



# Audio Visual Guide 2010

## 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, £60 before 8am and after 6pm
Lectern with motorized height adjustment, microphone, touch screen system controls and in-built PC (XP, Office 2003, Power Point 2007 viewer) with monitor and inputs for 2 laptop	√	√	
Data Projector (XGA, 6500 lumens)	√	√	
Top table for 5	√	√	
Cabled table microphone (s) x 4	√	√	
Dual Data/Video Projection (XGA 4100 lumens)	√	√	
Audio amplification System	√	√	
Radio Microphones (2 x Lapel, 2 x Handheld)	√	√	Extra radio microphones available at £20 each per day (subject to availability)
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		£2 per delegate	£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 6, 384kbps)			£175 for first hour £60/subsequent hour + call cost
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	√	√	
Audio Recording to tape or CD (mp3)			£35 plus £3 per tape , £10 per CD , £15 per USB

## Main Lecture Theatre continued

Audio Visual Equipment	Included in room hire	Included in DDR	Charge
Video Recording			£175 for up to 4 hours, £275 for 4-8 hours + £45 for master DVD (other formats available). Contact AV dept. for costs for recordings of very short duration. DVD's can be produced with detailed menus, chapters, logos, cases and colour inserts etc. ask for details.
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
35mm slide projection (via data projector)	√	√	
Flipchart with pad and pens		√	£20 per day
Visualiser (Document camera viewed via data projector)	√	√	
Interactive CD-Rom of Meeting			Ask for details
Web-Casting (live or on-demand)			Ask for details
Podcast			Ask for details
Video/audio-Link to Max Rayne theatre			£175 up to 4 hours, £275 4-8 hours
Audio Feed for Camera Crews	√	√	
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, £60 before 8am and after 6pm
Lectern with motorized height adjustment, microphone, touch screen system controls and in-built PC (XP, Office 2003, Power Point 2007 viewer) with monitor and inputs for 2 laptop	√	√	
Data Projector (XGA, 6500 lumens)	√	√	
Top table for 4	√	√	
Cabled table microphone (s) x 4	√	√	
Audio amplification System	√	√	
Radio Microphones (2 x Lapel, 2 x Handheld)	√	√	Extra radio microphones available at £20 each per day (subject to availability)
Internet access at lectern	√	√	
DVD/CD/ Players	√	√	
Laser Pointer	√	√	
Remote (wireless) mouse for PC	√	√	On request

## Max Rayne Auditorium continued

Audio Visual Equipment	Included in room hire	Included in DDR	Charge
Traffic light cueing system			£25 per day
Individual Induction loop or headphones for Hard of Hearing	√	√	
Audience interactive voting system		£2 per delegate	£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 to tape or CD (mp3)			£35 plus £3 per tape , £10 per CD , £15 per USB
Video Recording			£175 for up to 4 hours, £275 for 4-8 hours + £45 for master DVD (other formats available). Contact AV dept. for costs for recordings of very short duration. DVD's can be produced with detailed menus, chapters, logos, cases and colour inserts etc. ask for details.
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
35mm slide projection (via data projector)	√	√	
Flipchart with pad and pens	√	√	£20 per day
Visualiser (same as OHP but through data projector)		√	
Interactive CD-Rom of Meeting	√	√	Ask for details
Web-Casting (live or on-demand)			Ask for details
Podcast			Ask for details
Audio Feed for Camera Crews	√	√	
Simultaneous Translation			Ask for details

## Lower Atrium Theatre

Audio Visual Equipment	Included in room hire	Charge
Lectern with cabled microphone and input for laptop with audio	√	
Data Projector (XGA 2600 Lumens )	√	
Audio amplification system	√	
Laptop (Microsoft XP, Office 2003, PowerPoint 2007 viewer)		£90 per day
Extra radio or cabled microphones		£20 per day
Internet access at lectern		£20 per day
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) (+ £90 laptop hire)
Individual delegate microphones		Free with voting system
Video Conferencing system (over IP, 384kbps)		£175 for first hour, £60 per subsequent hour + call costs if connecting to ISDN lines
Audio Recording to tape or CD (mp3)		£35 + £3 per tape or £10 per CD, £15 per USB
Video recording		£250 set up charge + technician required at £50 per hour , £45 for Master DVD (other formats available). DVD's can be produced with detailed menus, chapters, logos, cases and colour inserts etc. ask for details.
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
Projection screen (70 x 70)	√	
Webcasting (live or on-demand)		Ask for details
Interactive CD-Rom of meeting		Ask for details
Podcast		Ask for details

## All other Function Rooms at One Wimpole Street

Audio Visual Equipment	Charge
AV Technician	£50 per hour, £60 before 8am and after 6pm
Lectern	£30 per day
Data projector (XGA 2000 lumens)	£95 per day
Laptop (Microsoft XP, Office 2003)	£90 per day
DVD player (through projector)	£25 per day
PA System with 2 microphones	£150 per day
Extra cabled/radio microphones	£20 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)	£20 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) (+ £90 laptop hire)
Individual delegate microphones	Free with voting system
Visualiser (for projecting documents)	£25 per day (projector hire required)
Video Conferencing system (over IP, 384kbps)	£175 for first hour, £60 per subsequent hour + call costs if connecting to ISDN lines
LCD 37" Monitor and stand	£150 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
35 mm slide projector	£25 per day
Internet access	£20 per computer connected
Hands-free conference phone	£40 per day
Audio recording to tape or CD (mp3)	£150 per day (£50 setup charge if PA system already hired) + £3 per tape or £10 per CD, £15 per USB

## All other Function Rooms at One Wimpole Street continued

Audio Visual Equipment	Charge
Colour Inkjet PC Printer	£50 per day
Video recording (including technician)	£250 + £50 per hour (technician) + £45 for master DVD. DVD's can be produced with detailed menus, chapters, logos, cases and colour inserts etc. ask for details.
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
Staging (Height = 40cm)	£25 per square metre piece (14 max) includes valence 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 Cavendish Rooms
Wall mounted flipchart and pens (included in room hire)	Only available in the Henrietta, Chinese University of Hong Kong, Louis Forman and Cavendish Rooms
Webcasting (live or on-demand)	Ask for details
Interactive CD-Rom of meeting	Ask for details
Podcast	Ask for details

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

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