audience and when



Additional Services

Registration

We have been providing fast, reliable ticketing services to the events industry for more than nine years. From a registration system in eight locations for a large communications provider to a large history festival, we've delighted clients large and small, across the UK and around the world. What's more, our ticketing services are among the most affordable you'll find, largely because we do not take a cut from sales; all funds are paid directly to your merchant, so you get the funds without unnecessary delay.

How it works

Your tickets will be available online from a personalised domain. You can choose a domain layout from the following:

<https://YourEventName.eventapp.eu>

<https://ticketing.YourDomain.YourTLD> (You would require access to your A record)

We can customise your selling platform to include forms or questions you would like your customers to complete. For example – General demographics, how they found out about the event, if they have been to the event before etc. The forms/questions can be mandatory or optional depending on your brief.

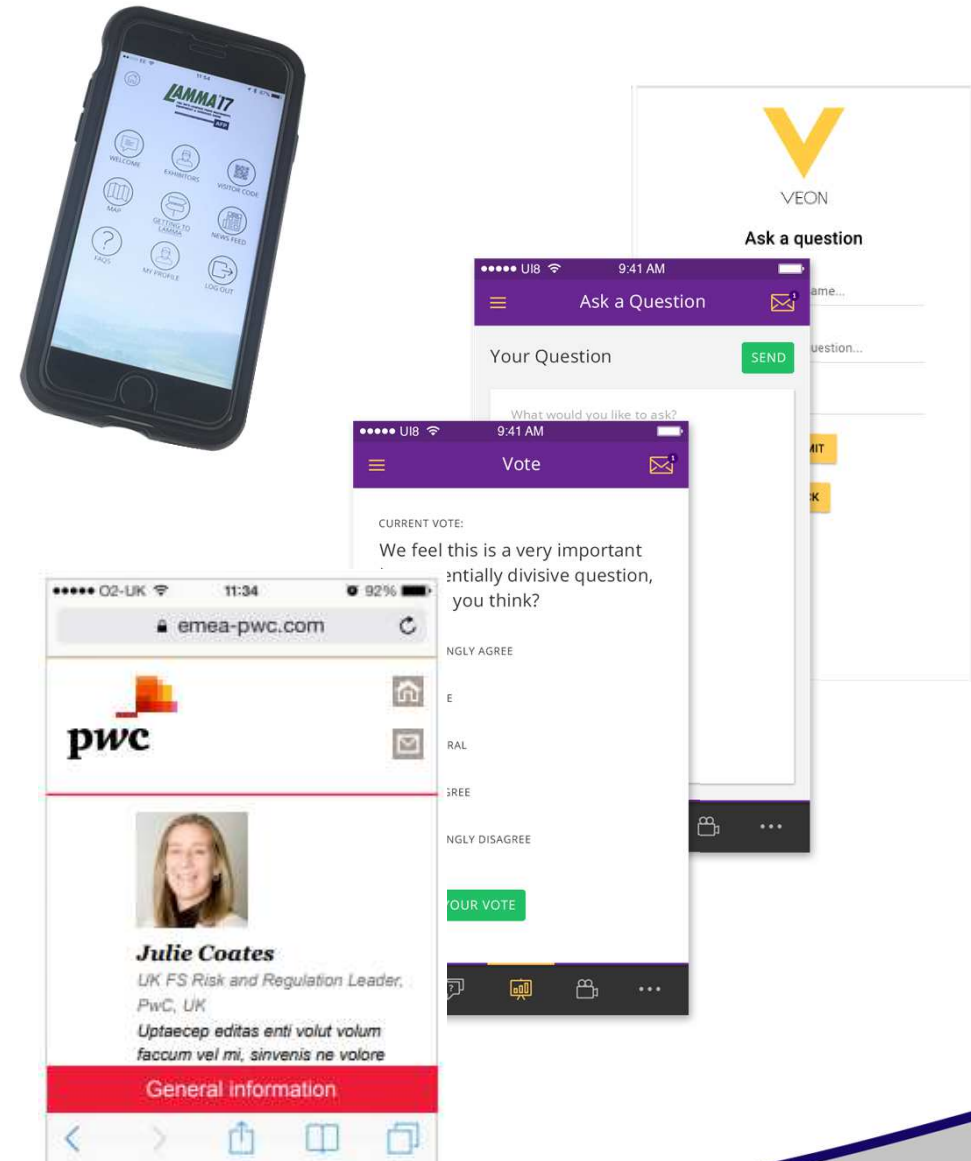
The screenshot displays the PlantWorx 2021 website interface. At the top, there's an orange navigation bar with a menu icon, 'PLANTWORX 2019', 'INNOVATION AWARDS 2020', and an 'Exhibitor Login' button. Below this is a secondary navigation bar with links: Home, News, Photos & Videos, About, and Contact. The main header features the 'PLANTWORX 2021' logo with the dates '16th-17th JUNE' and the tagline 'YOUR CONSTRUCTION SHOW'. A dark grey bar below the header contains links: Visiting, Register, What's On, Plan Your Visit, Partners, Exhibiting, and Exhibitors' List. The central content area is titled 'Register Your Free E-Ticket' and contains a registration form. The form fields include: First Name (e.g. John), Last Name (e.g. Doe), Job Title (e.g. Forklift Operator), Company Name (e.g. PlantWorx Ltd.), Email address (e.g. example@plantworx.co.uk), Telephone Number (e.g. +4412345678), and Post Code (e.g. PE29HE). Below the form, there's a disclaimer about terms and conditions, followed by two checkboxes for consent to CEE & Rail Media processing data. At the bottom of the form is a 'Reserve Tickets' button. The footer of the website features a row of logos for various partners: CONEXPO-CON/AGG 2020, Construction Enquirer, europe, CPA, Construction PLANT NEWS, Construction/CEE, and Construction PLANT NEWS. Below the logos are two sections: 'LATEST TWITTER UPDATES' with the text 'Follow us @Plantworx2019' and 'YOUR COMMENTS' with the text 'Let us know what you think!'.

