



# Audio Visual Guide 2012

## Main Lecture Theatre

Audio Visual Equipment	Included in Room Hire	Included in DDR	Charge
AV Technician	√*	√	*Included in room Hire weekdays except before 8am and after 6pm (£50 per hour), Weekends £50 per hour. £295 day rate (8 hours)
Lectern with motorized height adjustment, microphone, touch screen system controls and in-built PC (Windows 7, Office 2010, Power Point 2010 ) with monitor and inputs for 2 laptops	√	√	
HD Data Projector (WUXGA, 6000 lumens) with multi-input simultaneous display	√	√	
Top table for 5	√	√	
Cabled table microphone (s) x 5	√	√	
Audio amplification System	√	√	
Radio Microphones (2 x Lapel, 2 x Handheld)	√	√	Extra radio microphones available at £30 each per day
Internet access at lectern	√	√	
DVD/CD/ Players	√	√	
Laser Pointer	√	√	
Remote (wireless) mouse for PC	√	√	On request
Traffic light cueing system			£25 per day
Individual Induction loop or headphones for Hard of Hearing	√	√	
Audience interactive voting system		√ (Included in DDR from Nov 2011)	£600 per day Please contact the AV dept. regarding the full functionality of this system
Individual delegate microphones			£1 per delegate (free with voting system)
Video Conferencing system (ISDN 384kbps)			£175 for first hour £60/subsequent hour + call costs
Comfort monitor (15") for top table (for chairperson to view slides while still facing the audience)			£20 per day
50" Plasma screens, wall mounted either side of stage, (for logos, branding, sponsors etc) (16:9 aspect ratio)		√	£100 for pair per day
Delegates pull-out writing tablets on all seats	√	√	

## Main Lecture Theatre continued

Audio Visual Equipment	Included in room hire	Included in DDR	Charge
Video Recording			£250 for up to 4 hours, £350 for 4-8 hours + £180 for master DVD (other formats available) (transfer of raw footage only to DVD £45). For more details of prices and services please contact Costas Kokogias, 1WS video production supervisor on 02072903829
Video Editing			Basic editing is included in the Master DVD charge. Further editing is charged at £45/hr
Audio Recording			£35 plus £10 per CD , £15 per USB memory stick
Copies of DVDs or CDs			1-10 £5 per copy, 11-50 £3 per copy, 51-100 £2 per copy, 101+ £1 per copy, includes b/w printed label
Flipchart with pad and pens		√	£20 per day
Visualiser (Document camera viewed via data projector)	√	√	
Web Video Streaming (live or on-demand)			Ask for details
Video/audio-Link to Max Rayne theatre			£200 up to 4 hours, £300 4-8 hours
Audio Feed for Camera Crews	√	√	
Stage Set with LED lighting			From £800 Ask for details, (Set will cover existing stage backdrop with customized colour and themed lighting)
Presenters preparation area (in AV control room)	√	√	PCs for presenters to practice their presentations with live video/audio feed from lecture theatre on monitor
Simultaneous Translation			Ask for details

## Max Rayne Auditorium

Audio Visual Equipment	Included in room hire	Included in DDR	Charge
AV Technician	√*	√	*Included in room Hire weekdays except before 8am and after 6pm (£50 per hour), Weekends £50 per hour. £295 day rate (8 hours)
Lectern with microphone, touch screen system controls and in-built PC (Windows 7, Office 2010, Power Point 2010 ) with monitor and inputs for 2 laptops	√	√	
Data Projector (XGA, 6000 lumens)	√	√	
Top table for 4	√	√	
Cabled table microphone (s) x 4	√	√	
Audio amplification System	√	√	

