

What to expect from your technician, and how many technicians do you need for events in Hinxton Hall Auditorium and Rosalind Franklin Pavilion

As standard, the Auditorium and Rosalind Franklin Pavilion each come with one dedicated technician included in the room rate. One technician can successfully run a simple meeting or event single handed, but there are scenarios where you will need to consider booking additional technicians. This document briefly outlines these scenarios.

One technician

The technician will be able to run a standard in-person meeting that has up to around 4 speakers per session who provide their talks via USB or web upload link.

The technician will attach microphones to the speakers ahead of each session and once in progress will switch between talks to a holding slide whilst getting the next speakers slides ready.

During sessions the technician monitors and adjusts sound levels, prepares the upcoming talks and ensures things run smoothly whilst being on hand to respond to any issues.

Subject to being given advanced warning before the event day, the technician may also be able to bring in one or two speakers to present remotely via Zoom. We won't be able to give the remote presenter more than a static camera view of the room, or have an audience online.

Two technicians

Any form of live streamed or hybrid event requires two technicians. This is because the multi-camera system and associated control equipment requires a dedicated technician to operate it professionally whilst the main technician deals with sound and presentations.

You may also consider booking an additional technician if you have a very full agenda of speakers with short time slots and would like to ensure the event run as smoothly as possible.

Three + technicians

Most commonly we'd recommend three or more technicians if the event is high profile and has multiple complex elements such as two or more of the following:

- Hybrid live streaming and remote presenters.
- High volume of speakers to be microphoned and have presentations managed.
- Multiple screens with multiple graphics feeds for heavily branded event.
- Lighting, sound and multimedia cues (e.g. scripted events and award shows).
- Overall production management and direction of the production team.
- Management of additional AV in the event space.
- Helpdesk support for online attendees.

If your event has two or more of these elements, then please ask for a meeting with the AV manager to discuss your requirements.