

SAVOY

LONDON

PLACE

VENUES FROM:



AUDIO VISUAL TARIFF SEPTEMBER 2023-2024*

* Hardware & Service prices listed below may be subject to a 25% increase on Weekends & Bank Holidays

Additional Audio Visual Staffing (Monday – Friday)	Prices ex VAT
Main Audio Operator (A1) (up to 10 hours inc. 1 hour break)	£450
Audio Microphone Assistance (A2) (up to 10 hours inc. 1 hour break)	£450
Floating Dedicated Floor Technician (up to 10 hours inc. 1 hour break)	£450
Video / GFX Switcher Technician (up to 10 hours inc. 1 hour break)	£500
PowerPoint Assistance Technician (up to 10 hours inc. 1 hour break)	£450
Production Stage Manager (up to 10 hours inc. 1 hour break + 2 hours pre-con)	POA
Overtime Charge (Per additional hour, per technician)	£50

Additional Audio Visual Staffing (Saturdays)	Prices ex VAT
Main Audio Operator (A1) (up to 10 hours inc. 1 hour break)	£625
Audio Microphone Assistance (A2) (up to 10 hours inc. 1 hour break)	£625
Floating Dedicated Floor Technician (up to 10 hours inc. 1 hour break)	£625
Video / Switcher Technician (up to 10 hours inc. 1 hour break)	£700
PowerPoint Assistance Technician (up to 10 hours inc. 1 hour break)	£625
Production Stage Manager (up to 10 hours inc. 1 hour break + 2 hours pre-con)	POA
Overtime Charge (Per additional hour, per technician)	£65

Additional Audio Visual Staffing (Sundays & Bank Holidays)	Prices ex VAT
Main Audio Operator (A1) (up to 10 hours inc. 1 hour break)	£850
Audio Microphone Assistance (A2) (up to 10 hours inc. 1 hour break)	£850
Floating Dedicated Floor Technician (up to 10 hours inc. 1 hour break)	£850
Video / Switcher Technician (up to 10 hours inc. 1 hour break)	£950
PowerPoint Assistance Technician (up to 10 hours inc. 1 hour break)	£850
Production Stage Manager (up to 10 hours inc. 1 hour break + 2 hours pre-con)	POA
Overtime Charge (Per additional hour, per technician)	£85
Overnight Installation Staffing	POA

From September 2023

Audio Equipment & Audio Services		Prices ex VAT
Lectern with Microphone (HDMI Connection included)		£120
Wireless DPA Headset Microphone		£95
Wireless Lapel Microphone		£85
Wireless Handheld Microphone		£85
Microphone Stand		FOC
Cabled Table Microphone		£50
CatchBox (throwable interactive audience microphone)		£95
Audio Mixing Desk		£225
Audio ADA XLR (For media cameras)		£100
USB 2-Channel Soundcard		£35
Audio Recording (Provided as 320Mbps MP3 on USB stick or client SSD)		£140
Multitrack Audio Recording (Provided as WAV uncompressed on USB Stick or client SSD)		POA
Video Equipment		Prices ex VAT
98" 4K LED Screen on a Super Base (HDMI Connection Included)		£1195
85" 4K LED Screen on a Super Base (HDMI Connection Included)		£895
75" 4K LED Screen on a wheeled base (HDMI Connection Included)		£495
65" 4K LED Screen on a wheeled base (HDMI Connection Included)		£395
55" 4K LED Screen on a wheeled base (HDMI Connection Included)		£295
65" HD Comfort Monitor on a wheeled base (Rear of room)		£350
55" HD Comfort Monitor with wooden hide (Floor) – Maxwell & Riverside only		£250
55" HD Comfort Monitor on a wheeled base (Rear of room)		£250
32" HD Comfort Monitor with wooden hide (Floor)		£145
22" HD Comfort Monitor with wooden hide (Floor)		£115
10" HD Comfort Monitor (Top table or lectern)		£55
AV Laptop (For production use)		£150
AV Laptop (For client admin use)		£150
Large format Seamless Presentation Switcher		POA
Small format Seamless Presentation Switcher		£200
Front/Rear Projection Screen 3.2m x 2m and 6500 Lumen Projector		£395
Autocue & Operator		POA
From September 2023		

