



# BASIC AND HYBRID CONFERENCE EVENTS PACKAGES

Please find below the comprehensive breakdown of our AV equipment packages. These packages are suitable for events that host on-site audiences, off-site audiences, or a mix of both.

Additionally, every on-site attendee of our London office will have access to our free guest Wi-Fi.

## COMBINED ROOMS

### THE SPARK JONES AND SHIRLEY ROOM

Suitable for up to 80 delegates in theatre -style formation. **Capacity is currently limited to up to 20 delegates in theatre-style formation due to COVID restrictions\***

#### SIMPLE AUDIO OR VIDEO CONFERENCE SOLUTIONS

#### PRICES

##### BASIC CONFERENCE PACKAGE

£300

*Suitable for conferences that do not require VoIP technology.*

Included equipment and services:

- Power sockets
- Mobile whiteboards
- Clicker
- Ceiling speakers
- Connectivity to two screens
- Two wireless handheld microphones
- One wireless lapel microphone

Additional equipment and services:

- Laptop(s) at £ 50 an hour
- Technician support at £50 an hour
- Access to Zoom, Panopto, GoToWebinar for £100
- Various adapters at £5 each

##### HYBRID CONFERENCE PACKAGE WITH WEBCASTING

£500

*Suitable for conferences that require VoIP technology.*

Included equipment and services:

- Power sockets
- Mobile whiteboards
- Clicker
- Ceiling speakers
- Connectivity to two screens
- Two wireless handheld microphones

Additional equipment and services:

- Technician support at £50 an hour
- Various adapters at £5 each



- One wireless lapel microphone
- Remote PTZ camera
- VoIP conference software; Zoom or Panopto
- Webcast recording

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#### VIDEO CONFERENCE VOIP PACKAGE

£500

*Suitable for boardroom-style conferences that require VoIP technology.*

Included equipment and services:

- Power sockets
- Mobile whiteboard
- Clicker
- Ceiling speakers
- Connectivity to two screens
- Ceiling microphone(s)\*
- Remote PTZ camera
- VoIP conference software; Zoom or Panopto
- Webcast recording

Additional equipment and services:

- Technician support at £50 an hour
- Various adapters at £5 each

**\* Ceiling microphones are not fully functional; they work separately, but not together, we hope to rectify this shortly.**

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#### DEDICATED WI-FI NETWORKS

If you require dedicated Wi-Fi for your event, we can offer the following speeds:

- 20Mb for £100
- 30Mb for £150

#### THE FLOWERS AND GILL ROOM

Suitable for up to 45 delegates in theatre-style formation. **Capacity is currently limited to up to 8 delegates in theatre-style formation due to COVID restrictions\***

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#### SIMPLE AUDIO OR VIDEO CONFERENCE SOLUTIONS

#### PRICES

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#### BASIC CONFERENCE PACKAGE

£100

*Suitable for conferences that do not require VoIP technology.*

Included equipment and services:

- Power sockets
- Mobile whiteboard
- Clicker

Additional equipment and services:

- Laptop(s) at £ 50 an hour
- Technician support at £50 an hour



- Connectivity to one screen

- Access to Zoom, Panopto, GoToWebinar for £100
- Various adapters for hire at £5 each

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#### HYBRID CONFERENCE PACKAGE WITH WEBCASTING

£200

*Suitable for conferences that require VoIP technology.*

Included equipment and services:

- Power sockets
- Mobile whiteboard
- Clicker
- Laptop
- Connectivity to one screen
- One USB wireless lapel microphone or USB wireless handheld microphone.
- One USB webcam with tripod.
- VoIP conference software; Zoom or Panopto
- Webcast recording

Additional equipment and services:

- Technician support at £50 an hour
- Various adapters for hire at £5 each

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#### VIDEO CONFERENCE VOIP PACKAGE

£200

*Suitable for boardroom-style conferences that require VoIP technology.*

Included equipment and services:

- Power sockets
- Mobile whiteboard
- Clicker
- Laptop
- Connectivity to one screen
- Four satellite microphones
- VoIP conference software; Zoom or Panopto
- Webcast recording

Additional equipment and services:

- Technician support at £50 an hour
- Various adapters for hire at £5 each

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#### DEDICATED WI-FI NETWORKS

If you require dedicated Wi-Fi for your event, we can offer the following speeds:

- 20Mb for £100
- 30Mb for £150

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## SEPARATE ROOMS

### THE SPARK JONES ROOM

Suitable for up to 45 delegates in theatre-style formation. **Capacity is currently limited to up to 14 delegates in theatre-style formation due to COVID restrictions\***

#### SIMPLE AUDIO OR VIDEO CONFERENCE SOLUTIONS

#### PRICES

##### BASIC CONFERENCE PACKAGE

£150

*Suitable for conferences that do not require VoIP technology.*

Included equipment and services:

- Power sockets
- Mobile whiteboard
- Clicker
- Ceiling speakers
- Connectivity to one screen
- One wireless handheld microphone
- One wireless lapel microphone

Additional equipment and services:

