

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

* Fixed camera position, client user credentials required. Additional charges apply

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

CONFERENCE ROOMS & EXECUTIVE SUITE

| | Lectern with PC | Hybrid Connectivity* | HDMI | USBC | Audio Playback | Wall-mounted LED Display | Ceiling-mounted projector/screen | Lectern Mic | Radio Mic | Blackout Blinds |
|-----------|-----------------|----------------------|------|------|----------------|--------------------------|----------------------------------|-------------|-----------|-----------------|
| Room 1 | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | | | |
| Room 2 | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | | | |
| Room 3 | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | | | |
| Room 4 | ✓ | | ✓ | ✓ | ✓ | ✓ | | | | |
| Room 4/5 | ✓ | ✓ | ✓ | ✓ | ✓ | | ✓ | ✓ | ** | |
| Room 5 | ✓ | ✓ | ✓ | ✓ | ✓ | | ✓ | ✓ | ** | |
| Room 6 | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | | | |
| Room 6/7 | ✓ | ✓ | ✓ | ✓ | ✓ | | ✓ | ✓ | ** | |
| Room 7 | ✓ | ✓ | ✓ | ✓ | ✓ | | ✓ | ✓ | ** | |
| Room 8 | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | | | |
| Exec. A | ✓ | | ✓ | ✓ | ✓ | | ✓ | | | ✓ |
| Exec. B | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | ✓ | ✓ | ✓ |
| Exec. A/B | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | ✓ | ✓ | ✓ |

✓ Included in venue hire

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ADDITIONAL 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.

| Presentation Equipment | Charge |
|---|------------------------------|
| 55" Flatscreen display (incl. stand/HDMI cable) | £150 |
| Audio Equipment | |
| Two-speaker PA with 1 x cabled/radio mic (max. 4 inputs) | £100 |
| Additional microphone (hand-held, headworn, Catchbox) Microphone availability dependent on space booked | £55 |
| Video Conferencing | |
| Auditoria: Single fixed camera position plus audio capture | £200 |
| Level 3 Conference Rooms and Executive Suite: Dual aspect video, ceiling-mounted array mic | £150 |
| Sennheiser Bluetooth mic kit for Conf. Rm 4 and Exec. Rm A Suitable for Boardroom-style meetings of up to 12 people | £75 |
| Additional items | |
| Fixed Network Connection | £50 |
| Mobile Lectern | £55 |
| Tabletop flipchart with pad/pens | £10 |
| Colour wash to Auditorium walls | £45 |
| Foyer LED Lighting Package | £85 |
| Slide Advance | £5 |
| Auditorium Technical Support (minimum 4 hour charge) | |
| Monday-Friday (08.00-18.00) Monday-Friday (before 08.00/after 18.00) & Saturday/Sunday | £45 per hour £55 per hour |

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 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** which separates Auditorium A from Auditorium B/C takes approx. an hour and is subject to an additional charge of £175 + VAT.
- **Raising/lowering the Skyfold partition** between Auditoria B and C takes approx. 30 minutes (no additional charge).