

Audio visual equipment

As part of your conference or event at the University of Aberdeen, a wide range of audiovisual (AV) equipment and technical support is available. (These charges for equipment are to be applied for external seminars or conferences. Internal events are subject to discount). Prices correct as of 1st January 2015. All prices quoted below are exclusive of VAT. Please note that audio equipment will only be supplied for use on University of Aberdeen premises.

AV Technician Support

Technician booking periods must include 1 hour before the start of the event through to the end of the event. A minimum charge of 3 hours to apply to all bookings.

Supporting an event in the King's College Conference Centre Auditorium

Due to the complex nature of the Audio visual equipment built into the Auditorium, a mandatory AV technician must be booked in advance and present for one hour prior to the start of every event taking place in the venue to check, prepare and set up equipment to meet your specifications including the loading and testing of any presentations.

The technician must remain present for the duration of every event booking to support and ensure the smooth running and safe use of the built in equipment.

Technician rates are detailed below; technician rates are charged pertaining to the time of day the event is taking place. A minimum charge of 3 hours will apply to all technician bookings at the appropriate rate.

Supporting an event around King's College Campus

For Audio visual technician support in venues including Elphinstone Hall and The Linklater rooms, the equipment hire charge includes the set-up of all equipment hired within your chosen venue prior to the event.

If you would like a technician to be on hand at the start of or during your event during office hours, we can arrange for a 15 minute time slot to be booked for you when requested in advance and detailed on the event schedule, at no additional charge.

If assistance is required for a longer period or several times during an event an assistance technician charge will be advised.

If an event requires a technician to preside for the duration of the event, a minimum charge of 3 hours will apply at the appropriate rate.

For all evening and weekend events hiring the 10 K Projector in Elphinstone Hall, a mandatory technician is required to be present for the duration of the event. A minimum charge of 3 hours will apply at the appropriate rate.



Audio visual equipment (cont)

Rate Type	Period Applicable	Cost per Hour
Standard Rate	Mon-Thurs 08:00-16:30; Fri 08:00-16:00	£30.00
Evening Rate	Mon –Thurs from 16:30; Fri from 16:00, Sat until 17:30	£45.00
Premium Rate	Sat from 17:30; All day Sunday; All Bank Holidays	£60.00

Data / Laptop

Equipment Type	£ Daily
Data / Video Projector	£120.00
Laptop	£96.00
Visualiser (Document Camera)	£60.00
Screen 8' Fastfold	£72.00
Screen 6' Tripod	£18.00
Laser Pointer	£6.00
Remote Presenter	£12.00

TV / Video

Equipment Type	£ Daily
50" Plasma monitor (no speakers)	£180.00
DVD player	£18.00
Blue Ray Player	£18.00

Flipcharts

Equipment Type	£ Daily
Flip Chart including Pens & Paper	18.00

Elphinstone Hall Specialist Equipment

Equipment Type	£ Daily
10K Lumens Data Projector, 15ft Screen and Laptop (During Working hours + ½ hours Technician set up time included). For bookings after 3pm Monday - Friday and weekend events, a technician must be on site for the duration of the event	£360.00

Audio Recording

Equipment Type	£ Daily
(Digital) Recorder (WAV or MP3) + Microphone Hire.	48.00

Editing and Publishing Services are available on request

Audio Conferencing Charges

Equipment Type	£ Daily
Audio Conference Phone Unit	36.00
Additional call charges to apply	

Audio / PA

Equipment Type	£ Daily
Combi Box (PA & CD/MP3 connection)	24.00
CD Player	18.00
PA system (powered speaker , Up to 4 speakers available – price per speaker)	60.00
Microphone (Radio) Handheld or Lapel (Where PA System is already installed)	24.00
Microphone cabled (where PA system is already installed)	12.00
Microphone (Radio) Handheld or Lapel with Combi Box (Where no PA System is already installed)	36.00
Microphone lapel or cabled with powered speaker (where no PA system is already installed)	78.00

Audio visual equipment (cont)

Elphinstone Hall specialist lighting and portable lighting

Details of our lighting services and rates are available on request further to consultation and or a site visit with the Media Services Unit to discuss the unique event requirements.

Filming services

Prices are available on request further to consideration of the events individual requirements and consultation with the Media Services Unit. Event streaming services are available from King's College Conference Centre. Prices are available on request.

