

SCHEDULE OF TECHNICAL SERVICES



Meeting Rooms

Overview:

- Top Table and Lectern
- Projector, Built-in 16:9 drop down screen
- Laptop
- Sound system with speakers and microphones
- On-call Technician

For specific technical requirements notice of 10 working days must be given in advance for any additional technical equipment and services. Please include your preferred location and quantity of the equipment listed below and we will be pleased to offer a quotation.

Conference Rental Package Includes:

1. STAGING

- No staging is provided in this room
- 1 x Lectern and a standard top table for 3 persons

2. SOUND

(All speakers and amplifiers are d&b Audiotechnik)

- 2 x E8 Speakers
- 1 x Shure SCM810 8 Channel Auto mixer Located in the Credenza
- 1 x 3.5mm mini jack to XLR adaptor for laptop audio.

3. MICROPHONES

- Up to 2 x Cabled Microphones (AKG SE300B Condenser Microphone or similar)

4. LIGHTING

- Dimmable Room Lighting

5. PRESENTATION EQUIPMENT

- Data / Video Projector – Panasonic PT-FW430
- Laptop Computer
- 1 x Extron IN1508 Switcher (with remote control)
- 1 x DVD player (Denon DN-V310) for DVD or audio CD playback
- Wireless Internet Access on the CCD guest service – (Wired Internet Access or a supported network can be arranged by request, at an additional cost)
- 16:9 Front Projection Screen – There are two different screen sizes in the meeting rooms, 2500mm x 1400mm and 3000mm x 1690mm
- 13amp socket supplies up to a maximum of 32amps
- 1 x USB Presenter with built in laser pointer

6. TECHNICAL SUPPORT

- There is an on call technician that services the meeting rooms and boardrooms.

- The technical staff are available for nine consecutive hours in a working day (to include one hour for lunch), between the hours of 0700 – 2100.
- Additional Hours or times outside those stated will be subject to charge

7. DISABLED FACILITIES

Meeting Rooms are fully Accessible for visitors with disabilities

8. ADDITIONAL FACILITIES

An induction loop is installed for use by people with impaired hearing

9. ACCESS

Level loading access to these rooms is via goods lifts to the North West Corner of the building.

PLEASE NOTE THE ABOVE EQUIPMENT SPECIFICATION MAY BE SUBJECT TO CHANGE.