- Laptop(s) at £50 an hour
- Technician support at £50 an hour
- Access to Zoom, Panopto, GoToWebinar for £100
- Various adapters for hire at £5 each

##### HYBRID CONFERENCE PACKAGE WITH WEBCASTING

£250

*Suitable for conferences that require VoIP technology.*

Included equipment and services:

- Power sockets
- Mobile whiteboard
- Clicker
- Laptop
- Ceiling speakers
- Connectivity to one screen
- One wireless handheld microphone
- One wireless lapel microphone
- Remote PTZ camera
- VoIP conference software; Zoom or Panopto
- Webcast recording

Additional equipment and services:

- Technician support at £50 an hour
- Various adapters for hire at £5 each

##### VIDEO CONFERENCE VOIP PACKAGE

£250

*Suitable for boardroom-style conferences that require VoIP technology.*

Included equipment and services:

Additional equipment and services:



- Power sockets
- Mobile whiteboard
- Clicker
- Laptop
- Ceiling speakers
- Connectivity to one screen
- Ceiling microphone
- Remote PTZ camera
- VoIP conference software; Zoom or Panopto
- Webcast recording
- Technician support at £50 an hour
- Various adapters for hire at £5 each

#### DEDICATED WI-FI NETWORKS

If you require dedicated Wi-Fi for your event, we can offer the following speeds:

- 20Mb for £100
- 30Mb for £150

#### THE SHIRLEY ROOM

Suitable for up to 45 delegates in theatre-style formation. **Capacity is currently limited to up to 14 delegates in theatre-style formation due to COVID restrictions\***

#### SIMPLE AUDIO OR VIDEO CONFERENCE SOLUTIONS

#### PRICES

##### BASIC CONFERENCE PACKAGE

£150

***Suitable for conferences that do not require VoIP technology.***

Included equipment and services:

Additional equipment and services:

- Power sockets
- Mobile whiteboard
- Clicker
- Ceiling speakers
- Connectivity to one screen
- One wireless handheld microphone

- Laptop(s) at £ 50 an hour
- Technician support at £50 an hour
- Access to Zoom, Panopto, GoToWebinar for £100
- Various adapters for hire at £5 each

##### HYBRID CONFERENCE PACKAGE WITH WEBCASTING

£200

***Suitable for conferences that require VoIP technology. \* Presentation and audio only***

Included equipment and services:

Additional equipment and services:

- Power sockets
- Mobile whiteboard

- Technician support at £50 an hour
- Various adapters for hire at £5 each



- Clicker
- Laptop
- Ceiling speakers
- Connectivity to one screen
- One wireless handheld microphone
- VoIP conference software; Zoom or Panopto
- Webcast recording

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#### VIDEO CONFERENCE VOIP PACKAGE

£200

*Suitable for boardroom-style conferences that require VoIP technology. \* Restricted webcam-view*

Included equipment and services:

- Power sockets
- Mobile whiteboard
- Clicker
- Laptop
- Ceiling speakers
- Connectivity to one screen
- Ceiling microphone
- USB webcam located below screen
- VoIP conference software; Zoom or Panopto
- Webcast recording

Additional equipment and services:

- Technician support at £50 an hour
- Various adapters for hire at £5 each

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#### DEDICATED WI-FI NETWORKS

If you require dedicated Wi-Fi for your event, we can offer the following speeds:

- 20Mb for £100
- 30Mb for £150

#### THE FLOWERS ROOM

Suitable for up to 12 delegates in theatre -style formation. **Capacity is currently limited to up to 5 delegates in theatre-style formation due to COVID restrictions\***

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#### SIMPLE AUDIO OR VIDEO CONFERENCE SOLUTIONS

#### PRICES

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#### BASIC CONFERENCE PACKAGE

£100

*Suitable for smaller boardroom-style conferences that do not require VoIP technology.*

Included equipment and services:

- Power sockets

Additional equipment and services:

- Laptop(s) at £ 50 an hour



- Mobile whiteboard
- Clicker
- Connectivity to one screen

- Technician support at £50 an hour
- Access to Zoom, Panopto, GoToWebinar for £100
- Various adapters for hire at £5 each

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#### VIDEO CONFERENCE VOIP PACKAGE

£150

*Suitable for smaller boardroom-style conferences that require VoIP technology.*

Included equipment and services:

- Power sockets
- Mobile whiteboard
- Clicker
- Laptop
- Connectivity to one screen
- Four satellite microphones
- One USB webcam with tripod.
- VoIP conference software; Zoom or Panopto
- Webcast recording

Additional equipment and services:

- Technician support at £50 an hour
- Various adapters for hire at £5 each

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#### DEDICATED WI-FI NETWORKS

If you require dedicated Wi-Fi for your event, we can offer the following speeds:

- 20Mb for £100
- 30Mb for £150

#### THE GILL ROOM

Suitable for up to 12 delegates in theatre-style formation. **Capacity is currently limited to up to 5 delegates in theatre-style formation due to COVID restrictions**

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#### SIMPLE AUDIO OR VIDEO CONFERENCE SOLUTIONS

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#### PRICES

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##### BASIC CONFERENCE PACKAGE

