

Inter-American Division
Lord Transform Me Regional Summit

The Inter-American Division shall convene four regional summits to fulfill the following objectives:

To establish among the Laity and employees, the strategic focus for fulfilling the mission of the Church in the Inter-American Division territory for the quinquennium 2015-2020.

To equip the members with the knowledge and skills to effectively participate in fulfilling the mission of the Church.

To clarify details and build network for effective collaboration in fulfilling the strategic mission of the Church in the Inter-American Division.

To affirm and celebrate members of the Church for their passion and positive achievements in fulfilling the mission of the Church.

	Participants	Venues	Dates
1.	The Colombian Unions and the Caribbean Union	-Bogota	May 23-24, 2016
2.	The five Central American Unions and Belize	- Nicaragua	May 30-31, 2016
3.	The five Mexican Unions, Jamaica and Puerto Rico	-Cancun	June 6-7, 2016
4.	6 Unions: Dominican; Haitian; Cuban; Atlantic Caribbean; French Antilles Guiana; Dutch Caribbean.	-Dominican Republic	June 26-27, 2016
5.	East Venezuela and West Venezuela	- Margarita,	July 25-26, 2016

Participants:

1. The regional meeting shall have the following number of persons in attendance:
 - Mexico – 1500
 - Medellin - 1100
 - Costa Rica - 1300
 - Dominican - 1300
2. Each Union shall have an average of 216 local church departmental leaders in attendance

3. Each department shall be responsible for inviting an average of 12 persons. This is based on 18 departments. If there are less departments involved, the suggestion is to have first elders, conference leaders and local church pastors in attendance at the main site.
4. Each department shall determine the criteria for the persons who will attend the summit at the main site.
5. It is recommended that where possible, each local field shall establish numerous sites in their territory where they will assemble numerous members of the church who will participate in the Summit through technological means.

6. Proposed financial Plan:

1. Unions:

Air ticket	20%
Meals and Accommodation	20%

2. Local Fields:

Air ticket	30%
Meals and Accommodation	30%

3. Local Churches:

Air ticket	20%
Meals and Accommodation	20%

4. Attendee:

Air ticket	30%
Meals and Accommodation	10%

5. Division:

Meals and Accommodation	20%
Ground Transportation at the principal site, Materials, Presenters and Meeting venue at principal site.	

Proposed average cost for airfare, accommodation and meals

1. Airfare = \$400
2. Proposed meal and accommodation = \$500

Information for fields that desire to have interactive remote sites

The idea is to have one large Division meeting site (Plenary site) that is professionally captured and smaller Union/Local Fields sites that are professionally captured, all video feeds to be shared with all connecting sites. The Division plenary site could have up to five breakout sessions simultaneously in which specific departments will meet with their counterparts who are in attendance both at the principal site in the off site locations.

The fields that do not now have the required equipment/technology to facilitate and participate interactively in the program, may benefit from the following proposal from the Connectivity department of the Division.

The costs associated with each site assume that the site does not have any of these materials, also, it is assumed that an appropriate audio console and speakers for the site will be utilized but audio will be outputted to the Connectivity audio console for better performance. Furthermore, the video mixer suggested is a baseline component very capable for connectivity purposed but might not be appropriate for large-scale streaming.

Remote Site

1. Video Mixer: Tricaster Mini	\$6,000.00
2. Audio Mixer: Same as video mixer	
3. Cameras: 2 professional cameras	\$4,000.00
4. Specialized Computer	\$2,000.00
5. Tripods	\$1,000.00
6. Cables	\$500.00
TOTAL per Plenary Site	\$13,500.00

Departmental Site at the remote site for the breakout sessions

1. Specialized Computer	\$2,000.00
2. Connectivity Camera	\$1,000.00
(Optional Items)	
3. Screen	\$900.00
4. Speakers	\$400.00
5. Microphone	\$200.00
TOTAL per Departmental Site	\$3,000.00 - \$4,500.00

Internet & Bandwidth

1. Dedicated synchronous 5 MB circuit per Union location
2. Dedicated synchronous 25 MB circuit per Division location (Streaming and connectivity combined)

NB. Local sites may participate in the program through regular streaming in which they would not be able to interact directly except through Internet Chat rooms and e-mail. In that case, they will not need to consider acquiring the materials/equipment that are proposed.