

Audio Visual

UEA Audio Visual Services provide an extensive range of equipment and expert technical support at competitive rates. A standard audio visual package is included in our delegate rates. Frequently requested equipment is listed below with prices shown for guidance. We will be pleased to provide a quotation for your actual requirements should they differ from those in the standard package.

Videoconferencing

A high quality ISDN6 and IP Videoconferencing facility is available for large group participation in Lecture Theatres 1- 4, or for small meetings in our dedicated Videoconferencing Suite. Top of the range Sony 5100 equipment ensures excellent picture and sound transmission quality.

The facility enables worldwide access to experts or contributors who may otherwise be unable to attend your conference. Connection is made to a location with videoconferencing equipment. Please ask us for details and prices.

Computer Based Presentations

Speakers increasingly use this method of delivery. UEA is pleased to support your needs for this style of presentation. Based upon our experience we recommend that speakers supply their own laptops, with presentations pre-loaded and ready to run. Transferring presentations on to computer from a pen drive, CD rom, floppy disk, or via the data network at the start of a conference session, can be very time consuming and disruptive to the proceedings. Technical assistance is available for set up, but this must be requested in addition to your other audio visual support needs. UEA will be pleased to supply a laptop if you are experiencing difficulties with speakers supplying their own, or you require it as a back up, although you will need to check availability when making you booking.

Video Production

If you are interested in a permanent video record of part or all of your proceedings, please contact us as we are able to offer a complete professional service that can be tailored to suit your needs.

Colour Television Standards

There are three different standards that are used throughout the world. These are PAL (Britain and Germany), NTSC (America) and SECAM (France).

The standard in use throughout the University of East Anglia is therefore PAL.

Whilst most VHS video cassette recorders on campus can support playback in SECAM and NTSC formats, speakers are advised to bring VHS tapes recorded in PAL format because there is some variation within NTSC and SECAM formats.

Video Editing

UEA has non linear (digital) editing suites and can master in PAL format to BetacamSP, DV, Mini DV and VHS tape formats. These suites would only normally be available with an AVS editor in attendance. Please contact AVS direct for costs.

Use of Non AVS Equipment

The UEA reserves the right not to allow the use of such equipment on grounds of safety. The equipment shall normally carry a current electrical safety test label. The Audio Visual Services may decline support for the equipment if it is deemed to be non routine or time consuming. However the Audio Visual Services undertakes to consider each request carefully. In these instances it is essential there is contact well in advance of the actual event, but not less than 5 working days.

Audio Visual Prices

Equipment Daily Price

Rates apply from 1st August 2008 – 31st July 2009

*Please note: If projection is required in Lecture Theatre One, a UEA technician must be hired to operate equipment, please ask for a quotation.

Equipment	£ Ex VAT	£ Inc VAT
VHS Video Trolley with Monitor	30.00	35.25
Carousel Slide Projector	20.00	23.50
Screen	15.00	17.63
Overhead Projector	20.00	21.15
Unmanned PA with one Microphone	100.00	117.50
Extra Microphone	25.00	29.38
Radio Microphone	25.00	29.38
Portable Cassette Recorder	15.00	17.63
Lectern Cassette Recorder	15.00	17.63
Mini Disc Player / Recorder	15.00	17.63
DVD Player	20.00	23.50
Laptop Computer	100.00	117.50
Flipchart with one pad of paper	15.00	17.63
Whiteboard	15.00	17.63
Laser Pointer	10.00	11.75
16mm Film Projector	20.00	23.50
Digital Stills Camera	20.00	23.50
Data Projector	100.00	117.50
Film Projection : Lecture Theatre One *Per hour + Technical Support	35.00	41.13
Technical Support (per hour)	35.00	41.13