

Exhibit A – Pricing, Services, Payment Terms

License Start Date: July 31, 2020

License End Date: July 31, 2025

Accevents shall provide a separate account for each department within the University (the “University Department”) that chooses to use Accevents as their virtual event platform (the “Department Account”). A Proposal will be developed between the University Department and Accevents that shall provide the details of the Event along with the associated fees. Accevents will invoice the University Department for each Event.

Event Fees	Virtual Events: <ul style="list-style-type: none">● \$3/ attendee/day of an Event for free registrations● 3.5% of the registration price for paid registrations OR \$3/day/attendee/day, whichever is greater Attendee Import: <ul style="list-style-type: none">● \$1/attendee imported into Accevents from an external registration tool Exhibitors Live Streaming: <ul style="list-style-type: none">● \$99 per exhibitor per day if using Accevents streaming
Third Party Payment Processor	University must utilize Accevents for paid registrations if Accevents implements Authorize.net or any other payment processor the University is authorized to use.
Support Services	Accevents will provide consultative services via 24/7 phone, chat, and email support for virtual conference attendees.
Additional Services	<ul style="list-style-type: none">● Accevents will provide full onboarding and training meetings to each University Department.
Payment Terms	<ul style="list-style-type: none">● If Accevents registration is used for paid registration events, fee is collected at time of payment by processor.● University will pay fees associated with Free Registrations within thirty (30) days of receipt of undisputed invoice by University.● University will pay fees associated with attendee import within thirty (30) days of receipt of undisputed invoice by University.● University will pay fees associated with exhibitor live streaming within thirty (30) days of receipt of undisputed invoice by University.

Exhibit B



Scope of Work Statement for University of Pittsburgh

Prepared by:

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SCOPE STATEMENT

Department/Agency: University of Pittsburgh

Issue Date: 08/06/2020

Project Name: Accevents Virtual Event Platform for University of Pittsburgh

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Scope Statement Purpose

The purpose of this Scope of Work is to provide a Virtual Event Platform for the University to use across different departments within the University (the "University Department"). Accevents shall provide a separate account for each University Department (the "Department Account"). A Proposal shall be developed between the University Department and Accevents that shall provide the details of the Event along with the associated fees, according to Exhibit A. There is no limit to the number of University Department Events held at a single time nor is there a limit on the number of attendees for each Event.

Project Description

Accevents shall provide an easy transition for its Platform to be leveraged across the University Departments for their Events. During the terms of the Agreement, Accevents shall provide the following products, product categories or services:

- **Training to University Departments**

- Acelevents shall provide a dedicated representative to be the point of contact between Acelevents and University Departments for training and additional requests. During the Event, 24/7 support team shall be provided by Acelevents.

- **Additional Walkthroughs to University Departments**

- Acelevents dedicated representative shall provide additional walkthroughs to University Departments to help them decide if the Platform is the best for their events.

- **Integration with Third-Party Supplier**

- University shall provide registration data to Acelevents for all registrants that do not require payment to attend the Event (the “Free Registrants”). Acelevents shall not process payment for any registrants in which payment is required to attend the Event (the “Paid Registrants”). A third-party supplier will be contracted to accept registration and payment for Paid Registrants. The third-party supplier will transfer the paid registration data to Acelevents via an API transfer. Details about the third-party supplier and their registration data transfer shall be added through an amendment to the original Agreement.

- **Registration for Free Events**

- Acelevents shall provide the following when providing registration for Free Events:
 - A robust and integrated registration solution with the ability to have unlimited custom fields, free registration types, and levels of access based on registration
 - Weekly registration reports and registration notifications sent to the University Department organizing the Event.
 - Schedule automatic pre/post emails, reminders and polling to Event attendees.

- **Platform Specifications**

- Acelevents shall provide the following specifications for the Virtual Event Services Platform:
 - Creative, highly visible ways to recognize and showcase Event sponsors and exhibitors including the ability to show video advertisements before sessions, having space for banner advertisements, and having session specific sponsors that are clickable as well as capture leads data for the sponsors.
 - Downloadable supplemental materials for Event attendees in sessions and the ability for vendors to place downloadable materials in exhibitor booths.
 - The ability to work with Acelevents to develop a feature that will collect and format abstract submissions and create a meeting abstract book to be added to a Proposal.
 - A central site to organize the Event segments (the “Event Landing Page”). In the Event Landing Page, attendees will be able to see all sessions and filter by tag, track, and speaker, will be able to click into each speaker’s bio for more information. In addition, attendees will be able to see all of the sessions they have signed up for as well all sessions that are available and will be able to add the event and individual sessions to their personal calendars. Ahead of each session attendees are registered for, they will be notified via push notifications.

