

Schedule of Technical Facilities

The Seminar Suite

Full Room

Specific details of the technical services and facilities included within the hall are detailed below. Additional facilities can be provided and the S.E.C.C would be pleased to provide a quotation for specific requirements.

1. Dimensions

20.04m (l) x 10.6m (w) x 2.7m (h)

2. Seating & Staging

Loose seating can be arranged to standard layouts with a maximum capacity of 200 theatre style.

Silver/grey lectern.

Silver/grey top table for up to two people.

3. Lighting & Sound

Dimmable room lighting.

Fixed lectern microphone.

Up to two Top table microphones.

Hand held radio microphone for Q & A sessions.

Six channel audio mixer feeding four Anchor 25w self powered speakers.

Audio tie lines link to and from other halls within the centre.

4. Projection

Wall mounted front projection screen - Projection area 10' wide x 7'6" high.

Laser pointer.

Data projection is provided from a ceiling mounted 2000 lumen data projector.

Networked PC running Windows XP and Powerpoint XP with dual mouse facility for lectern/technician control.

Video tie lines link to and from other halls within the centre.

5. Communications & Power

Telephone switchboard extension lines (DDI), Fax machines, and Data circuits can be installed subject to an additional charge.

Six 13 amp 240 volt double socket outlets are available within the room

6. Staffing

One Technician is provided to set up and operate the equipment defined above, and is assigned to the room for up to ten continuous working hours (excluding meal breaks) within each tenancy day.