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, lapel, 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

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

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

ADDITIONAL AV 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 only **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	£5
Colour wash to Auditorium walls	£45
Foyer LED Lighting Package	£85
Slide Advancer	£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 <u>wiped at midnight</u> 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 £155 + VAT.

- **Raising/lowering the Skyfold partition** between Auditoria B and C takes approx. 30 minutes (no additional charge).