



## FREQUENTLY ASKED QUESTIONS

### KINGSTON LECTURE THEATRE

#### CAPACITIES AND SEATING

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##### WHAT IS YOUR MAXIMUM LECTURE THEATRE CAPACITY?

The Kingston Theatre can accommodate a maximum of 150 delegates.

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##### HOW MANY PEOPLE CAN WE ACCOMMODATE ON STAGE?

Using 6ft trestle tables (with black cloth) can accommodate a maximum of eight speakers on the stage. There are six tub chairs and two coffee tables in-house which can be used for more of an informal layout.

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##### ARE THE LECTURE THEATRES WHEELCHAIR FRIENDLY?

Yes, the lecture theatre is wheelchair friendly. The Kingston Theatre has space for four wheelchairs with access to main stage via our green room.

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##### CAN SEATS BE REMOVED?

Unfortunately, the seats are fixed and cannot be removed in the Kingston Theatre.

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#### FACILITIES AND LOGISTICS

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##### WHAT TIME CAN I START AN EVENING LECTURE?

Access is from 6pm so it's recommended that the earliest time you ask guests to arrive is 6.30pm, to allow enough time to set up the room with any materials and literature.

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##### WHAT TIME CAN I HAVE ACCESS ON THE MORNING OF THE EVENT?

Access to the event spaces is from 8am and early access can be arranged at additional cost. It's recommended that the earliest time you ask guests to arrive is 8.30am, to allow enough time to set up the room with any materials and literature.

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##### DO YOU PROVIDE TABLES FOR REGISTRATION?

Yes, two 6ft tables with a black cloth can be provided outside the Kingston Theatre in the glass atrium.

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### DO YOU PROVIDE EXHIBITOR TABLES?

Yes, some 6ft trestle tables with black cloth can be provided, please check availability with your Event Co-ordinator.

### WHAT ARE THE BRANDING OPPORTUNITIES?

Branding is available across the venue; you can bring pull-up banners to table literature and more. You can get in touch with your Event Co-ordinator for further information.

Austin Court reserves the right to reject the display of any branding marketing collateral (or similar) that is deemed inappropriate.

### IS FREE STANDING MATERIAL ALLOWED?

Marketing collateral may be displayed in a free-standing format within the event spaces booked, providing that it does not endanger delegates and staff and does not obstruct any exits.

### ARE THERE DIGITAL CONTENT OPPORTUNITIES?

Digital branding may be permitted on allocated screens subject to agreement with the Event Co-ordinator.

### WHERE CAN MATERIALS BE DISPLAYED?

Printed material cannot be attached to the room walls using blu-tack. Only masking tape supplied by the venue can be used.

The hirer's company logo can be displayed on the internal door signage (A5).

### WHERE WOULD REGISTRATION AND CATERING TAKE PLACE?

Registration and catering would be in a separate area from the Kingston Theatre, as food and beverages are not allowed inside. A registration desk is available outside the Kingston Theatre in our atrium and the Waterside room would be your dedicated catering space.

### CAN I BUILD MY OWN STAGE?

There is already a raised stage in the lecture theatre however, there are opportunities to extend the stage or to build over it or add a catwalk, thrust stage. This isn't supplied in-house, so would have to be agreed and built by an external supplier, subject to approval from management. A full RAMS would be required from the production company. Please also keep in mind build time and derig time, which would have to be contracted and covered by your room hire.

### WHERE IS THE GREEN ROOM BE?

There is a separate green room included in the hire of the Kingston Theatre. It is located next to the raised stage in the Kingston Theatre and can also be accessed via the atrium. It is wheelchair accessible from the atrium.

### IS A CLOAKROOM AVAILABLE?

Yes, a cloakroom is available and is included in the hire of the Kingston Theatre. It is located on the ground floor next to the Kingston Theatre. The cloakroom is unmanned, should you require staff please get in touch with your Event Co-ordinator who can provide you with costs.

### IS THE LECTURE THEATRE SUITABLE FOR HEARING IMPAIRED GUESTS?

For events in the lecture theatre you can request equipment that works with an infrared system. The equipment is compatible with T-button hearing aids and will create a personal loop for you.

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### WHAT IS THE SIZE OF THE LECTERN IF WE NEED TO BRAND IT?

Dimensions of the lectern are 71cm wide x 115cm high.

## AV

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### WHAT AV IS INCLUDED IN THE KINGSTON THEATRE?

- Presentation: Christie HD10K-M Projector, Resolution 1920 x 1080, Brightness 11000 lumens, front projection, Inputs accepted VGA, HDMI, Mini Display Port.
- Screen Size 3.5M x 1.97M.
- Aspect Ratio 16:9 Widescreen.
- Lectern with build in microphone, 15.5 inch lectern comfort monitor, one desktop PC, 49 inch stage monitor.
- Sound: one lapel radio microphone and two handheld wireless microphones.
- Light: Static house lighting and 4 Source Four front lights to wash the stage.
- Technicians: One in-house AV Technician for the day
- Furniture: lectern with microphone, top table for up to six people.

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### WHAT IF I HAVE MULTIPLE PANEL SESSIONS THAT REQUIRE QUICK CHANGES OF MICROPHONES?

Multiple lapel microphones make it quicker and easier when there are multiple panellists. It is advised to hire a second sound technician for the purpose of putting on and taking off lapel microphones during fast turnarounds. This minimises any need to pause or cause disruption to the event.

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### WILL I HAVE DEDICATED AV TECHNICIAN IN THE LECTURE THEATRE?

Yes, one dedicated AV technician is provided with Kingston Lecture Theatre, who will work from the AV booth and run the event from there.

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### CAN I USE AN EXTERNAL AV PRODUCTION?

You are free to use any supplier of your choice, please note they must submit a full risk assessment, method statement and PAT testing where applicable. As well as public liability insurance of £10million.

It's strongly recommended that any supplier should come to Austin Court and do a full house recce with the Event Co-ordinator, in-house AV team and Duty Manager.

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### IN TERMS OF LIGHTING, IS THERE ONLY ONE SETTING?

Included in the Kingston Lecture Theatre room hire, you get access to the basic house lights which includes, full house light on, half-light (dimmed for presentation) and full blackout. Also include is backwall uplighters on the stage which can be custom matched to your company colour.

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### WHAT IS THE SOUND QUALITY LIKE?

The state-art-of-the L' Acoustics Sound System provides excellent sound quality, with front projection which means the sound will come from behind the speaker projecting out to the audience.

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### HOW MANY MICROPHONES CAN I HAVE?

Three microphones are included in the room hire for the lecture theatre, if you require additional microphones there is a supplement cost.

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