

## Typical Media Technology Available

High quality equipment is used to resource events and prospective users are encouraged to visit the venue with an appropriate member of ICT Customer Services before booking to discuss requirements and to reassure themselves that what they require is possible. Most of the normal facilities expected to be found in venues of this standard are available and if clients require further resources, for example radio microphone for questions and answers, then ICT Managers, given appropriate notice, can usually arrange for these to be made available. If extra provision, or specialised equipment is required that ICT Customer Services cannot provide ICT Managers will advise clients of this and also of other alternatives or options such as support from an external provider.

Standard equipment found in the venues is:

- Lectern microphone
- PA audio systems
- Data projection
- Large screen

### **Audio Recording**

Audio recording of key special events is possible on a device provided by ICT Customer Services. For other events clients should check with the ICT Manager on the campus where the venue for their event is located to check if recording is possible on a device supplied by them and how to gain access to and use the facility.



*Please note, that anyone intending to record a presentation must have the permission of the presenter before recording.*

### **Charging**

ICT Customer Services publishes a price list for resources they can provide and has in place a business process for providing support to conference organisers covering all aspects of resource provision.

Conference support is offered free of charge for internal University related events, with only costs incurred by the department passed on to the client, e.g. overtime charges for evening bookings, mileage claims etc. Conferences booked by external organisations will incur a charge for provision of facilities and support which is normally processed through the conference office.

For further information, please contact our Service Desk.

Telephone: 028 90366777

Email: [servicedesk@ulster.ac.uk](mailto:servicedesk@ulster.ac.uk)

Web: [www.ulster.ac.uk/isd/itus/](http://www.ulster.ac.uk/isd/itus/)

# Support for Conferences and Events



## Support for Conferences and Events

Each year thousands of delegates attend conferences and major events in venues across the four campuses of the University. These events are organised by internal and external bodies and are opportunities to advertise and promote the University as an outstanding educational institution. The major venues for the events are the Great Hall at Magee, the Diamond and Octagon at Coleraine, the Assembly Hall and Loughview Suite at Jordanstown and the Conor Lecture Theatre at Belfast. A number of other large lecture theatres can cope with significant numbers of attendees, for example for parallel sessions and provide the resources necessary for a successful event. ICT Customer Services has made great strides for a number of years to provide fixed resources in most of the spaces supported by them.

### Major Event Venues

Campus	Venue	Capacity
Coleraine	Octagon	400
	Diamond	1200
Magee	The Great Hall	180
Jordanstown	Assembly Hall	1100
	Loughview Suite	150
Belfast	Conor Lecture Theatre	215

## Organising Resources for Events

Although ICT Managers on each of the campuses are on hand to discuss the availability and cost of using resources provided by ICT Customer Services, organisers of conferences and events must make contact with the Conference Office in the first instance. Exceptions to this are the Vice Chancellor's Office, Corporate Affairs and Faculty, however the latter are advised to make full use of the Conference Office expertise. The prime reason for using the Conference Office is to ensure that venues are fit for purpose and available at the time they are required, this is an aspect of organisation for which ICT Customer Services is not responsible. ICT Customer Services can provide a skilled Event Management Team to help with the planning process and then manage the technical aspects of major events in these central areas, helping with the smooth running of such events.

Areas of work which can be undertaken for staff would include:

- Planning, training and technical advice pre-event
- Assisting with the preparation of appropriate audiovisual material for the event
- Setting up audiovisual facilities on-site prior to the event
- Ensuring all equipment is safely installed in the conference area
- Management of any technical aspects on the day of the conference



Early contact with our Campus ICT Managers is important in order to minimize the risk of under resourcing the event and to arrange technical support. Pre-event preparation that includes testing of resources and rehearsal of presentations using the actual equipment is vital for a professional performance and therefore enough time should be allowed between the rehearsal and the event to allow for correction of any problems

