

# ICT Events & Equipment booking form

Please note that the items or support you wish to book are subject to availability. Please submit this form to [bookings@thehiveworcester.org](mailto:bookings@thehiveworcester.org) 10 days prior to your event to ensure your booking.

Name of organiser

Name of Hive contact

Room event is taking place in

Contact name  Event date

Contact email  Event time

Number of delegates  Are delegates Internal  Uni  WCC  External  Mixed

What type of event is this? i.e. conference, film screening, performance, meeting

## ICT FACILITIES REQUIRED

Please check the [equipment pages](#) at the end of this form to see if your room has a computer already.

Will you be bringing your own computer? Yes  No

If yes, anyone who has a Worcestershire Library or University of Worcester card can access the Wi-Fi for free, as well as printing and copying (at a charge). If you don't have a library card please [join online here](#) and make sure you upgrade your membership to include Wi-Fi on the day by speaking to a member of Hive staff.

If no, please let us know how many laptops you require (up to 17 or subject to availability)

Are any delegates under 18? Yes  No  If yes how many

If yes, please note that children under 18 will require a library card to access Wi-Fi. Their library card must be approved for internet use by their parent or carer.

If you are using a Hive computer, is there additional software you require that is not standard (Standard includes: Microsoft Office 2010, Adobe suite, VLC and various browsers)?

A copy of the software or download link is required at least **10 days before the event. Written proof the software is licenced is required from the organiser.** Organisers are also required to test software beforehand (The Hive cannot guarantee software will work correctly otherwise.)

# ICT Events & Equipment booking form

## AV EQUIPMENT

Please select if you require the following (if not already in the room)

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Projector     | <input type="checkbox"/> Mobile Interactive Whiteboard | <input type="checkbox"/> Portable microphone & stand |
| <input type="checkbox"/> PC with audio | <input type="checkbox"/> Cube                          | <input type="checkbox"/> Lectern microphone (fixed)  |
| <input type="checkbox"/> DVD player    | <input type="checkbox"/> Hearing loop                  | <input type="checkbox"/> SMART table                 |
| <input type="checkbox"/> Mobile Screen | <input type="checkbox"/> Portable PA system            |  |

## Additional information or requests

## Do you require ICT support?

- No support required
- Internal training before the event
- Introduction to equipment at start of event
- Other (may incur costs)

## Are you interested in?

- Live web stream of events (additional costs may apply)
- Audio recording
- Video recording

When completed please email this form to [bookings@thehiveworcester.org](mailto:bookings@thehiveworcester.org)

### For Office Use Only

Ref  Room  Invoice amount

a partnership between



## Meeting Room Equipment

<b>Meeting Room 1</b>	<ul style="list-style-type: none"> <li>• Whiteboard + Pin board</li> </ul>	<ul style="list-style-type: none"> <li>• No AV equipment</li> </ul>
<b>Meeting Room 2</b>	<ul style="list-style-type: none"> <li>• Projector</li> <li>• Laptop Input: VGA + HDMI</li> <li>• Laptop</li> <li>• Whiteboard + Pin board</li> <li>• Projector</li> </ul>	<ul style="list-style-type: none"> <li>• Windows 7 PC + DVD player</li> <li>• DVD Player</li> <li>• Lectern mic</li> <li>• Hearing Loop transmitter</li> </ul>
<b>Meeting Room 3</b>	<ul style="list-style-type: none"> <li>• Projector</li> <li>• Laptop Input: VGA + HDMI</li> <li>• DVD player</li> <li>• Lectern mic</li> <li>• Hearing Loop transmitter</li> </ul>	<ul style="list-style-type: none"> <li>• Windows 7 PC + DVD player</li> <li>• Audio for PC</li> <li>• Laptop</li> <li>• Whiteboard + Pin board</li> </ul>
<b>Meeting Room 4</b>	<ul style="list-style-type: none"> <li>• 42" NEC LED Mobile screen</li> <li>• Polycom Video Conferencing Unit</li> </ul>	<ul style="list-style-type: none"> <li>• Windows 7 PC</li> <li>• Whiteboard + Pin board</li> </ul>
<b>Meeting Room 5</b>	<ul style="list-style-type: none"> <li>• 42" NEC LED Mobile screen</li> <li>• Polycom Video Conferencing Unit</li> </ul>	<ul style="list-style-type: none"> <li>• Windows 7 PC</li> <li>• Whiteboard + Pin board</li> </ul>
<b>Meeting Room 6</b>	<ul style="list-style-type: none"> <li>• 42" NEC LED Mobile screen</li> <li>• Polycom Video Conferencing Unit</li> </ul>	<ul style="list-style-type: none"> <li>• Windows 7 PC</li> <li>• Whiteboard + Pin board</li> </ul>
<b>Meeting Room 7</b>	<ul style="list-style-type: none"> <li>• Whiteboard + Pin board</li> </ul>	<ul style="list-style-type: none"> <li>• No AV equipment</li> </ul>
<b>Meeting Room 8</b>	<ul style="list-style-type: none"> <li>• Whiteboard + Pin board</li> </ul>	<ul style="list-style-type: none"> <li>• No AV equipment</li> </ul>
<b>The Studio</b>	<ul style="list-style-type: none"> <li>• Projector</li> <li>• Laptop Input: VGA + HDMI</li> <li>• DVD player</li> <li>• Lectern mic + roving mic</li> </ul>	<ul style="list-style-type: none"> <li>• Windows 7 PC + DVD player</li> <li>• Roving handheld mic &amp; stand</li> <li>• Hearing Loop</li> </ul>
<b>The Oasis (optional)</b>	<ul style="list-style-type: none"> <li>• Interactive whiteboard</li> <li>• Win7 Laptop (linked to screen)</li> </ul>	<ul style="list-style-type: none"> <li>• Interactive table</li> <li>• DVD Player</li> </ul>

## Additional Bookable Equipment

If you require additional equipment for your event, we are able to offer the following (extra costs may apply):

### Mobile Screen

- 42" NEC LED Mobile screen with Windows 7 PC, or laptop input
- Polycom Video Conferencing Unit

### Mobile Interactive Whiteboard

Please note, this unit can only be used in rooms and spaces on Level 1.

- 85" Promethean interactive white board with built in projector and speakers
- Shelf and cabling (VGA) for laptop

### Portable PA System

- Self-contained portable PA unit with built in amplifier
- 2 x wireless handheld mics included
- Various inputs for external devices, including USB
- Retractable trolley handle and rear wheels provide easy portability

### Cube: interactive floor display unit

This unit works best in the Oasis on Level 1 when the blinds are all down and lights are low

- Floor projection unit with mat featuring various interactive demos and games

### Smart Table

- Mobile all-in-one interactive touchtable featuring various activities
- Additional activities can be created using the Smart Table toolkit (free download available from [www.smarttech.com](http://www.smarttech.com))