## Max Rayne Auditorium continued

Audio Visual Equipment	Included in room hire	Included in DDR	Charge
Radio Microphones (2 x Lapel, 2 x Handheld)	√	√	Extra radio microphones available at £30 each per day
Internet access at lectern	√	√	
DVD/CD/ Players	√	√	
Laser Pointer	√	√	
Remote (wireless) mouse for PC	√	√	On request
Traffic light cueing system			£25 per day
Individual Induction loop or headphones for Hard of Hearing	√	√	
Audience interactive voting system		√ (Included in DDR from Nov 2011)	£300 per day Please contact the AV dept. regarding the full functionality of this system
Individual delegate microphones			£1 per delegate (free with voting system)
Video Conferencing system (ISDN 6, 384kbps)			£175 for first hour £60/subsequent hour + call cost
46" Plasma screens, wall mounted either side of stage, (for logos, branding, sponsors etc) (16:9 aspect ratio)		√	£100 for pair per day
Audio Recording			£35 £10 per CD , £15 per USB memory stick
Video Recording			£250 for up to 4 hours, £350 for 4-8 hours + £180 for master DVD (other formats available) (transfer of raw footage only to DVD = £45). For more details of prices and services please contact Costas Kokogias, 1WS video production supervisor on 02072903829
Video Editing			Basic editing is included in the Master DVD charge. Further editing is charged at £45/hr
Copies of DVDs or CDs			1-10 £5 per copy, 11-50 £3 per copy, 51-100 £2 per copy, 101+ £1 per copy
Flipchart with pad and pens	√	√	£20 per day
Visualiser (for projecting documents)		√	
Web Video Streaming (live or on-demand)			Ask for details
Video/audio-Link from Main Lecture theatre			£200 up to 4 hours, £300 4-8 hours
Audio Feed for Camera Crews	√	√	
Simultaneous Translation			Ask for details

## Training Suite

Audio Visual Equipment	Included in room hire	Charge
Lectern and input for laptop with audio		£30 per day
Data Projector (XGA 2600 Lumens )	√	
Audio amplification system		Included with lectern hire for laptop audio only. For audio from microphones , hire of microphones is necessary
Laptop (Microsoft Windows 7, Office 2010, PowerPoint 2010 )		£95 per day
Radio or cabled microphones		£30 per day
Internet access at lectern	√	
DVD/CD/Players (through projector)		£25 per day
Laser Pointer		£10 per day
Remote (wireless) mouse for PC		£10 per day
Flipchart, pads and pens		£20 per day
Traffic Light cueing system		£25 per day
Individual Induction loop or headphones for Hard of Hearing	√	Check availability
Audience Interactive voting system		£100 set up, £5 per handset. (Check availability) (+ £95 laptop hire)
Individual delegate microphones		Free with voting system
Video Conferencing system (over IP, up to 1920kbps)		£175 for first hour, £60 per subsequent hour + call costs if connecting to ISDN lines
Audio Recording		£150 for boardroom set ups. £35 for theatre style set ups + £10 per CD, £15 per USB memory stick
Video recording		From £320 set up charge + technician required at £50 per hour , £180 for Master DVD (other formats available) or £45 for transfer of raw footage to DVD. For more details of prices and services please contact Costas Kokogias, 1WS video production supervisor on 02072903829
Video editing		Basic editing is included in the Master DVD charge. Any further editing is charged at £45 per hour
Copies of DVDs or CDs		1-10 £5 per copy, 11-50 £3 per copy, 51-100 £2 per copy, 101+ £1 per copy includes b/w printed label
Projection screen (70 x 70)	√	
Web Video Streaming (live or on-demand)		Ask for details