	Prices ex VAT
Installation Labour	
Installation Labor	£450
External Production Company Support	£450
Lighting Equipment & Services	Prices ex VAT
8 x RGB LED Uplighters	£350
16 x RGB LED Uplighters	£650
Bespoke Lighting Packages, with Lighting Technician Operator	POA
Custom Gobo Creation	POA
Communication	Prices ex VAT
10 x Wireless Production Comms Headsets and Belt packs (AV Staff + Client Production usage)	£1000
Wireless Radios for client logistics	POA
Furniture & Set	Prices ex VAT
Mobile Stage Unit (2m x 1m)	£55
Round Stage Unit	£55
Pipe and Drape (Black)	£150
Pipe and Drape (RGB Starcloth)	POA
Accessible Ramp for Mobile Staging	FOC
Additional Audio Visual Services	Prices ex VAT
Removal & Re-install of the 2 x 75" LED Screens in Kelvin Auditorium or Riverside	£275
Banner Hoist Usage Install & Removal	£300
Removal & Re-install of Light fixtures from Stage	£150
Dedicated Wi-Fi / Hardline RJ45 Networks	Prices ex VAT
50Mb dedicated Wi-Fi or Hardline RJ45 Bandwidth	£275
100Mb dedicated Wi-Fi or Hardline RJ45 Bandwidth	£350
250Mb dedicated Wi-Fi or Hardline RJ45 Bandwidth	£875

From September 2023

AUDIO VISUAL PACKAGE PRICE GUIDE 2024*

Drinks Reception & Entertainment Packages	Prices ex VAT
Self Service - Small Speech Package	£495
2 x Full Range Powered Speakers	
2 x Wireless Handheld Microphones	
1 x Audio Visual Speech & Music Rack	
Bluetooth or 3.5mm Connection for your MP3 Playback	
Dedicated AV Technician - Drinks Reception / Private Function Package	£1495
1 x Audio Visual Technician (up to 10 hours)	
4 x Full Range Powered Speakers, 2 x Subwoofers	
2 x Wireless Microphones (Lapel or Handheld) OR 1 x Lectern with Microphone & 1 x Wireless Microphone	
1 x Audio Mixing Desk	
16 x LED RGB Uplighters	
Bluetooth or 3.5mm Connection for your MP3 Playback – Music Requests not Available (see below)	
Extra: 1 x Live DJ with Hardware (up to 10 hours) (Subject to availability)	+ £800

FARADAY LOUNGE

Drinks Reception & Entertainment Packages	Prices ex VAT
Self Service - Small Speech Package	£495
2 x Full Range Powered Speakers	
2 x Wireless Handheld Microphones	
1 x Audio Visual Speech & Music Rack	
Bluetooth or 3.5mm Connection for your MP3 Playback	

From September 2023

KELVIN AUDITORIUM

	Kelvin Auditorium: Inclusive AV	Prices ex VAT
Visual	<ul style="list-style-type: none"> - 7m Ultra-wide screen with HD Christie Dual 14k front projection 16:9 presentation format with options for utilizing the side sections for logo's 3:1 Ultra-wide presentations can be used, templates provided on request - 2 x 75" LED independently switchable repeater screens either side of stage - 10" Lectern comfort monitor - 4 x Production Desktop PC & 1 x Video playback Desktop PC/MAC in control room - Seamless content switching technology & hardware 	Inclusive
Sound	<ul style="list-style-type: none"> - Lectern with Microphone & HDMI, 3 x Wireless Microphones (Lapel or Handheld) 	Inclusive
Light	<ul style="list-style-type: none"> - Static house lighting & 4 x 'Source Four' front lights to wash the stage 	Inclusive
Staff	<ul style="list-style-type: none"> - 2 x Audio Visual Technicians for up to 10 hours (1 x Audio & 1 x Video Technician) 	Inclusive

