

**Frederick Douglass Centre - Helix Science Square, Newcastle upon Tyne NE4 5TG**

**Technical Rider**

**Lecture Theatre G41 (500 Capacity) & G56 (250 Capacity) Separately**

Installed Video Capabilities – no setup required

- 4x Video inputs permanently Installed – PC, HDMI Fly Lead, Document Camera, Mersive Wireless Connectivity ([App Required](#))
- Dual Projection screen – any 2 of the above inputs displays on different screens at once.
- Image Size G41 5m Width
- Image Size G56 4m Width
- 1 lectern monitor that permanently displays the venue PC output
- 1 lectern confidence monitor that displays - the last source selected by default
- System can be turned on and inputs controlled by the touch panel on the lectern without the need for an NUIT AV technician to be present.

Video Expansion Capabilities at External AV setup Location (Only 1 venue at a time)

- 2 additional HDMI inputs into our projection system. These can be then projected onto one or both displays (NUIT AV Technician required for setup only)
- Additional inputs can be routed to the lectern confidence monitor (NUIT AV Technician required for setup only)
- 2 HDMI outputs can be taken to record direct images of projector output video for recording purposes

Installed Audio Capabilities – no setup required

- Program Audio to FOH speakers from selected input (Installed or Expansion).  
*Note: If 2 images displayed on the screens, last source selected takes audio precedence*
- 4x Sennheiser Speechline Microphones available to use in this venue (2x hand held / 2x lavalier)
- Hard of Hearing induction Loop system

Audio Expansion Capabilities at External AV setup Location

- A mixdown feed can be taken of the microphone for recording purposes via XLR patch. There are 2x XLR Outputs from our system available
- Program audio mixdown can be taken via XLR patch
- 4x XLR inputs can be injected into our system

**Lecture Theatre G41 & G56 Combined (750 Capacity)**

*Please Note – to use the rooms in a combined state, the wall needs removing. This is not something that NUIT can do. Please contact Newcastle University Estates Department to schedule.*

**Installed Video Capabilities from G41 lectern – no setup required**

- 4x Video inputs permanently Installed – PC, HDMI Fly Lead, Document Camera, Mersive Wireless Connectivity (App Required)
- Dual Projection screen – any 2 of the above inputs displays on different screens at once.
- Image Size Dual 8m Width
- 1 lectern monitor that permanently displays the venue PC output
- 1 lectern confidence monitor that displays - the last source selected by default

**Video Expansion Capabilities at Either External AV Setup Location**

- 2 additional HDMI inputs into our projection system. These can be then projected onto one or both displays (NUIT AV Technician required for setup only)
- Additional inputs can be routed to the lectern confidence monitor (NUIT AV Technician required for setup only)
- 2 HDMI outputs can be taken to record direct images of projector output video for recording purposes

**Installed Audio Capabilities – no setup required**

- Program Audio to FOH speakers from selected input (Installed or Expansion).  
*Note: If 2 images displayed on the screens, last source selected takes audio precedence*
- 8x Sennheiser Speechline Microphones available to use in this venue (4x hand held / 4x lavalier)
- Hard of Hearing induction Loop system

**Audio Expansion Capabilities at Either External AV Setup Location**

- A mixdown feed can be taken of the microphone for recording purposes via XLR patch. There are 2x XLR Outputs from our system available
- Program audio mixdown can be taken via XLR patch
- 4x XLR inputs can be injected into our system

**G.06 (170 Capacity)****Installed Video Capabilities from lectern – no setup required**

- 4x Video inputs permanently Installed – PC, HDMI Fly Lead, Document Camera, Mersive Wireless Connectivity (App Required)
- Dual Projection screen – any 2 of the above inputs displays on different screens at once.
- Image size both 3m Width
- 1 lectern monitor that permanently displays the venue PC output
- 1 lectern confidence monitor that displays - the last source selected by default
- System can be turned on and inputs controlled by the button panel on the lectern without the need for an NUIT AV technician to be present.