£100

*Suitable for boardroom-style conferences that do not require VoIP technology.*

Included equipment and services:

- Power sockets
- Mobile whiteboard
- Clicker
- Connectivity to one screen

Additional equipment and services:

- Laptop(s) at £ 50 an hour
- Technician support at £50 an hour
- Access to Zoom, Panopto, GoToWebinar for £100
- Various adapters for hire at £5 each

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#### VIDEO CONFERENCE VOIP PACKAGE

£150



***Suitable for boardroom-style conferences that require VoIP technology.***

Included equipment and services:

- Power sockets
- Mobile whiteboard
- Clicker
- Laptop
- Connectivity to one screen
- Four satellite microphones
- One USB webcam with tripod.
- VoIP conference software; Zoom or Panopto
- Webcast recording

Additional equipment and services:

- Technician support at £50 an hour
- Various adapters for hire at £5 each

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#### DEDICATED WI-FI NETWORKS

If you require dedicated Wi-Fi for your event, we can offer the following speeds:

- 20Mb for £100
- 30Mb for £150

#### THE WILKES ROOM

Suitable for up to 8 delegates in boardroom-style formation. **Capacity is currently limited to up to 4 delegates in boardroom-style formation due to COVID restrictions**

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#### SIMPLE AUDIO OR VIDEO CONFERENCE SOLUTIONS

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#### PRICES

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##### BASIC CONFERENCE PACKAGE

£100

***Suitable for boardroom-style conferences that do not require VoIP technology.***

Included equipment and services:

- Power sockets
- Mobile whiteboard
- Clicker
- Connectivity to one screen

Additional equipment and services:

- Laptop(s) at £ 50 an hour
- Technician support at £50 an hour
- Access to Zoom, Panopto, GoToWebinar for £100
- Various adapters for hire at £5 each

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##### VIDEO CONFERENCE PACKAGE

£150

***Suitable for boardroom-style conferences that require VoIP technology.***

Included equipment and services:

- Power sockets
- Mobile whiteboard
- Clicker

Additional equipment and services:

- Technician support at £50 an hour
- Various adapters for hire at £5 each





- Laptop
- Connectivity to one screen
- Four satellite microphones
- One USB webcam with tripod.
- VoIP conference software; Zoom or Panopto
- Webcast recording

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### DEDICATED WI-FI NETWORKS

If you require dedicated Wi-Fi for your event, we can offer the following speeds:

- 20Mb for £100
- 30Mb for £150

### THE TURING POD

Suitable for up to 4 delegates in boardroom-style formation. **Capacity is currently limited to up to 2 delegates in boardroom-style formation due to COVID restrictions**

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#### SIMPLE AUDIO OR VIDEO CONFERENCE SOLUTIONS

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##### BASIC CONFERENCE PACKAGE

***Suitable for boardroom-style conferences that do not require VoIP technology.***

Included equipment and services:

- Power sockets
- Clicker

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#### PRICES

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##### INCLUDED IN ROOM HIRE

Additional equipment and services:

- Laptop(s) at £ 50 an hour
- Technician support at £50 an hour
- Access to Zoom, Panopto, GoToWebinar for £100
- Various adapters for hire at £5 each

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##### VIDEO CONFERENCE PACKAGE

***Suitable for boardroom-style conferences that require VoIP technology.***

Included equipment and services:

- Power sockets
- Clicker
- Laptop
- Four satellite microphones
- VoIP conference software; Zoom or Panopto
- Webcast recording

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£150

Additional equipment and services:

- Technician support at £50 an hour
- Various adapters for hire at £5 each



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### DEDICATED WI-FI NETWORKS

If you require dedicated Wi-Fi for your event, we can offer the following speeds:

- 20Mb for £100
- 30Mb for £150

### THE LOVELACE ROOM

Suitable for up to 2 delegates in boardroom-style formation. **Capacity is currently limited to up to 2 delegates in boardroom-style formation due to COVID restrictions**

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#### SIMPLE AUDIO OR VIDEO CONFERENCE SOLUTIONS

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#### PRICES

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##### BASIC CONFERENCE PACKAGE

£50

*Suitable for boardroom-style conferences that do not require VoIP technology.*

Included equipment and services:

- Power sockets
- Clicker
- Connectivity to one screen

Additional equipment and services:

- Laptop(s) at £ 50 an hour
- Technician support at £50 an hour
- Access to Zoom, Panopto, GoToWebinar for £100
- Various adapters for hire at £5 each

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##### VIDEO CONFERENCE PACKAGE

£150

*Suitable for boardroom-style conferences that require VoIP technology.*

Included equipment and services:

- Power sockets
- Clicker
- Laptop
- Four satellite microphones
- VoIP conference software; Zoom or Panopto
- Webcast recording

Additional equipment and services:

- Technician support at £50 an hour
- Various adapters for hire at £5 each

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### DEDICATED WI-FI NETWORKS

If you require dedicated Wi-Fi for your event, we can offer the following speeds:

- 20Mb for £100
- 30Mb for £150