

# Christian Congregation of Jehovah's Witnesses



The Ridgeway, London, NW7 1RN Telephone: 020 8906 2211

May 12, 2016

TO ALL CONVENTION COMMITTEES

Re: Convention Talk Outlines for Audio/Video Overseers

Dear Brothers:

The May 5, 2016, letter to all circuit overseers and Convention Committees regarding video at theocratic events stated that the brothers responsible for video should ask the speaker when the media will be introduced, and if it is a picture, approximately how long it should be displayed. To ensure that video clips are played at the right time, it has been decided that the Audio/Video (AV) overseer should be provided with access to all convention outlines on [jw.org](http://jw.org). The program overseer should provide the AV overseer with the password provided by the branch office.

Prior to the convention, the AV overseer should closely review the *Convention Platform Layout* (CO-13) and each talk outline with the video and audio crew overseers. The video and audio crews should have a thorough understanding of the flow of the program. During each talk, the brothers responsible for playing the media should follow along with the outline. These outlines should be considered highly confidential and should be handled accordingly.

At the end of the convention, the AV overseer should gather all the outlines and give them to the program overseer to be destroyed.

Be assured of our warm Christian love and greetings.

Your brothers,

*Christian Congregation  
of Jehovah's Witnesses*

c: Convention chairmen