**Video Expansion Capabilities**

- HDMI fly lead at the lectern must be used to inject external video into our AV System
- 2 HDMI outputs can be taken from our system. These mirror the Left and Right display content (Patch located in Lectern)

**Installed Audio Capabilities – no setup required**

- Program Audio to FOH speakers from selected input  
*Note: If 2 images displayed on the screens, last source selected takes audio precedence*
- 4x Microphones available to use in this venue (2x hand held / 2x lavalier)
- Hard of Hearing induction Loop system

**Audio Expansion Capabilities**

- 2 Additional XLR inputs can be added to the AV System. Patch point located in lectern
- 2 Additional XLR outputs can be taken from our AV System. Patch point located in lectern

**Overflow**

Overflow can be arranged if required, although we have limited AV link equipment to achieve this so it would depend on what is being used from the expansion Equipment above. Overflow is possible according to the below table.

From	To
G41	G56
G41	G06
G56	G41
G56	G06

**Foyer AV****Video Capabilities**

- 1x 86” Display to which content can be displayed (such as event times/sponsors) via PC or HDMI fly lead from front Reception desk
- 3x 55” Signage displays located above café hatch. These can be used for signage (such as food options). Content can be arranged by conference office

**Audio Capabilities**

- 2 x XLR Patch are located in the floor close to the 86” display by G.06
- 2x Wired Microphones can be provided in the lobby area if required

**Network connectivity in all venues**

- G56/G41 & G06 have one network connection point available for use by non NUIT AV technicians. This port is located by the External AV setup points and is labelled PRVT.
- MAC addresses of ALL devices to be connected to this port are required to be provided via NU Service no later than 2 weeks prior to the event. Later than this it can not be guaranteed that your devices will be registered in time to be active for your event. External organisers can send this information to your university contact who will be able to do this on your behalf.
- NUIT AV colleagues are not able to register additional MAC addresses at the time of the event

## **Frequently Asked Questions**

### **Can external AV be set up at the lectern/balcony?**

*Unfortunately, the only places where external AV can be accommodated are at the designated External AV setup points*

### **Is there network access via an ethernet cable?**

*Yes, there is one network access port at each External AV setup point. To use this facility, MAC addresses will have to be provided to NUIT Networks colleagues no later than 2 weeks prior to the event*

### **Is there Wi-Fi that we can connect to?**

*There is eduroam (sign up required) and a Guest network. However, for streaming purposes we strongly recommend using the wired connection provided*

### **Do NUIT AV provide a technician to operate/ be available for the duration of the Event?**

*Unfortunately, we are unable to provide a technician for the duration of any event. NUIT AV technicians can be on hand to assist the rig / de-rig of an event and to make sure that the in-house AV is functioning properly. After this NUIT AV can be contacted on an emergency helpline number within core hours 8am – 5pm for remote support.*

### **Can NUIT AV support be provided outside of core hours?**

*Yes, subject to availability and minimum charges (2 hours on weekdays, 4 hours on weekends)*

### **Can we see the venue and facilities before our event?**

*Yes, an NUIT AV technician can be booked to discuss your event AV requirements ahead of your event either in-person or via a MS Teams call.*

### **Can we use the in-house PC?**

*Yes, a guest login can be provided by the Conference for the duration of your event*

### **Can we install additional software on the lectern PC?**

*PCs connected to AV systems run Windows 10 and light package of software including Office365 & Adobe PDF viewer.*

*If additional software needs to be installed for your conference, we recommend you provide your own laptop with the software already installed. Any requests for software to be installed on the University PC, will need to be checked and approved by the Cyber Security Team in the first instance and be packaged by the relevant support team.*

**Can we Plug a Laptop into the AV system for Content & Audio?**

*Yes, the HDMI fly lead will provide a video and audio feed into the in-house AV system. Please select 'HDMI' on the lectern control panel to display laptop content.*

**Can we borrow a laptop from NUIT AV?**

*We do not have any loan stock. You will need to provide your own laptop if required.*

**Can we borrow a presentation clicker from NUIT AV?**

*We do not have any loan stock. You will need to provide your own presentation clicker if required.*

**Can we run a Hybrid Event in Frederick Douglass Centre?**

*The large lecture theatres (G41/G56/G06) are not hybrid enabled venues. An external AV provider would have to be booked to provide a Hybrid experience and with the attached technical capabilities of the spaces in mind. There are 3 seminar rooms on the first floor with in-house hybrid capabilities.*

**Can we overflow from G41 (500 Capacity) to G56 (250 Capacity) or G06 (170 Capacity)?**

*Yes, this can be achieved, however we have limited equipment to be able to achieve this so it depends on the other requirements of your event.*

**Can we turn up the volume on the in-house microphones?**

*No, the microphones are set at a good level for all venues, however if you feel that they are too quiet or malfunctioning, an NUIT AV technician can investigate issues and increase the volume if necessary.*

