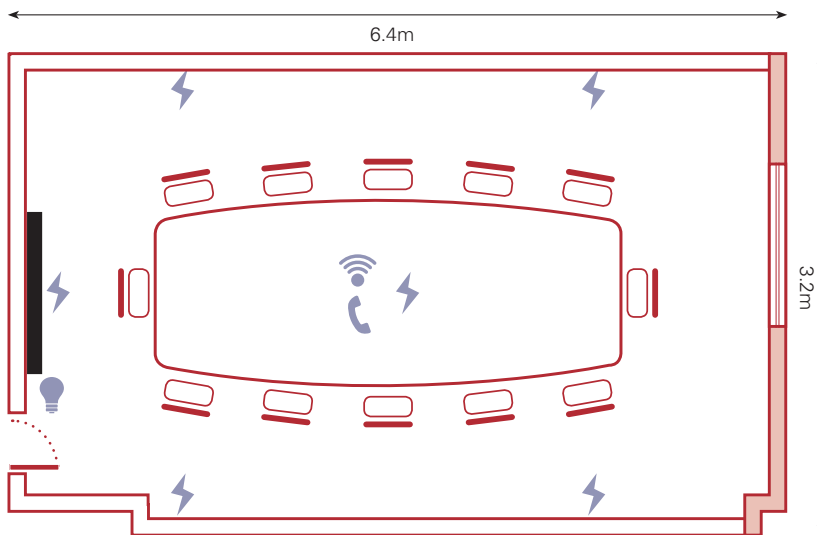




ROOM GUIDE: Louis Forman Room



CAPACITIES

Boardroom: 13

DIMENSIONS

Length: 6.4m

Width: 3.2m

Height: (highest point): 2.34m

KEY ITEMS INCLUDED IN ROOM HIRE

- Hands-free conference phone
- HD display screen
- Internet access with Wi-Fi

 Hands-Free Conference Phone

 Light Control

 Power Plug

 LCD Screen

 Wired Internet Access

 Glass Window

All other charges

Audio	
Audio Recording	■ £160 includes a memory stick
Individual induction loop or headphones	■ FOC with PA system hire
Laptop speakers	■ £25 per day
Microphones (radio or cabled)	■ £30 per day
PA System with two microphones	■ £160 per day
Communications and Engagement	
A1 SMART kapp Whiteboard	■ £50 per day ■ links to main display and personal devices (Subject to availability)
Handheld audience response units	■ £195 set up ■ £5 per handset (Subject to availability)
Hands-free conference phone	■ £40 per day
Interactive audience response App powered by Meeto App	■ £300 per booking Includes an AV technician with pre and post event support
Lighting	
Wireless LED uplighters	■ £20 each (Subject to availability)
Miscellaneous	
Flipchart, pad & pens	■ £20 per day
Laser pointer/clicker	■ £15 per day
Lectern	■ £30 per day
Staging	■ £25 per sq metre piece (max 14), height = 40cm
Personnel	
Additional AV technician	■ £50 per hour ■ £295 day rate (8 hours)
Screens and IT	
55" LCD Monitor & Stand	■ £160 per day
iPad	■ £45 per day
Laptop	■ £95 per day
Portable projection screen	■ £45 per day
Visualiser	■ £25 per day
Video	
Video conferencing	■ £175 for first hour ■ £60 per subsequent hour
Video editing	■ £45 per hour of technician editing time
Video recording	■ £595 for up to 4 hours ■ £795 for up to 8 hours

Please contact your event manager or the AV team for any additional requirements and queries