Satellite Site Information v3.1

What Is Simulcast Conference?

A simulcast conference blends internet technology with coordinated remote participation in a unique, interactive format at a low cost to groups, churches and organizations. BER will produce a live video feed from the live conference site and then stream it over the internet to participating satellite locations. At each satellite the learning will be reinforced through small group discussion following each presentation. Each satellite host organizes the local aspects of the conference, including promotion, food, handouts, discussion groups and donations.

Why host a satellite?

- You will provide excellent, live teaching and an interactive learning experience for your group, church or area, without most of the cost of a stand-alone conference (with its associated speaker traveling costs and honorarium).
- You will benefit from the extensive conference planning experience of the BER team.
- Your church or organization will experience a conference atmosphere, while minimizing and streamlining the organization that normally would be involved in a stand-alone conferences.
- You will provide fellowship not only for others in your area, but participate in a larger event and the sense of unity it brings to the body of Christ.

Who can host?

- Churches, camps, para-church organizations or groups of all kinds.
- Anyone who desires to bring a group of Christians together for a shared learning experience.

Who will coordinate the satellite site?

- The <u>overall coordinator or host</u> serves as the key or point person for the satellite site event and is the primary contact person with the general conference coordinators from the BER team. Each satellite site will select their own coordinator/host.
- A <u>technical coordinator</u> who is computer and internet savvy has responsibility over all the technical side for the satellite site. Since everything depends on a good reception and projection of the video and audio feed, this area of the conference needs focused attention. For groups larger than 10 people, we recommend that this be a different person from the overall coordinator.

What about time zone differences?

- Normally, we schedule the conference times to fit with the time zone where the live site is located.
- Neighboring time zones can usually fit in with a 1 or 2 hour difference and benefit from the conference.
- For those in distant time zones, we will provide a video recording of all the live sessions, so that the conference can be held at a different time after the live conference is over. While not actually live, the satellite site experience will be virtually the same, with the identical schedule and timing, and the video viewing will be identical to live stream viewing. The only difference will be being able to submit

questions to the live speaker at time of conference. By pre-arrangements, the BER tech team can provide real-time support for these delayed satellite experiences.

What are the technical requirements?

- Streaming the live conference (or recording) is really not that difficult. Anyone who has ever watch a streaming video on their computer, laptop or mobile device can do it. The main things are finding a robust internet connection and being able to make it available for others to view it as well. Most of our "requirements" below have to do with the quality of the viewing.

- *General requirements*: Each site needs a computer with a recently upgraded operating system, newer graphics card and a high speed (broadband) internet connection. For details, see the Technical Specifications sheet. Much of the success of the satellite experience will depend on the quality of computer and internet connections.

- *Screening*: Large groups will need a video projector. For smaller groups, a large TV monitor may work. We recommend that you err on the side of a larger screen rather than a smaller screen.

- *Testing*: We HIGHLY RECOMMEND that each Satellite test their setup BEFORE well the conference begins. This includes testing the connection to the video and text communication feeds (explained in the Tech Specs sheet), projection system and audio system. If you run into basic setup problems please ask for help at least 24 hours before the conference. In the hour immediately preceding the conference start time, a pre-recorded video will be played on a loop in the video feed. This will allow testing of the video and audio feed, as well as the text communication link.

- *Backup plan*: Contingency plans (explained elsewhere) should be in place for the unlikely case of connection failure.

Physical requirements

A. Facility
   - One large room is needed where flexible seating is available for viewing the live stream and for gathering into discussion groups.
   - All discussion groups should remain in the main viewing area. There will not be adequate time for moving into different rooms for discussion sessions.
   - If using an auditorium with pews, we recommend the discussion groups spread out, but stay in the auditorium. People can turn around or sideways in the "pews" or you can add some chairs in the aisles to help facilitate face-to-face discussion times.

B. Handouts
   - Handout masters will be provided on the conference webpage which can be reproduced for the participants.
   - Each site is responsible for printing the handouts, folders and name labels for each attendee.
   - These will be available about one week before the conference. These are essential for maximum benefit for the attenders.

Schedule
- For advance planning purpose, check the promotional flyer for the rough times.
- A detail schedule will be sent to all coordinators in time for printing schedules or bulletins.

Why discussion Groups?
Guided discussion groups are a big part of the conference. Why? Two reasons:

- Educational research repeatedly shows the sooner one interacts with teaching material presented, the better he or she is able to understand, internalize and integrate the material in his life. When people participate and interact in the process, learning increases exponentially.

- Interacting with others in discussion groups extends learning beyond the speaker's content, by allowing participants to wrestle with implications and applications of the lesson learned, and also to share with each other further wisdom and insight that each brings to the table. In other words, participants can learn from each other in addition to learning from the conference speakers.

The conference will be divided into modules, each of which includes a presentation by a speaker, followed by small group discussions and a break (to rest the mind). At times this discussion time will be used as a Q/A with the speaker. Questions can be submitted from participants at satellite sites as well.

BER will provide discussion leader guidelines and discussion questions ahead of time, but each satellite location is free to customize the learning to their specific needs.

Promotion
- Each satellite site is responsible for promoting the conference in its own area.
- All satellite sites will be listed on the BER website, unless otherwise requested.

Registration and Finances
- Each satellite host must register on the BER site, no later than one week before the conference. NO EXCEPTIONS.
- Each satellite location is responsible for covering its own expenses.
- The registration fee for each satellite site is on a free-will donation basis.
- Prayerfully consider a donation to BER to help with the global costs of the conference. In the past when we've been asked for a suggested donation, we respond with $300 for sites of 10 or more. Please give as generously as the Lord leads.

Feedback. We ask that all satellite site coordinators and tech coordinators agree to fill out an online feedback form after the conclusion of the conference.

Summary of Commitment
If you agree to host a satellite site for the BER conference …

You commit to:
- *Register online* as a satellite site at least two weeks prior to the conference.
- Cover all your own local satellite expenses.

- Provide BER with your venue name, address/directions/map, contact number and email address, so we can list your satellite site on our website.
- Make a freewill donation to BER as the Lord directs, following the conference (suggested $300 for groups of 10 or more).
- Collect and forward to BER the participants feedback forms (in the participants handout packet).
- Fill out *Satellite Coordinators' Feedback* form online (both overall and tech coordinators).

BER commits to provide you with:
- Technical and organizational support before and during the conference.
- A live video feed on conference day, beginning one (1) hour before the start of the conference.
- Print ready promotion materials.
- Print ready masters for handouts and labels.
- Food/menu suggestions.
- Listing on the BER website conference page.