



# audio visual, technical & media services

2023 packages and services





# live event production

Our comprehensive AV and media service packages, combined with our next-generation technology and audio visual systems, will ensure your live events deliver high-quality engaging content and create the desired impact on your delegates.

Our expert on-site team will work with you to facilitate your event.



# live event & meeting packages

## Conference Package £950

Our event spaces are equipped with everything you need to deliver a high-quality conference and to support hybrid events.

### Package includes:

- Stage
- 98" LED screens
- Conference lectern
- 2 x Confidence monitors
- 2 x PC laptops for presentations
- 1 x M1 Mac Mini for presentations
- Multi-input presentation switcher
- Digital branding throughout lift lobby and event spaces
- Built-in PA system, audio playback and recording (MP3)
- 6 wireless microphones and 4 table microphones
- DDA; Wi-Fi Mobile Connect assistive hearing, induction hearing loop adaptors available
- Zoom or Teams link for remote presenters
- Basic video, slide and audio capture (MPEG4)
- Expert technical support for the event duration (9:00 to 17:00hrs)



All prices exclude VAT.

# live event & meeting packages

## Presentation Package £300

Designed for smaller meetings and shorter lectures with no panels or Q&A sessions. You can enhance this package with a range of lighting and branding options.

### Package includes:

- 98" screens
- Conference lectern
- PC laptop (at lectern)
- Remote mouse/clicker
- Built-in PA system
- 1 hand-held radio microphone
- 1 lapel radio microphone
- Expert technical support on call (9:00 to 17:00hrs)\*

\*Dedicated AV technician for the whole duration of your event:

**£350 + VAT**



All prices exclude VAT.

# live event & meeting packages

## Reception Package £650

Designed for social events with a presentation or keynote talks.

You can enhance this package with a range of lighting, branding and event filming options.

### Package includes:

- 2 x 98" screens
- LED uplighters
- Conference lectern
- PC computer for slides and video
- Remote mouse/clicker
- Built-in PA system
- Background music
- 1 hand-held radio microphone
- 1 lapel radio microphone
- Expert technical support for 3 hours

## Meeting Package (Included in room hire)

Our smaller meeting spaces come with built-in screens and audio playback. Connect your laptop to the wireless collaboration device and present, meet, and collaborate.

### Package includes:

- 98" screen
- Wireless screen sharing for easy presentations
- Built-in speakers for video and audio playback
- Wi-Fi access



All prices exclude VAT.

# live event & meeting bolt-ons

## Conference filming bolt-on £1,800

Film your presentations and panel sessions.

### Package includes:

- 2-camera setup
- 1 static camera wide shot of the whole stage area
- 1 camera with operator for close-up shots of speakers
- Filming combined with speaker slides and audio
- Editing including separate video files for each talk and logo or slide title

Please note that this service is subject to availability.  
Turnaround time: subject to brief.

**\*Half day/evening rate £1,000**

## Conference streaming bolt-on £2,000

Live stream your conference to any third party platforms or social media platforms.

### Package includes:

- 2-camera setup
- 1 static camera wide shot of the whole stage area
- 1 camera for close-up head shots of the speakers
- Filming combined with speaker slides and audio
- 30-minute streaming test 2 weeks prior to the event
- Editing including separate video files for each talk and logo or slide title

Please note that this service is subject to availability.  
Turnaround time: subject to brief.

**\*Half day/evening rate £1,200**



All prices exclude VAT.

# live event & meeting bolt-ons

## Event filming bolt-on £4,000

For filming not only the conference but also the exhibition spaces. This package includes the filming of interviews to key attendees.

### Package includes:

- 2-camera setup
- 1 static camera wide shot of the whole stage area
- 1 camera for close-up head shots of the speakers
- 1 camera operator recording footage of delegates at the event reception
- 1 camera operator interviewing delegates and speakers
- Filming combined with speaker slides and audio
- Editing including separate video files for each talk and interview, and adding a logo or slide title
- General event footage provided as raw file

Please note that this service is subject to availability.  
Turnaround time: subject to brief.

**\*Half day/evening rate £2,000**

## Green room bolt-on £750

If you have an event with a packed programme of speakers and VIPs who are likely to supply their presentations on the day, it can be invaluable to offer them a relaxed space to test and amend their content with the help of a trained technician.

### Package includes:

- 2 x laptops
- 1 screen
- A dedicated AV technician

## Teams or Zoom bolt-on £750

Single shot streaming and slides for large meetings with a basic hybrid requirement. Please note: this is different to using Zoom or Teams to bring in a remote presenter.

**\*Half day/evening rate £500**



All prices exclude VAT.



# virtual & hybrid events

Our next-generation integrated technology allows for great flexibility and supports virtual and hybrid events.

We will help you find the best solution for your event and work with you every step of the way.





# virtual & hybrid packages

## RCP Virtual £4,450

Our virtual event platform can be customised to your event requirements and in turn, optimise the whole delegate journey.

### Package includes:

- Login page
- Welcome and agenda page
- Live stream and polling page
- Feedback page
- Live polling and Q&A app
- Streaming package
- Branding options for each page
- Option to add your logo

Please note: this package does not include data charges.

## Rehearsal package £400 (per hour)

Up to three hours with a dedicated AV technician who will spend time with presenters and chairs before an event. Rehearsal time can be the difference between a good and a great event.

## Post-event hosting £500 (per month)

Following your live event, we can continue to host an on-demand version of your content and allow your sponsors longer exposure.

### Package includes:

- Platform redesign and VOD content upload
- Content available to download or stream
- Content hosting
- Expert technical support to plan and manage
- Event-specific branding
- Post-event meta data and conversation capture

### Data costs. Charged by consumption (per hour of video watched)

For every hour of video watched on the platform the following rates will apply:

#### Rates

0-100 hours – £1

101-500 hours – 90p

500+ hours – 75p

\*A statement of data used, and an invoice will be produced at the end of each month



All prices exclude VAT.