	Kelvin Auditorium: Package A	Prices ex VAT
Visual	<ul style="list-style-type: none"> - 1 x 32" comfort monitors & 1 x 22" Comfort Monitor 	
Sound	<ul style="list-style-type: none"> - 5 x Additional Wireless microphones (Lapel or Handheld) 	
Staff	<ul style="list-style-type: none"> - 2nd Sound (Microphone Assistance) Technician for up to 10 hours 	
		£995

	Kelvin Auditorium: Lighting Upgrade Package B	Prices ex VAT
Light	<ul style="list-style-type: none"> - 14 x Robe 300 moving colour wash lights - 2 x VARI-LITE 2600 Moving head spots - 4 x Martin Quantum Moving head profile spotlights - Full RGB LED Battens (Rear stage wall colour wash) 	
Staff	<ul style="list-style-type: none"> - 1 x Lighting Designer & Operator for up to 10 hours 	
		£1,200

Please note that clients and presenters are not permitted to fit their own microphones. This is in order to prevent damage and any incorrect fitting that might lead to major issues and disruption during the event.

Please note that we advise the hiring of a second sound engineer for the purpose of micing up and down during fast turnarounds of lapelled panel sessions. This minimizes any need to pause or cause disruption to the event.



From September 2023

TURING AUDITORIUM

	Turing Auditorium: Inclusive AV	Prices ex VAT
Visual	<ul style="list-style-type: none"> - 16:9 screen with HD Panasonic 16k front projection - 2 x 75" LED independently switchable repeater screens either side of stage - 10" Lectern comfort monitor - 4 x Production Desktop PC & 1 x Video playback Desktop PC/MAC in control room - Seamless content switching technology & hardware 	Inclusive
Sound	- Lectern with Microphone & HDMI, 3 x Wireless Microphones (Lapel or Handheld)	Inclusive
Light	- Static house lighting	Inclusive
Staff	- 2 x Audio Visual Technicians for up to 10 hours (1 x Audio & 1 x Video Technician)	Inclusive

	Turing Auditorium: Package C	Prices ex VAT
Visual	- 1 x 32" comfort monitors & 1 x 22" Comfort Monitor	
Sound	- 5 x Additional Wireless microphones (Lapel or Handheld)	
Staff	- 2 nd Sound (Microphone Assistance) Technician for up to 10 hours	
		£995

MARCONI, HASLETT, FLOWERS, LOVELACE, SIEMENS

	Unassisted Breakout: Package D FOR SMALL BREAKOUT ROOMS THAT DO NOT REQUIRE A DEDICATED TECHNICIAN	Prices ex VAT
Visual	- 1 x 75" LED Screen mounted on wall (HDMI Connection available)	
Sound	- Room Ceiling Speakers, 1 x Lectern with wired Microphone & HDMI, 2 x Wireless Handheld Microphones, AV Speech Rack	
	Additional microphones CANNOT be added to this package	£295

From September 2023

	Assisted Breakout: Package E FOR SMALL BREAKOUT ROOMS THAT REQUIRE A DEDICATED TECHNICIAN	Prices ex VAT
Visual	- 1 x 75" LED Screen mounted on wall (HDMI Connection available), 1 x Laptop	
Sound	- Room Ceiling PA Speakers, 1 x Lectern with Microphone & HDMI, 2 x Wireless Lapel, 1 x Wireless Handheld Microphone, Audio Mixing Desk	
Staff	- Audio Operator (up to 10 hours inc. 1 hour break)	
	<i>Additional microphones CAN be added to this package</i>	£995

WATSON WATT & MOUNTBATTEN

	Watson Watt & Mountbatten: Inclusive AV	Prices ex VAT
Visual	- 16K Projector with wall mounted 150" diagonal front projection screen	Inclusive
Sound	- Ceiling Sound System, 1 x Lectern with Microphone & HDMI	Inclusive
Light	- Static house lighting	Inclusive

