



FREQUENTLY ASKED QUESTIONS

LECTURE THEATRES

We know that lots of effort and planning goes into organising an event, especially when hiring a lecture theatre. Therefore, we've put together a list of questions that we are frequently asked by clients and the answers to hopefully make the process a little easier for you.

CAPACITIES AND SEATING

WHAT IS YOUR MAXIMUM LECTURE THEATRE CAPACITY?

The Kelvin Lecture Theatre can accommodate up to 451 delegates and Turing Lecture Theatre can seat 175 delegates. The two theatres can also be linked (with video and audio) to host an event for 626 delegates with a live Q&A run from both rooms.

The Kelvin Lecture Theatre ground floor level has 391 seats, with a further 30 seats on each of the two balconies. The Turing Lecture Theatre has 175 regular seats and 15 usherette seats in the back of the room, bringing making the maximum capacity 190.

HOW MANY PEOPLE CAN WE ACCOMMODATE ON STAGE?

Kelvin Lecture Theatre

Our purpose-built top table can seat a maximum of 9 speakers. We have 12 tub chairs in house that can also be used. If you require a larger top table, we can swap out the tabletop to a 6ft trestle table to accommodate 11 speakers.

Turing Lecture Theatre

Our purpose-built top table for the Turing Lecture Theatre can seat a maximum of 6 speakers. We would recommend no more than 6 tub chairs to also be used.

ARE THE LECTURE THEATRES WHEELCHAIR FRIENDLY?

Yes, both of our lecture theatres wheelchair friendly. The Kelvin Lecture Theatre has space for four wheelchairs with access to main stage via ramps on either side. The Turing Lecture Theatre has space for two wheelchairs with access to stage from ramp on stage left.

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CAN SEATS BE REMOVED?

The centre section in Kelvin Lecture Theatre can be removed, this is equal to 109 seats and comes with an additional cost.

- 1-3 rows of seats at £350 ex VAT
- 3- all rows of seats at £650 ex VAT

Please note when taking seats out you will also have to hire a room to store the chairs for the duration of your event, at an additional charge.

Chairs cannot be removed in Turing Lecture Theatre.

FACILITIES AND LOGISTICS

WHAT TIME CAN I START AN EVENING LECTURE?

Access is from 6pm so we recommend that the earliest time you ask guests to arrive is 6.30pm, to allow you to have enough time to set up the room with any material.

WHAT TIME CAN I HAVE ACCESS ON THE MORNING OF THE EVENT?

Access is from 8am to the event spaces and early access can be arranged at additional cost. We recommend that the earliest time you ask guests to arrive is 8.30am so you have time to set up the room with any material.

DO YOU PROVIDE TABLES FOR REGISTRATION?

Yes, we can provide 6ft tables with a black cloth.

DO YOU PROVIDE EXHIBITOR TABLES?

Yes, we can provide some (6ft trestle table), please check with your co-ordinator on the availability.

DO I HAVE TO BE AN ENGINEERING OR TECHNOLOGY RELATED COMPANY TO HOLD MY EVENT WITH YOU?

No, we welcome all companies to host events with us.

WHAT ARE THE BRANDING OPPORTUNITIES?

Branding is available in both lecture theatres, although it's subject to approval from management. Our preferred supplier is Guardian display, please ask an event co-ordinator for our branding document which will show all areas that can be branded. You can also view our events manual and terms and conditions [here](#).

WHERE WOULD REGISTRATION AND CATERING TAKE PLACE?

Registration and catering would be in a separate area from the lecture theatres, as food and beverages are not allowed inside them.

Depending on numbers there are several options where to host your catering/registration, please ask an Event Co-ordinator for best suggestion.

CAN YOU MAKE ANNOUNCEMENTS BEFORE THE START OF SESSIONS?

We can play live or pre-recorded "Voice of God" messages in the catering area through our built-in speakers to inform guests that a session is about to begin.

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CAN I BUILD MY OWN STAGE?

Yes, there are opportunities to extend the stage in the Kelvin Lecture Theatre, or to build over it or add a catwalk, thrust stage. We don't supply this in house, so it would have to be agreed and built by an external supplier, subject to approval from management. We will require a full RAMS from the production company. Please also keep in mind build time and derig time, which would have to be contracted and covered by your room hire.

The Turing stage cannot be extended.

WHERE WOULD THE GREEN ROOM BE?

If you are using Kelvin Lecture Theatre, we recommend the Blumlein room which is located adjacent to the theatre on the ground floor, with a separate entrance to enable the speaker to walk onto the stage. Room hire will apply.

When using Turing Lecture Theatre, we recommend the Appleton room, located behind the lecture theatre. Room hire will apply.