- Live feeds and break-out room coordination. Accelevents has a proprietary streaming service that converts from an RTMP feed to an HLS, making it infinitely scalable. This is supported in general sessions as well as in breakout rooms as well.
- Seamless video presentation between event segments (i.e. webinars, PowerPoint, live speakers, prerecorded speakers and video (live streaming) functionality. Accelevents audio and video is housed within its platform. Presentations can be uploaded in advance or shared live on the platform. These can all be utilized in main stage areas, breakout sessions, networking, 1:1 communication among attendees, as well as in the exhibitor area. Accelevents currently support MP4 audio and video formats.
- Closed captioning options for the Event or work arounds to accommodate for closed captioning. The University requires that all Events adhere to the Americans with Disabilities Act (“ADA”) requirements.
- The ability for attendees to use polls, chat with speaker/fellow attendees during the Event via chat and voice/video communication, live Q & A and through speed networking and networking lounges. Break-out sessions are available and poster sessions via an exhibit hall. In the exhibit hall the attendees can select the booth they would like to enter and can have live video conversations with the poster sessions as well as download materials from them. Gamification is offered in which attendees get points and badges for visiting certain areas or completing certain tasks.
- The ability to share content on Facebook, Twitter, and LinkedIn. Sessions can be streamed live on Facebook Live and YouTube Live as well.
 - University Moderation – Accelevents will allow for the University, acting through the University representative, to have full and complete back-end control of all Social Media integration. For the avoidance of doubt, the University shall have full control over items including, but not limited to, hashtags, posts (including the removal thereof), links, and filters. Notwithstanding the foregoing, Accelevents will provide the University with an option to review all posts before they are made public.
- A Platform that is accessible 24 hours a day to ensure attendees in different time zones do not miss anything and has redundancies in place to ensure that there is no interruption if a feed drops.
- Rehearsal before Event goes live. Having adequate time to rehearse prior to an Event is important for the University. For rehearsals with Event speakers and presenters there is a fee of \$3/speaker for testing. For rehearsals with the University Department administrator to run tests on the Platform for the Event there is no fee. Robust guides will be distributed specifically for the speakers, presenters, and exhibitors in addition to guides on every facet of the Platform.
- Offer Event staffing for virtual events for \$249/hour. The platform is meant to run itself and the additional support is typically not required. Accelevents do not offer on-site support for the day of the event for in-person Events.

- **Recorded Content and Data Collection.**

- The ability to record and archive Events. All Event content is automatically recorded and made available for on demand viewing instantly. The Event content will also be made available for up to 30 days for attendees to review. The University owns all this content and can therefore download all of it.
- The ability to take attendance for attendees at the Event and other data mining information. Acelevents provides registration data through tracking links and integration with Facebook pixel and Google Analytics. Once on the Platform for the Event, Acelevents tracks everywhere an attendee spends time and how long they spent time in each place. In addition to gamification statistics and networking data. This is all available in real time as well as in a report following the Event.
- Following the Event, for up to thirty (30) days, Acelevents shall make available to the University Department the ability to download a file of any materials, information, Customer Data, Event content, and other information that the University Department collected through the use of the Platform (the "Data"). The Data can be downloaded from Acelevent's Platform by the University Department in the electronic format chosen by the University Department.

- **Timetable/Schedule**

- Provide additional demonstrations to new teams within a week of request
- Provide additional trainings/onboardings to new teams within a week of request.
- Provide a Department Account for each University Department. A Proposal will be developed between the University Department and Acelevents that shall provide the details of the Virtual Event along with the associated fees within a week of request. Acelevents will invoice the University Department for each Event.
- Provide the University Department the ability to download Data from the Event for up to thirty (30) days from the conclusion of the Event in the electronic format chosen by the University Department.
- Create integration between Acelevents and third-party provider for registration for Paid Events to facilitate seamless experience for attendees or implement a third party payment processor approved by the University to be able to handle payment for Paid Events.