	Assisted Breakout: Package F FOR SMALL BREAKOUT STREAMS THAT REQUIRE A DEDICATED TECHNICIAN	Prices ex VAT
Visual	- 1 x Laptop	
Sound	- 2 x Wireless Lapel, 1 x Wireless Handheld Microphone, Audio Mixing Desk	
Staff	- Audio Operator (up to 10 hours inc. 1 hour break)	
	<i>Additional microphones CAN be added to this package</i>	£900

MAXWELL LIBRARY

	Maxwell Library: Inclusive AV	Prices ex VAT
Sound	- PA Sound System, 1 x Wireless Handheld Microphone	Inclusive
Light	- Static house lighting	Inclusive

	Maxwell Library: Package G	Prices ex VAT
Visual	<ul style="list-style-type: none"> - Front/Rear Projection Screen 3.2m x 2m and 6500 Lumen Projector - 2 x 55" LED screens either side of stage OR down room (layout dependent) - 2 x Production Desktop PC - Seamless content switching technology & hardware - 1 x 32" Comfort monitor 	
Sound	- Lectern with Microphone & HDMI Connection, 4 x Wireless Microphones	
Staff	- 1 x Audio Visual Technicians (up to 10 hours inc. 1 hour break)	
Furniture	- 4 x Mobile Stage Unit (4m wide, 2m deep)	
		£1,995

RIVERSIDE

	Riverside: Inclusive AV	Prices ex VAT
Visual	<ul style="list-style-type: none"> - Riverside 1 - 1 x 98" LED screens in section - Riverside 2 - 1 x 165" 1.9mm LED wall - Riverside 3 - 2 x 75" LED screens on the columns - Riverside 4 - 1 x 165" 1.9mm LED wall - Riverside 5 - 1 x 98" LED screens in section - Riverside Foyer (Next to lifts) - 2 x 75" LED screens (digital signage use only) 	Inclusive
Sound	- Ceiling PA Sound System, 1 x Wireless Handheld Microphone	Inclusive
Light	- Static house lighting & basic stage wash	Inclusive

From September 2023

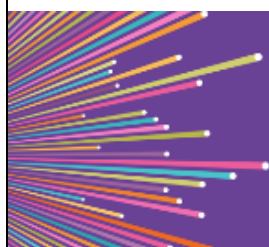
	Riverside: Package H - (Central Pillar Stage)	Prices ex VAT
Visual	<ul style="list-style-type: none"> - 2 x Production Desktop PC - Seamless content switching technology & hardware - 1 x 32" Comfort monitor 	
Sound	- Lectern with Microphone & HDMI Connection, 4 x Wireless Microphones	
Staff	- 1 x Audio Visual Technicians (up to 10 hours inc. 1 hour break)	
Furniture	- 4 x Mobile Stage Unit (4m wide, 2m deep)	£1,495
	Swap: 1 x 32" to 1 x 65" Comfort monitor	+ £175

	Riverside: Package I - (Riverside 5 Stage)	Prices ex VAT
Visual	<ul style="list-style-type: none"> - Front/Rear Projection Screen 3.2m x 2m and 6500 Lumen Projector - 2 x 55" LED screens window side of room - 2 x Production Desktop PC - Seamless content switching technology & hardware - 1 x 32" Comfort monitor 	
Sound	- Lectern with Microphone & HDMI Connection, 4 x Wireless Microphones	
Staff	- 1 x Audio Visual Technicians (up to 10 hours inc. 1 hour break)	
Furniture	- 4 x Mobile Stage Unit (4m wide, 2m deep)	
		£1,995

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CONFERENCE &
EVENTS AWARDS **2023**

WINNER

BEST CONFERENCE VENUE
(UP TO 500 THEATRE STYLE)

From September 2023

HYBRID AND STREAMING EVENTS 2023*

At IET London: Savoy Place we strive to offer a wide variety of audio visual and technical solutions to enhance the connection and engagement with your audience, whether they are in the room physically or remotely. We're delighted to provide the below packages for streaming your event or creating a hybrid event when using our smaller flat floor spaces, in a u-shape or cabaret set up. If you want to have a few delegates in the room with a few speakers, but also need to connect with the rest of your delegates virtually, we have some great solutions to simply stream your content online or engage your audience remotely with a hybrid event.