Additional Services

Event Apps,

We also offer native apps for iOS and Android smart phones to support events offering many features both for added benefit to the visitor and to the organiser. These include, interactive map, searchable exhibitor list with map locations, FAQ's and getting to information with live traffic updates, news feed with sponsorship opportunities to interact with visitors throughout the year.

The app can be linked with our lead capture system for exhibitors to scan visitor information for follow up post event, we could also embed the entrance ticket within the app for quick and easy entrance. This can be discussed in greater detail if this is of interest.



Terms and Conditions

attend2IT

General

- 1) All Services and advice are provided without warranty or guarantee of any kind and as such we cannot be held responsible for any financial losses or any additional costs associated however incurred.
- 2) attend2IT reserve the right to make changes when an issue is identified that may have an impact on security; or to ensure compliance with our ISPs T&Cs. You will be notified of these changes immediately by email.
- 3) This quote is to be used for the evaluation of our products and services. We welcome its distribution within your organisation however it may not be used for commercial exploitation or passed onto competing companies.

Networks

- 1) attend2IT is only responsible for the part of the network it is supplying. In the event of a network failure outside of attend2ITs brief attend2IT will not be held responsible.
- 2) attend2IT uses a number of suppliers to deliver internet connections. These have a variety of SLAs should a supplier fail to deliver the SLA attend2IT will do its best to recover monies from the supplier and pass 100% of these to the customer. However even in the event of a complete supplier failure all other equipment and services must be paid for even if the supplier refuses compensation.
- 3) attend2IT may use 3rd party ISPs to provide the internet connection. You also agree to be bound by their terms and conditions. Copies of which are available upon request.
- 4) Should a failure occur a reasonable time must be allowed for correction.
- 5) Domain Names - attend2IT are not responsible for your domain names unless we are providing them. Renewals of this service are down to you and your provider.
- 6) The Services may not be used to send or receive any material which is offensive, abusive, indecent, obscene or menacing; or in breach or confidence, copyright, privacy or any other rights, or to knowingly send or receive any material, including computer viruses or pornography, which transgresses any laws of the United Kingdom, whether Civil or Criminal.

E-Mail & Software

- 1) You must not send junk messages, spam or any unsolicited messages (commercial or otherwise);
- 2) We take spam very seriously; if you are blacklisted we will charge you £100 plus £45 per hour that is required to fix the problem. For more information please see SORBS.org
- 3) E-mail is limited to fair use; mass marketing must be handled by dedicated scripting and not e-mail.
- 4) What is not included:-
 - 1) All code remains the property of attend2IT; you are not authorised to redistribute it or use it for any purpose other than for which it was provided.
 - 2) Any additional features or changes, above and beyond the brief outlined, unless a price is agreed in advance will be charged at £45 an hour.

