



IT services for international events

1. cmWebCast/livestream – ESHRE/ASRM (Virtual congress, 8-10 April, 2021)

“The Client” (info to be completed by the client):

COMPANY NAME:

NAME CONTACT PERSON:

COMPANY ADDRESS:

VAT / REGISTRATION NR:

1.1. Introduction

This is COVR’s contract to provide its “cmWebCast”-services to the Client for the ESHRE virtual meeting to create a livestream and/or recording of the Industry Sponsored Session, organized by the Client during the ESHRE virtual meeting, to be organized from 8-10 April, 2021

COVR bvba is a registered limited company providing electronic processing and publishing services with its offices at Kleinhoefstraat 11/2, 2440, Geel, Belgium, hereafter referred to as COVR.

If the Client finds this Agreement acceptable, execution by an authorized representative of the Client in the space provided at the end of this document will complete the Agreement for the services described below.

1.2. Project scope (webcast on demand AND livestream)

- A. COVR will collect the audio, video of the talking head and presented slides, as presented at the Industry Sponsored Session (“Meeting”) from all of the mutually agreed, and consenting, presentations at the Meeting. COVR will process, standardize and distribute this Content digitally as agreed by THE CLIENT.
- B. COVR will digitize the live audio and video portion of a speaker’s presentation and the visual aids, PPT slides, used by the speaker in the course of the presentation.
- C. Prior to the event, COVR will inform the customer about possible company branding options. COVR will create the surrounding webpage for the live stream which will be published on a separate dedicated webpage on the congress website.

1.3. Project specifications

COVR is making the following assumptions about this project, and has included them (except where noted) in the project:

A. Highlights and Selected Presentations

1. Duration of Meeting: max 1 hour
2. Slide format:
 - i. Presentations captured via COVR`s “cmWebCast” system
 - ii. PowerPoint® slides: To be provided to COVR by the THE CLIENT at least 24 hours before the start of the Industry Sponsored Session.
3. COVR will produce (convert, standardize, host and distribute) Content for which COVR has received written permission from the Client to be included in the database(s). This contract serves as a written permission.
4. Content Editing: upon request, participating presenters (and/or THE CLIENT) can elect to have certain slides withheld from their presentations. The original presenter (and/or THE CLIENT) can elect to have any given slide replaced with a standardized slide (e.g., solid black background) and the words “Slide Withheld by Speaker” in large font centered within the slide. COVR will not be able to accommodate editing of slide content (e.g., spelling, blacking out eyes within pictures of people, replacing slides, etc.).
5. Content distribution methods and features:
COVR will provide the webcast in MP4 format and will use VIMEO as Content Distribution Network for the livestream.

B. Client will need to choose between following session formats:

1. Livestream with live intro by the chair, live presentations and live Q&A
2. Livestream with live intro by the chair, playing of pre-recorded presentations and live Q&A
3. Livestream with pre-recorded intro by the chair, playing of pre-recorded presentations and without live Q&A

1.4. Pricing and invoicing

The price for this service depends on the session format (see 1.3.B) and needs to be paid prior to the start of the Industry Sponsored Session.

Prices:

- format 1: 6.000 EUR - 10 credits
- format 2: 3.500 EUR - 8 credits
- format 3: 1.500 EUR - 6 credits

1.5. Deadlines

Before March 1st 2021: Send signed contract to COVR

Before March 20th 2021: Send documentation (e.g. company logo) to COVR

24 hours before the start of the Industry Sponsored Session: send the speakers' PowerPoints to COVR

1.6. Offer and contract

The Term of this Agreement is for one project. COVR will capture the Meeting and publish the Content on USB as described above. This Agreement constitutes COVR's offer to provide the products and services set forth above. If the offer is accepted, as indicated by the execution and delivery of this Agreement by THE CLIENT, this document shall constitute a binding contract between the parties.

2. Acceptance

The undersigned accept this document in its entirety.

Accepted by CLIENT:

Signed: _____

Print Name: _____

Title: _____

Date: _____

Session format:

- format 1
- format 2
- format 3

Accepted by COVR BVBA:

Signed: _____

Print Name: _____

Title: _____

Date: _____