

## Technology and Innovation Centre Audio-Visual equipment and support

The audio-visual infrastructure in all our spaces is user-friendly, and our team will happily offer support to get you connected and ready to go!

This document sets out audio-visual equipment and support included in your venue hire charge, plus what's available for an additional charge.

### Auditoria

	Lectern with PC	Hybrid Connectivity*	HDMI	USBC	Dual Projection	Single Projection	Slide Advancer	Included Radio Mics**	Colour wash	Gobo Lanterns	Technical Support
Level 1	✓	✓	✓	✓	✓		✓	1			
Aud. A	✓	✓	✓	✓		✓	✓	1	✓	2	
Aud. B	✓	✓	✓	✓		✓	✓	1			
Aud. C	✓	✓	✓	✓		✓	✓	1			
Aud. B/C	✓	✓	✓	✓	✓		✓	4			✓
Main Aud	✓	✓	✓	✓		✓	✓	4	✓	2	✓

✓ Included in venue hire

\* Browser-based video conferencing platform using PC mounted web cam can be supplied on request – client user credentials required

\*\* Head-worn, hand-held and Catch Box kits available, quantity depending on space booked

#### The place of useful learning

## Conference Rooms & Executive Suite

	Lectern with PC	Video conferencing*	HDMI	USB C	Audio Playback	Wall-mounted LED display	Ceiling-mounted projector/screen	Lectern Mic	Radio Mic	Blackout Blinds
Rm 1	✓	✓	✓	✓	✓	✓				
Rm 2	✓	✓	✓	✓	✓	✓				
Rm 3	✓	✓	✓	✓	✓	✓				
Rm 4	✓		✓	✓	✓	✓				
Rm 4/5	✓	✓	✓	✓	✓		✓	✓	**	
Rm 5	✓	✓	✓	✓	✓		✓	✓	**	
Rm 6	✓	✓	✓	✓	✓	✓				
Rm 6/7	✓	✓	✓	✓	✓		✓	✓	**	
Rm 7	✓	✓	✓	✓	✓		✓	✓	**	
Rm 8	✓	✓	✓	✓	✓	✓				
Exec. A	✓		✓	✓	✓		✓			✓
Exec. B	✓	✓	✓	✓	✓	✓		✓	✓	✓
Exec. A/B	✓	✓	✓	✓	✓	✓		✓	✓	✓

✓

Included in venue hire.

\*

Dual camera positions, array ceiling microphone. Additional charges apply.

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Additional hand held microphones available on request, subject to availability. Additional charges apply.

## Additional audio-visual equipment/support

Unless otherwise specified, charges are per day or part thereof. All prices are subject to VAT at the prevailing rate and may vary according to the specific requirements for your event.

<b>Presentation Equipment</b>	<b>Charge</b>
Laptop PC	£70
55" Flatscreen display (incl. stand/HDMI cable)	£150
<b>Audio Equipment</b>	
Two-speaker PA with 1 x cabled/radio mic (max. 4 inputs)	£100
Additional microphone (hand-held, headworn, Catchbox) <i>Microphone availability dependent on space booked</i>	£50
Sennheiser Bluetooth mic kit <i>Suitable for Boardroom-style meetings of up to 12 people</i>	£75
<b>Video Conferencing</b>	
Level 3 Conference Rooms and Executive Suite	£150
<b>Additional items</b>	
Fixed Network Connection	£50
Mobile Lectern	£55
Freestanding flipchart easel with pad/pens	£25
Colour wash to Auditorium walls	£85
<b>Auditorium Technical Support</b> (min. 4 hr charge)	<b>Price</b>
Monday-Friday (08.00-18.00)	£40 per hr
Monday-Friday (before 08.00/after 18.00) & Saturday/Sunday	£50 per hr

# Audio-Visual FAQs

- **Screen resolution** is 1920 x 1200.
- All conference spaces have a **fixed lectern** at the front of the room which contains the user interface for audio-visual infrastructure.
- **Resident PCs** in the Auditoria and Conference Rooms run on Windows 10 Enterprise 64-bit.
  - ✓ All PCs have a fixed ethernet connection.
  - ✓ Any **files** left on resident PCs or University laptop will be wiped at midnight on the day of the event. No files are saved or stored.
  - ✓ If you're supplying your own laptop, our AMX audio-visual interface supports a **maximum refresh rate of 60 Hz**.
- **Client laptops** can be used to run presentations in all spaces, however access to video conferencing this is controlled via our in room PC. We hold a small stock of **VGA, HDMI USB c and Mac adaptors**, but recommend that presenters bring their own adaptors if required.
- **Opening/closing the partition** separating Auditorium A from Auditorium B/C takes approx. one hour and is subject to an additional charge of £120 plus VAT.
- **Raising/lowering the Skyfold partition** between Auditoria B and C takes approx. 30 minutes (no additional charge).