**Can more microphones be added?**

*NUIT AV do not have loan stock of microphones for this venue, however additional microphones can be added via XLR into the house AV system at the External AV patch points.*

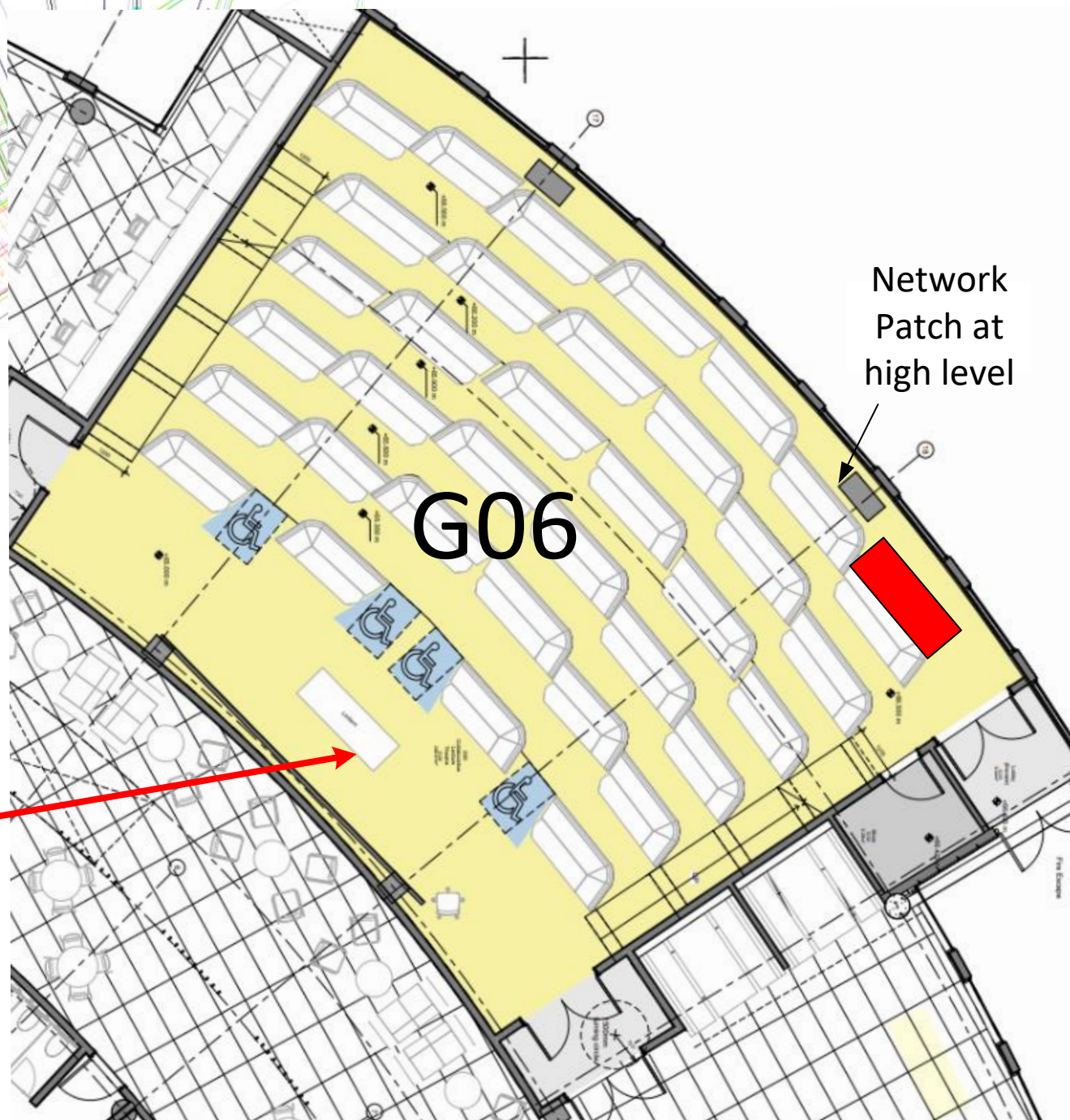
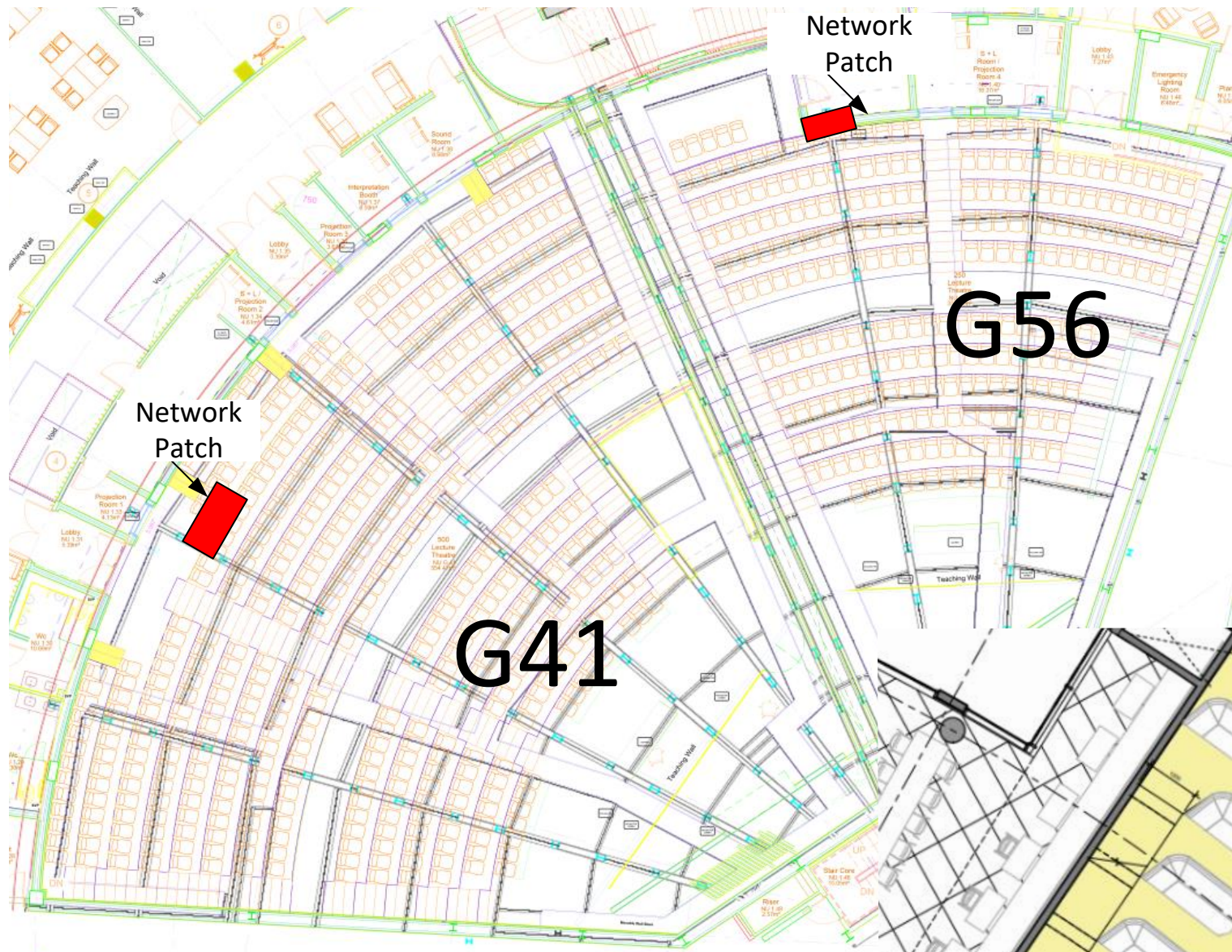
**Can more confidence/comfort monitors be added?**

*NUIT AV do not have loan stock of monitors and there are no additional patch points to add them. They would need to be provided and cabled by an external AV provider*

**Is the confidence/comfort monitor moveable?**

*The monitor is on a movable arm but cannot be detached from the lectern*



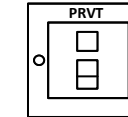


If Printing, please do so on A3 Paper



External AV setup locations

Network Patch Points Contain one ethernet port for use by anyone other than NUIT AV



This is labelled PRVT

Those labelled NVX & AV LAN are for use by NUIT AV patch boxes that provide the additional Video & Audio feeds.

AV Conference Setup Locations  
FDC Lecture Theatres

Drawn by: Darren Mitchell  
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Revision 1

NUIT AV Services