## Seminar Suite

Audio Visual Equipment	Included in room hire	Charge
Lectern and input for laptop with audio		£30 per day
Data Projector (Seminar Room 3 only) (WUXGA 4200 Lumens )	√	Includes projection screen
52" Full HD LCD display (wall mounted) (Seminar Rooms 1 & 2 only)	√	Can be used as repeater screens when theatre style set up from the Seminar Room 3.
Audio amplification system	√	For laptop audio. For audio from microphones see microphone hire
Laptop (Microsoft Windows 7, Office 2010, PowerPoint 2010 )		£95 per day
Table top inputs for laptops and hands free conference phone	√	Call charges not included
Radio or cabled microphones		£30 per microphone per day
Internet access	√	
DVD/CD/Players		£25 per day
Laser Pointer		£10 per day
Remote (wireless) mouse for PC		£10 per day
Flipchart, pads and pens		£20 per day
Traffic Light cueing system		£25 per day
Induction loop for Hard of Hearing (Seminar Room 3 or room combinations including Seminar Room 3 only)	√	
Audience Interactive voting system		£100 set up, £5 per handset. (Check availability) (+ £95 laptop hire)
Individual delegate microphones		Free with voting system
Video Conferencing system (over IP, up to 1920kbps)		£175 for first hour, £60 per subsequent hour + call costs if connecting to ISDN lines
Audio Recording		£150 for boardroom set ups, £35 for theatre style set ups + £10 per CD, £15 per USB memory stick
Video recording		From £320 set up charge + technician required at £50 per hour , £180 for Master DVD (other formats available) or £45 for transfer of raw footage to DVD. For more details of prices and services please contact Costas Kokogias, 1WS video production supervisor on 02072903829
Video editing		Basic editing is included in the Master DVD charge. Any further editing is charged at £45 per hour
Copies of DVDs or CDs		1-10 £5 per copy, 11-50 £3 per copy, 51-100 £2 per copy, 101+ £1 per copy includes b/w printed label
Wall mounted touch screen AV control panels	√	
Web Video Streaming (live or on-demand)		Ask for details

## All other Function Rooms at One Wimpole Street

Audio Visual Equipment	Charge
AV Technician	£50 per hour, £295 day rate (8 hours)
Lectern	£30 per day
Data projector (XGA 2000 lumens)	£105 per day
Laptop (Microsoft Windows 7, Office 2010, Powerpoint 2010)	£95 per day
DVD player (through projector)	£25 per day
PA System with 2 microphones	£160 per day
Extra cabled/radio microphones	£30 each per day
Laser pointer	£10 per day
Remote (wireless) mouse for PC	£10 per day
Traffic Light cueing system	£25 per day
PC speakers (for amplified sound from a laptop when PA system is not required)	£25 per day
Individual Induction loop or headphones for Hard of Hearing	Check availability, PA system hire required
Audience Interactive voting system	£100 set up, £5 per handset. (Check availability) (+ £95 laptop hire)
Individual delegate microphones	Free with voting system
Visualiser (for projecting documents)	£25 per day (projector hire required)
Video Conferencing system (over IP, up to 1920kbps)	£175 for first hour, £60 per subsequent hour + call costs if connecting to ISDN lines
LCD 37" Monitor and stand	£160 per day
CD player	£25 per day
Projection screen (70 x 70) or (60 x 60)	£30 per day
Flipchart with pad and pens	£20 per day
iPad Hire	£45 per day
Internet access	£20 per computer connected
Hands-free conference phone	£40 per day
Audio recording	£150 per day (£50 setup charge if PA system already hired) + £10 per CD, £15 per USB memory stick

## All other Function Rooms at One Wimpole Street continued

Audio Visual Equipment	Charge
Colour Inkjet PC Printer	£50 per day
Video recording (including technician)	From £320 set up charge + technician required at £50 per hour , £180 for Master DVD (other formats available) or £45 for transfer of raw footage to DVD. For more details of prices and services please contact Costas Kokogias, 1WS video production supervisor on 02072903829
Video editing	Basic editing is included in the Master DVD charge. Any further editing is charged at £45 per hour
Copies of DVDs or CDs	1-10 £5 per copy, 11-50 £3 per copy, 51-100 £2 per copy, 101+ £1 per copy, includes b/w printed label
Staging (Height = 40cm)	£25 per square metre piece (14 max) includes valance and step
Wall mounted 46" LCD monitor with table top input for laptop and audio (included in room hire)	Only available in the Henrietta, Chinese University of Hong Kong, Louis Forman and Raffle rooms
Wall mounted flipchart and pens (included in room hire)	Only available in the Henrietta, Chinese University of Hong Kong and Louis Forman Rooms
Web video streaming (live or on-demand)	Ask for details

Equipment and services not listed could be hired in on request, please ask for details.

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