	Auditorium Basic Streaming: Package J (Kelvin / Turing)	Prices ex VAT
	Reach out to your remote attendees from one of your preferred platforms	
Visual	- 1 x HD PTZ Camera Wide Shot of Stage, 1 x Additional Production Machine	
Sound	- All booked microphones are mix (-) into the Video Conferencing platform - 1 x Audio Soundcard	
		£495
	Note: This is for external attendees to 'view only', no external attendee interactivity (Q&A) <u>Please refer to IET.tv for these advanced facilities</u> Client must provide an account for the preferred platform (Teams / Zoom)	
	Assisted Breakout Basic Streaming: Package K	Prices ex VAT
	Reach out to your remote attendees from one of your assisted breakout spaces	
Visual	- 1 x HD PTZ Camera Wide Shot of Stage, 1 x Additional Production Machine	
Sound	- All booked microphones are mix (-) into the video conferencing platform - 1 x Audio Soundcard - Dedicated Hardline Connection for stability - Audio levels & connection monitored by your AV Technician	
		£495
	Note: This is for external attendees to 'view only', no external attendee interactivity (Q&A) <u>Please refer to IET.tv for these advanced facilities</u> Client must provide an account for the preferred platform (Teams / Zoom) This can only be applied to an assisted breakout space	
	Self Service VC Package: Package L (8 - 24 people)	Prices ex VAT
	This can only be applied to a boardroom or U-shape table layout	
Visual	- 1 x HD Camera System, Tabletop connectivity hub, networking	
Sound	- Up to 8 x Wired tabletop microphones	
Compatible	- Teams / Zoom / Google Meet etc.	
Note	- Laptop can be provided at an additional cost if required - Client must use their own account (Teams / Zoom)	
Connect	- Dedicated Hardline RJ45 internet connection for meeting stability	
		£395

