Christian Congregation of Jehovah's Witnesses

AF:FMA January 13, 2015

TO ALL BODIES OF ELDERS

Re: Technical preparations for the 2015 visit of headquarters representatives

Dear Brothers:

As outlined in the letter dated AD November 25, 2014 regarding the visit of headquarters representatives in 2015, we are all eagerly looking forward to this spiritual highlight of the service year.

In preparation for this visit it is essential that technical matters relating to the presentation of the programme are adequately cared for, well in advance. The programme will be transmitted multiple times over the weekend of April 25th and 26th, 2015. In view of this, we would like to request your assistance with the following steps:

1. Event Coordinator: A local elder should be appointed by the bodies of elders sharing the Kingdom Hall to serve as an Event Coordinator. This should be a responsible elder who can assist with any difficulties encountered and coordinate arrangements with the local bodies of elders and operating committees. He will provide direct oversight for the Technical Contact.

2. Technical Contact: This brother will do the actual technical work at the Kingdom Hall. He will need to have a good working knowledge of computer networking and audio/video systems. If you are not personally familiar with any local brothers with these technical qualifications, you may ask the Event Coordinator to recommend a brother to serve in this capacity.

Transmission and equipment

The programme will be transmitted via the Internet by means of stream.jw.org. We request that a personal laptop computer is used to receive the programme. The laptop will need to have one HDMI video output. The specifications are as follows:

If using Windows:
Windows XP/Vista/7/8

2.33GHz or higher CPU

1Gb of Ram or higher

If using Mac:
Apple Max OSX 10.5 "Leopard" or higher

1Gb of Ram or higher

<u>Internet browser</u>
You will need to use one of the following up-to-date versions of your internet browser:
Mozilla Firefox (Version 23+)
Google Chrome (Version 30+)
Internet Explorer (Version 10+)
Safari (Version 6+)

The personal device, which will need to be installed next to the sound desk, must have a hard-wired connection to the Internet (not a WiFi connection) and will connect to the video projector via a HDMI cable as recommended in the Supplier Arrangement "Kingdom Hall projector fitting equipment and screens." If your Kingdom Hall includes more than one auditorium or more than one projector please inform the supplier. You will need to provide coaxial video distribution so as to allow for the possibility of connecting all projectors to a single location (one of the sound desks).

Testing

We will perform an initial test to make sure it will play a video via stream.jw.org in all Kingdom Halls. We are planning this test on **February 2nd, 2015** starting at 8:30 p.m. for one hour. Testing should be performed at the actual event location where the programme will be viewed, mimicking the conditions on the day of the actual showing. We understand that many Kingdom Halls will not have the video projector installed for this test. The purpose of it is to *assess the quality of the Internet connection* and therefore a further test will be scheduled for the video distribution within the Kingdom Hall. The test-video should be watched in its entirety to ensure the following details:

1. Video quality is clean and without jitter.

2. Audio is clear and loud throughout the entire facility.

3. Audio and video are synchronized.

4. Programme plays uninterrupted for the entire playback.

If any of these requirements are not met, upgrades in Internet speed, video equipment, or computer equipment may be necessary. Internet speed can be checked using websites such as speedtest.net. A minimum download speed of 1.5 Mb/s will be required for each Kingdom Hall.

Communication

As the programme will be streamed from Bethel via stream.jw.org, good communication between all congregations and Bethel will be a must. To facilitate this, a new Inbox called *"Event Broadcast"* has been prepared on jw.org. This Inbox is to be used exclusively to provide technical support in relation to the preparations for the visit of headquarters representatives. In due course we will post instructions on how to communicate contact details for the brothers acting as "Event Coordinator" and "Technical Contact" on site. In addition, it will allow for login and password information to be transmitted to the congregations when required, as well as instructions on how to send us the feedback from the congregations on questions and issues that may need to be addressed.

We appreciate your cooperation and diligent efforts to make this programme transmission a success. We send you our warm Christian love and greetings.

Your brothers,

*Christian Congregation
of Jehovah's Witnesses*