Proposed Media Requirements additions for JLC23

1. One Live feed screen, backdrop screen with 3D I and 2 side screens
2. Three 50inch comfort monitors and a timer for speakers
3. Overlay Display of Bible text, song lyrics etc on side screens
4. Lower thirds and live quotes display
5. Registrations boots with queue management guides
6. Dark lining of the auditorium with dynamic lightening
7. Professional stage lightening
8. Named tag conference tag designs for each staff level group
9. 10th anniversary lacost design
10. Lacost design for Technical Crew
11. QR code design for program access and downloads of conference materials

Proposed Technology requirements additions
1. Conference Website
2. Conference software for data management, registration, survey and voting system, news and reminder updates to participants through email, WhatsApp and SMS.
3. Barcode readers and printers for registration
4. JLC 23 branded laptops for registration and attendance system
5. Stable internet to participants (telco mast etc), Different WIFI options named after top jospong executives.
6. Back office setup for printing and other computer related activities
7. Provision of enough extension boards and provision phone charging bay
8. Top-notch presentation system
9. Top-notch sound and musical system
10. Electronic flip chat/screen with Hdmi output
11. Zoom integration for remote participants and possible remote speakers

IT TEAMS

1. VIDEO TEAM (METRO TV)

2. PRESENTATION TEAM
    1. Roland Amartey Amaah
    2. Rashid Saibu
    3. William Quainoo
    4. Trudy Copeland

Terms of reference
1. Mathew to provide Laptops for Presentation
2. Mathew to provide walkie talkies for Presentation team
2. Slides acquisition, preparation and presentation
3. Organization of slides logically.
4. Convert of slides to pdf
5. Daily arrival time is 7:30am, 7am on the first day
6. Upload of presentation to google drive and generate QR code for download

3. IT PROTOCOL TEAM
1. Emmanuel Ankomah
2. Brian Asante
3. Richard Boateng

Terms of reference
1. Liase with main protocol team for slides acquisition from speakers early   enough and hand over to Presentation team.
2. Provide feedback on general IT performance
3. Be on time as the presentation team

4. SOFTWARE TEAM
1. Richard Boateng
2. Francis Osei Owes
3. Mustapha

5. BACK OFFICE TEAM
1. Oswald Ayiku
2. Francis Ayim
3. Emmanuel Donkor
4. Rahim Seinu
5. John Affum

Terms of reference
1. Provision and setup of laptops for printing and photocopies
2. Provision of internet to all participants of the conference
3. Provision of reliable UPS for use
4. Liase with Vodaphone and MTN to boost network coverage at the venue
5. Provision of 10 extension boards
6. Provision of 5 internet routers
7. Provide Charging bay for charging of phones
8. Setup 3 different wireless SSIDs named after 3 prominent Jospong executives
9. Liase with transport for the transportation of equipment

6. PRODUCTION TEAM (External)
1. Godson
2. Nancy Abekah
3. Emmanuel Mensah
4. Roland Amerkortu
5. Ephraim Abotsi

terms of reference
1. Setup and Projection of slides, lyrics and scriptures
2. Setup of Zoom and livened
3. Mixing of slides and video and recording

PROJECT MANAGER: Felix Adu Asare

Terms of reference
1. Effective coordination of various teams
2. Monitoring and evaluation of teams
3. Ensure optimum performance of various teams
4. Post conference report on various teams performance

FULL COMMITTEE LIST
Mathew Akoto
Felix Adu Asare
Richard Boateng
Roland Amartey Amaah
Rashid Saibu
William Quainoo
Trudy Copeland

Emmanuel Ankomah
Brian Asante
Richard Boateng
Francis Osei Owes
Mustapha Mohammed
Oswald Ayiku
Francis Ayim
Emmanuel Donkor
Rahim Seinu
John Affum
Godson
Nancy Abekah
Emmanuel Mensah
Roland Amerkortu
Ephraim Abotsi