ARE THE LECTURE THEATRES SUITABLE FOR HEARING IMPAIRED GUESTS?

For events in our lecture theatres you can request equipment that works with an infrared system.

The equipment is compatible with T-button hearing aids and will create a personal loop for you.

AV

WHAT AV IS INCLUDED?

Kelvin theatre:

- Presentation: Seven metre Ultra-wide screen with HD Christie Dual 14k, front projection solution using centre section in 16:9 format slides with logo's either side, 2 X 75" LED repeater screens carrying the main central presentation switcher, 9" Lectern comfort monitor, 2 x Desktop PC and 1 X MAC for video playback in the control room
- Sound: one lapel radio microphone and two handheld wireless microphones
- L' Acoustics Sound system controlled by a LS 9 Digital sound desk
- Light: Static house lighting and 4 Source Four front lights to wash the stage.
- Technicians: Two in-house AV Technicians for up to 10 hours
- Furniture: Lectern with microphone, top table for up to nine people.

Turing Theatre:

- Presentation: 16k Lumen Panasonic HD Projector with 16X9 Infinity Gain, 2 X 75" LED side screens, 9" Lectern monitor, Seamless presentation switcher, 2 X Desktop PC's in the control room
- Sound: One lapel microphone and two handheld wireless microphones
- L' Acoustics Sound system controlled by a LS 9 Digital sound desk
- Technician: One in-house AV Technician for up to 10 hours
- Furniture: Lectern with microphone and comfort monitor. Top table for up to six people.

WHAT IF I HAVE MULTIPLE PANEL SESSIONS THAT REQUIRED QUICK CHANGES ON MICROPHONES?

For events in our lecture theatres you can request equipment that works with an infrared system.

The equipment is compatible with T-button hearing aids and will create a personal loop for you.

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WILL I HAVE DEDICATED AV TECHNICIAN IN THE LECTURE THEATRE?

Yes, one dedicated AV technician is provided with Turing Lecture Theatre, who will work from the AV booth and run your event from there.

The Kelvin Lecture Theatre has two AV technicians, both in the AV Booth. One to run sound and one to run graphics. If you require a technician to be on floor level this is an additional cost.

CAN I USE AN EXTERNAL AV PRODUCTION?

You are free to use any supplier of your choice, please note they must submit a full risk assessment, method statement and PAT testing where applicable. As well as public liability insurance of £10Million.

We strongly recommend any supplier to come in and do a full house recce with the Event Co-ordinator, in-house AV team and Duty manager.

IS LIVE STREAMING AVAILABLE?

Live streaming can be supplied by our sister company iet.tv. Depending on your needs, a bespoke quote would apply, please find more information on the iet.tv website [here](#).

IN TERMS OF LIGHTING, IS THERE ONLY ONE SETTING?

Included in the Kelvin Lecture Theatre room hire, you get access to the basic house lights which includes, full house light on, half-light (dimmed for presentation) and full blackout. We also include backwall uplighters on the stage which can be custom matched to your company colour.

Should you want more impressive lighting options we have a full light rig installed in the Kelvin Lecture Theatre that can be programmed up to 32 different show states, this would be a supplement cost.

Included in the cost you also get a light operator and you can make use of the 4 built in GOBO lights.

Please note you will have to supply your own Gobo discs, alternatively we can get a supplier to print them for you at cost.

WHAT IS THE ASPECT RATIO OF THE MAIN SCREEN?

Kelvin Lecture Theatre (Picture-in-Picture)

- We can display a 16/9 HD content (resolution is 1920 x 1080) and add two side windows with a resolution of 667 x 1080 each.
- Any type of content (Camera feeds, Logos etc) can be displayed into the side slots as we operate on different layers.

Kelvin Lecture Theatre (full width)

- In case a bespoke content is produced, the screen can be used in its full width by a single content.
- Our Supernova Infinity projection screen has a super wide ratio of 3/1, and the exact resolution is 3254 x 1080.

Turing Lecture Theatre

- Our Supernova Infinity projection screen has standard ratio of 16/9, and the exact resolution is 1920 x 1080.

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WHAT IS THE SOUND QUALITY LIKE?

In both lecture theatres we have L' Acoustics Sound System with front projection. This means the sound will come from behind the speaker projecting out to the audience.

We have updated the sound capabilities in Kelvin Lecture Theatre to be able to provide 5.1 surround sound as an option. This is a more interactive experience and will lift and elevate the customer wow effect.

HOW MANY MICROPHONES CAN I HAVE?

Three microphones are included in the room hire for either theatre, if you require additional microphones there is a supplement cost.

In Kelvin Lecture Theatre we can accommodate up to 16 live microphones at any one time. While in Turing Lecture Theatre we can accommodate up to 10 live microphones at any one time.

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