

## AUDIO VISUAL EQUIPMENT LIST

### ONDAATJE THEATRE

It is mandatory for users to use the Society's approved audio visual technicians to operate, or be present at, all shows in the theatre. The Ondaatje Theatre is equipped with a projection wall, p/a system and an induction loop for the hard-of-hearing. The stage has a single freestanding lectern with Crestron touch control, a laser pointer, and data/pc inputs set into the floor. **Please tick additional standard equipment or set up indicate requirements as appropriate, sign and return with Booking Form.** For more technical information, please ask for the *Ondaatje Theatre Audio-Visual Specification*, or make an appointment with the House Office to view the facilities and discuss your requirements.

- 35 mm slide projector/s (Vicom Supernova 10,000 lumens) *Glass or plastic mounted slides strongly recommended*
- single projection
- side by side projection
- dissolve
- Video/data projector (Barco IQPro G300)
- DVD Multi Region Player
- VHS Video Player (PAL and NTSC)
- Beta SP Video Player (PAL format only)
- Video Visualiser (Barco PreCa 1280)
- Lectern microphone
- Desk microphones: six available on site. *Please indicate number required beside box.*
- UHF lapel radio microphones: two are available on site. *Please indicate number required beside box.*
- Cassette Player/Recorder
- CD Player
- Mini disk Player/Recorder
- Additional equipment required please discuss with the House Office, who will obtain quotes.

#### Stage set up options

- lectern with / without speaker's chair. Please delete as appropriate.
- lectern with up to seven stage tables and chairs. Please indicate number required by box.

### Audio Visual Technician

A Society approved Audio Visual Technician must be present at all events in the Ondaatje Theatre. The rates quoted above include the provision of such a technician as follows: Monday-Friday: full day (up to 8 hours): £240 + VAT at 17.5%; half day / evening (up to 4 hours): £180 + VAT. Weekends: upon application. There is a minimum booking period of 4 hours. Additional hours will be charged at a rate of £40 + VAT per hour.

### EDUCATION CENTRE

Full refurbishment in 2003, including a projection wall, p/a system with surround sound, and Crestron Touch Control system.

- 35 mm slide projector (Kodak Ektapro)
- Video/data projector (Barco IQ300)
- DVD Player Multi Region
- VCR (PAL and NTSC)
- Radio microphone
- Tablet pc

### SUNLEY ROOM

Full refurbishment in 2003 as a computer based seminar/teaching room, including screen, p/a system, and Crestron Touch Control system.

- Video/data projector (Barco IQ300)
- 35 mm Slide Projector (Kodak Ektapro)
- VCR & DVD (PAL and NTSC)
- Radio microphone
- PC with DVD
- 16 networked pcs and Smartboard 580

### COUNCIL ROOM

- Video/data projector (Sanyo PLC550EA, if available)
- 35 mm Slide Projector (Kodak Ektapro)

- Overhead projector
- Portable screen
- Flipchart and pad

#### LOWTHER ROOM

- Video/data projector (Sanyo PLC55OEA, if available)
- VCR
- 35 mm Slide Projector (Kodak Ektapro)
- Overhead projector
- Roll down screen
- Flipchart and pad

#### Sending PC based multimedia presentation materials to accompany your event

Please note that the Society has a PC based network not a MAC based network. You can send multimedia materials by email, floppy, zip disk, USB Memory key/removable disk, or CD.

Our network has a large amount of bandwidth into the Internet. Our email system can handle quite large email attachments but please do not send a single attachment over 5MB.

Files sent by disks must be sent on a disk that a PC can read. MAC users should know how to format diskettes for a PC. Files sent by CD must be on a CD-R and one that was created in a data format that all other CD players can read.

Our standard application suite is Office XP and our standard graphics package is PaintShop Pro v7. Office XP can read all Office 2000 and Office 97 formats. All files must have an extension that designates the type of data it contains. For example, a Word document must have the .doc extension; a Powerpoint presentation must have the .ppt extension and so forth. When you send files without the proper extension, it is difficult for our staff to ascertain what package is needed to open the file.

All graphic files must be in one of the following formats: JPEG (.jpg); TIFF (.tif); GIF (.gif); or BMP (.bmp). All graphic files must have the appropriate extension. We cannot accept graphics in an encapsulated postscript file (.eps).

**Audio Visual Equipment** listed on the *Audio Visual Equipment List* is complimentary with the conference and meeting rooms. Additional equipment may be hired in through the House Office (up-to-date quotes will be sought from our regular suppliers), or brought in by the client with prior agreement of the House Office. All electrical equipment brought onto the premises must have current PAT Certificate. **Also please ensure that presentations are received either via e-mail or post (on a cd) at least 48 hours prior to event.**

Royal Geographical Society Enterprises Ltd. does not accept responsibility for any hired equipment or operators.

**To discuss your requirements please contact the House Office staff. Telephone 020 7591 3090, fax 020 7591 3091 or email: [n.leevers@rgs.org](mailto:n.leevers@rgs.org), [e.badger@rgs.org](mailto:e.badger@rgs.org) or [d.prior@rgs.org](mailto:d.prior@rgs.org)**