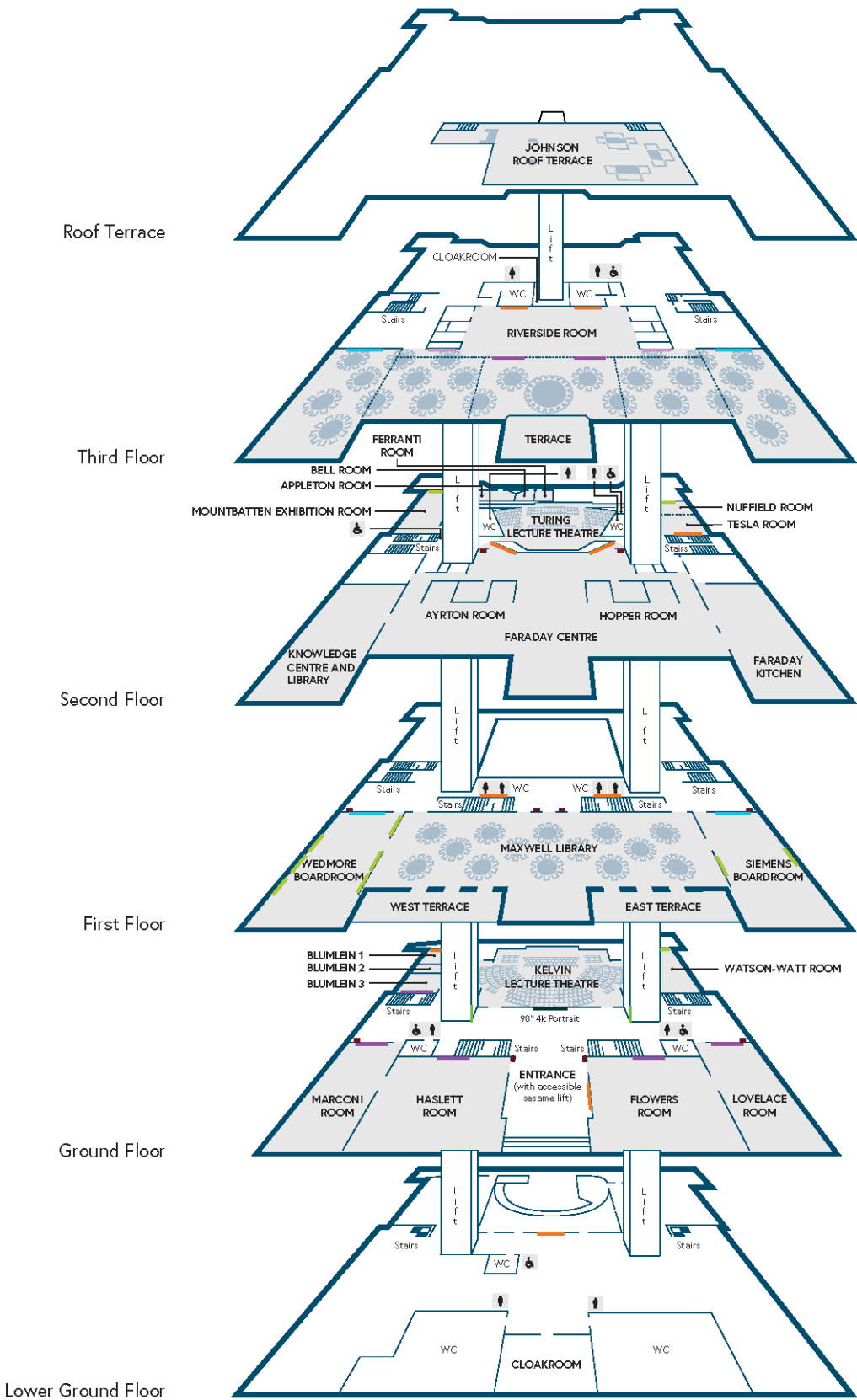
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DIGITAL BRANDING GUIDELINES

SAVOY PLACE

SEPTEMBER 2023 – SEPTEMBER 2024

Screens: 10" 4k-98" 55" 65" 75" 98" 3.5m



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PLACE

GENERAL

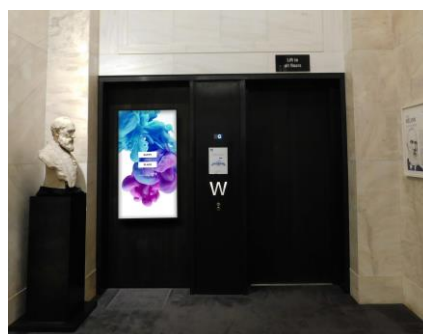
Digital Branding is available for events with 50 or more delegates.
A complimentary client provided holding slide/logo is available for display in any booked room. The Welcome screen on the ground floor foyer will display your holding slide/logo for 1 hour during registration, complimentary for any event with a 100 or more delegates.

DIGITAL BRANDING IN YOUR EVENT SPACES*

A Holding Slide/Logo	Complimentary
B 1 x Rolling Video or Slide show (10 minutes max)	£150 ex VAT per item
C Scheduled Playlist of Images and Video (Content to be submitted 7 working days in advance)	£265 ex VAT per item
Social Media Integration Supported Platforms: (Unmoderated)	£160 ex VAT Finalised link to be provided by client
Social Media Integration Unsupported platforms (Unmoderated)	£230 ex VAT Social media wall to be created by us. Additional laptop rental may be required
Lecture Theatre Camera Feed	£160 ex VAT Camera and audio feed from the Turing or Kelvin Theatres to any of your breakout rooms
10" Door Signage	Complimentary for single holding slide/logo Bespoke design - tariff C applies
Content Display changes on the day	£65 ex VAT per request Any on the day changes to either content design, screen changes or schedule changes etc.