Wireless internet

Wireless internet access is available within most University academic, administrative and residential buildings. Individuals will require a personal login and must configure personal devices to connect to the wireless system. Logins can be requested from you Conference and Event coordinator. All requests must be submitted at least 5 working days prior to the event. Charges will apply for login orders for 49 delegates or more. For further information regarding this service please visit the following link: www.abdn.ac.uk/wireless/index.shtml

Audio visual equipment hired from the University of Aberdeen

All audio visual equipment supplied by the Media Services Unit will be set up to comply with The University of Aberdeen's health and safety responsibilities.

When setting up hired equipment, the Media Services Unit will supply and safely layout any mains extensions along with any protective covering that may be required to reduce trip hazards.

Under no circumstances is university equipment, including extension cables to be moved once set up by the Media Services Unit.

For complex events the Media Services Unit reserves the right to insist that a technician is on site for the duration of the event to ensure that health and safety responsibilities are upheld. The client would be responsible for all associated costs.

Use of personal & specialist equipment

For all customers organising an event at the University of Aberdeen safety is a priority.

Clients are welcome to use personal laptops and data projectors if evidence that they are suitably PAT tested are provided to our team in advance of the event. Please note that this does not apply to events held in the King's College Conference Centre Auditorium or Elphinstone Hall when using the 10K projector.

Your conference and events coordinator must be advised of any request or intention to bring onsite any electrical appliances or devices that require to be connected to mains power at least 4 weeks prior to the event.

Clients must supply the following information on the equipment they propose to bring on site.

- A description of the equipment,
- Power consumption of the equipment.
- Type of mains power connection (13amp, 16amp, 32amp)

All devices must be PAT tested.

A proposal of the equipment's use and set up in the venue must also be provided and approved by the University Media Services Unit 4 weeks prior to the event taking place.

Any devices proposed to be used on campus using higher than 13amp connectors (16/32amp) will need additional approval from University Estates.

For complex events the Media Services Unit reserves the right to insist that a technician is on site for the duration of the event to ensure that health and safety responsibilities are upheld. The client would be responsible for all associated costs.

Any equipment brought onto Campus remains the responsibility of the event organiser. Personal equipment must not be left unattended at any time prior to or during the event. All personal equipment must be packed up and removed at the end of the event.

It is the responsibility of the event organiser to ensure that health and safety legislation is adhered to and that appropriate care and protective coverings are used to reduce trip hazards during the event.

Audio visual equipment (cont)

Clients are not permitted to bring external audio visual providers into our conference and events venues without prior consultation and permission from the University Media Services Unit. If you require a specialist service which is not detailed above, please advise your events coordinator who will liaise with the Media Services Unit on your behalf.

Proposed equipment hire or the use of personal or external supplier's equipment will only be agreed and detailed on the events schedule once approved by the Media services team.

Making a booking

Please advise your events coordinator of your audio visual requirements and proposed equipment hire requests as soon as possible after your initial booking has been made, and in turn confirm these details at least 4 weeks prior to your event.

This information shall be clearly detailed on the events schedule along with the associated hire, set up and technician costs.

Your conference and event coordinator will act as the main point of contact for the ongoing arrangement of requirements for the event and any queries associated with the hire of media services equipment or proposed use of personal or specialist external equipment.

Your request shall then be passed onto our media services unit for their approval. In turn they will advise if the equipment requested is suitable for purpose or recommend more suitable equipment or setup arrangements to ensure that the hire requirement operates as efficiently as possible and fully comply with venue health and safety policy, or advise of alterations that may need to be implemented for the event.

When signing the event booking schedule and accompanying terms and conditions and health and safety guidance, and confirming the event the client agrees to adhere to all appropriate time scales and health and safety responsibilities associated with the event booking.

Discounts

External Bodies	No Discount
Internally Invoiced University Events	50%

Last minute bookings and requests

The Media Services Unit will endeavour to assist and supply all client audio visual and technician requirements, any alterations or requests made less than 5 working days prior to the event booking may not be possible, or may be subject to additional charges.

Event assistance contact details

Within the hours of Monday – Friday 9.30am – 4.00pm if further assistance is required after any set up guidance, please contact the Conference and Events Office on 01224 272660 who will contact the Media Services Unit on your behalf.

Out with these hours for further assistance please contact the Media Services Unit out of hour's number which will be left for your assistance with the equipment.