Equipment

- 1) It is the clients responsibility to insure the equipment against loss or damage.
- 2) Equipment damaged, lost or stolen must be paid for at replacement cost by the client, unless attend2IT have been negligent in its setup

SMS

- 1) You must not send junk SMS messages, spam or any unsolicited messages (commercial or otherwise);
- 2) You must not make any misrepresentation in the message (without limitation)
- 3) You must not
 - 1) transmit anything (including (without limitation) words and images) which is defamatory, discriminatory, obscene, lewd, offensive, threatening, abusive, harassing, harmful, or hateful
 - 2) transmit any computer code which is designed to harm the operation of any software, hardware or network, including (without limitation) viruses, Trojan horses, worms, time bombs and cancelbots;
- 4) It is the end users responsibility to ensure the information provided are correct. Wrong numbers will be charged for.

Terms and Conditions

The logo for attend2IT, with 'attend' in a dark blue serif font and '2IT' in a light blue sans-serif font, all enclosed within a dark blue curved swoosh.

VoIP (Voice over IP)

- 1) attend2IT will host you VoIP service and give you access to it
- 2) attend2IT is only responsible for equipment supplied
- 3) attend2IT recommends you use a business style internet connection however we are not responsible for the stability of the users internet connection unless we are supplying it
- 4) Reasonable steps are taken to keep the service active however attend2IT will not be responsible for any financial loss for failure of the service (both incoming and outgoing)

Printing

- 1) attend2IT will normally provide a printer, ink / tonner. No Paper will be provided
- 2) Spare Toner can be provided on request and is not charged for
- 3) Printing carries a per page charge for ink / toner and drum use. This will be calculated once the unit is back at the warehouse and charged on
- 4) If toner is replaced then the empty cartridges must be returned. Failure to return them in the provided packaging will result in the full replacement cost being charged. d. Unless a member of staff has been booked, telephone support can only be given during office hours

Streaming & Video Conferences

- 1) attend2IT will only be responsible for the equipment they are providing (unless agreed in writing). attend2IT is not responsible for 3rd Party CDNs (YouTube, Facebook etc.), 3rd Party Bridges, 3rd Party internet connections and 3rd Party video equipment unless we are providing it.
- 2) The client will ensure all material provided to attend2IT will have the relevant copyright or be copyright free.
- 3) Should law require it the client shall ensure that attend2IT is told ahead of time of any limitations on the data's traversal ie. limitations on country, encryption or security.

CCTV

- 1) attend2IT are only responsible for installation and commission of the system. The client must provide operators should they wish the system to be monitored.
- 2) It is the client's responsibility to ensure that the correct signage and licences are used and obtained. Your operator may require a SIA licence to view and record the footage.

Please check the relevant government body websites for more info.

Accommodation

- 1) attend2IT will normally source and charge for crew accommodation
- 2) Where the client sources accommodation it is assumed that it will be close to the event and of a reasonable standard including local shower and bathroom facilities and comfortable single rooms.

11) Crew Welfare

- 1) Unless agreed in writing it is assumed the client will provide the following:-
- 2) Drinking Water and Toilet Facilities
- 3) A safe working environment with security if appropriate

Payment

- 1) attend2IT will normally require 100% payment upfront unless credit or part payment has been agreed, in which case this will be invoiced at the end of each event.
- 2) attend2IT reserves the right to withdraw credit terms at any time.
- 3) attend2IT credit terms are 30 days from invoice, these supersede any terms the client may have unless agreed in writing by a director.
- 4) attend2IT reserve the right to withhold part or all service(s) should your account have been in arrears for a period of more than 30 days or credit has been withdrawn or not agreed and payment has not been received in advance.
- 5) All sales goods remain the property of attend2IT until paid for in full.
- 6) Missed ISP install appointments will be charged for at cost.
- 7) Cancellation payments are
 - 1) Up to 2 day – 40% charge
 - 2) Under 2 day – full charge
- 8) ISP costs are always payable regardless of cancellation time
- 9) If any amount to be paid to attend2IT is not paid in full, or properly credited by the payment date, then the Company shall also be liable for interest on the unpaid amount for the period beginning on the Payment Date and ending on the date that the amount is settled in full. The amount of interest to be paid shall be computed using an annual rate equal to 4% percent above the Bank of England base rate

Proposal produced by attend2IT
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w: www.attend2it.co.uk