



tech+

Audio visuals are a pre-requisite for most conferences, meetings and events, and equipment isn't hard to come by. What's different at Robinson College is that we include it in your delegate package.

We guarantee its reliability and we provide knowledgeable, expert, on-site technical support. For the majority of events, the equipment you need will be provided as standard – you just have to concentrate on what you want to present.



- ✓ Data projectors, screens, and PA systems included as standard.
- ✓ Technician available throughout your business day to support you.
- ✓ Video/telephone conferencing.
- ✓ Audio and video recordings.
- ✓ 390 delegates are able to interact.
- ✓ Sound and picture streaming.
- ✓ Wi-Fi available in all meeting spaces.
- ✓ Additional equipment is available.

Part of **service+**

Our Service+ product that enables you to book comprehensive AV and IT options to support you with full conference and event production.



How does it work?

- ✓ Tell us what you plan by way of presentations.
- ✓ It's usually as simple as telling us and we do the rest, confirming the plan and what's been booked with you.
- ✓ If it's a bit more complicated, you may want to meet with our AV team to talk things through and benefit from their free-of-charge advice.
- ✓ Your speakers are welcome to consult with the AV team in advance of their arrival too.
- ✓ You can send us presentations in advance for uploading for exhibition.
- ✓ If you have particular needs that require extra support or equipment, we will obtain quotes

for your approval before arranging or making commitments on your behalf.

- ✓ If you need set management and production team support, we arrange meetings to bring you together with trusted suppliers.
- ✓ We coordinate delivery, set-up, breakdown and clearance of the presentation equipment and set.
- ✓ As required, we work with you on risk assessments and any other health and safety management issues.
- ✓ On the day, we provide event management liaison between you and the technical team so that you can sit back and enjoy the presentations.

To book or for more information
call the conference office on
01223 332859 or email
conference@robinson.cam.ac.uk



Robinson College
University of Cambridge