GROUND FLOOR PORTRAIT SCREEN

GF Portraits £500
Four portrait HD Screens
Same content across all screens
(Available end of September)
ex VAT



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These tariffs will apply from September 2023

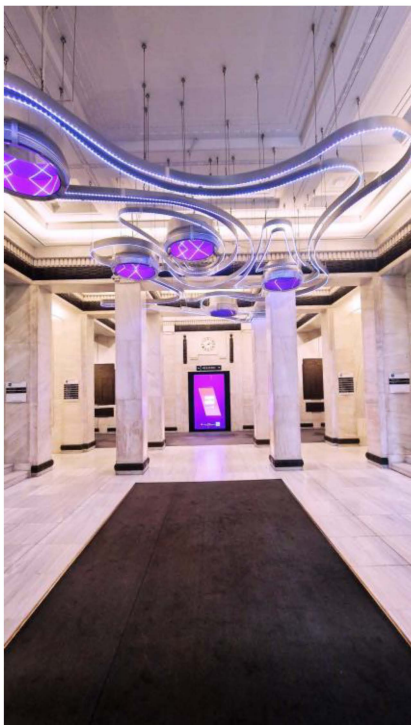
GENERAL

4K VIDEO WALL AND DIGITAL CHANDELIER*

4K Video Wall

£500

Additional days - £275 per day



DIGITAL CHANDELIER

£500

Additional days - £275 per day

CHANDELIER & 4K PACKAGES

£880

Additional days - £470 per day

Costs will apply for any custom design artwork needed to be made by our Digital Content team. Templates for your design teams can be provided for both displays on request.

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VENUES FROM: IET

These tariffs will apply from September 2023

GENERAL

SCREENS FORMATS AND FILE TYPES

4k Video Wall and Portrait screens

Portrait Resolution 9:16

2160x3840
Preferred ppi 300

Picture Formats:

- PNG ONLY
- NO PPT files

Video Formats:

- H264, MP4

CHANDELIER INDIVIDUAL ORBS

CHANDELIER ALL ORBS

Please see image attached with the graphic explanation of how the content will need to be created.

Landscape

960px wide x 80px high

960wide x 400px high

The 5 orbs will need to be placed under the other in order.

Picture Formats

- PNG ONLY

– Video Formats:

- H264, MP4

Rooms Screens

Landscape Resolution 16:9

1920x1080
Preferred ppi 300

Picture Formats:

- PNG ONLY
- PPT files in 16:9 Widescreen or custom page design to 80cm 45cm

Video Formats:

- H264, MP4

LED Riverside Video Wall

Landscape Resolution 16:9

3840x2160 <FDOHG
Preferred ppi 600

Picture Formats:

- PNG if transparency is required
- PPT files in 16:9 Widescreen or custom page design to 80cm 45cm

IMPORTANT CONDITIONS

- **ALL** digital branding content **MUST** be provided at least **5** working days before the first day of your rehearsal / event day. **LATE CHARGES WILL APPLY**
 - A late charge fee of **£225** will apply to any digital branding content received after this deadline.
 - Digital Signage takes time to prepare and schedule for our team. We are preparing many other events in advance. Please respect the three day rule to avoid additional charges and the risk of your content not being ready on the day.
 - All content is scheduled to appear 30 minutes before your event start time and will remain displayed 30 minutes after your booking ends, (dependent on other events taking place at the time)
 - Although all the changes are considered, and we will always try our best to accommodate; the IET cannot be held liable for any content changes that are requested on the day of your event. **On the day charges apply**
 - IET Services Ltd reserves the right not to approve any content considered inappropriate for the Institution.
- For more information, please contact our Audiovisual Team on:
audiovisual@theiet.org, +44 (0) 207 344 5481

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