

{10-11}
CARLTON
HOUSE
TERRACE



AV Services

In person - Hybrid - Virtual



IN-HOUSE AV SOLUTIONS

Our in-house AV solutions to provide you with simple packages to suit your meeting and conference needs.

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Please note all services are subject to availability. We advise you to book your AV services upon contracting your event.

If we are unable to provide you with our in-house services, we can obtain quotes from our approved suppliers. These quotes will be subject to labour and delivery costs.

If you want a bespoke AV solution, please request this via your venue coordinator.

Prices are subject to annual increases.

AV PLANNING CHECKLIST

When speaking to our team about your next event, there's some information we require before we suggest the best package for you.

Event type

- Meeting or conference
- Desired room layout
- Is your event in-person only or hybrid
 - What platform will you be using for your hybrid meeting?

Attendees

- Number of virtual attendees
- Number of in-person attendees
- In-person presenter/s or panellists
- Virtual presenter/s or panellists

Will your event include:

- A PowerPoint presentation
- Video with audio
- Q&A session - in person, virtual or both
- Audience polling
- Filming - speaker/panel and/or audience
- Recording - video, audio or both
- Live web streaming to a 3rd party platform

With this information to hand, we can provide you with the best solution for your needs.





MEETINGS PACKAGE

Includes:

- Display screen
- Laptop
- Clicker

Price: £350 + VAT

Room layouts: All layouts



Free of charge in Reading Room, The Library, Lecture Room and Wohl Room.

HYBRID MEETINGS PACKAGE

Includes:

- Display screen
- Laptop
- Clicker
- Webcam
- Wireless conference kit

Price: £450 + VAT

Room layouts: Boardroom layout only

This solution is suitable for up to 16 guests. If you require a different layout or additional guests, please consider booking one of our meeting rooms with [built-in hybrid facilities](#).



Free of charge in Reading Room, The Library, Lecture Room and Wohl Room.

PRESENTATION PACKAGE

Our presentation package is suited to simple conferences, seminars or press briefings where you have a single key speaker. If you require more than one microphone, our [Presentation Plus package](#) is more suitable for your requirements.

Includes:

- Display Screen
- Laptop
- Clicker
- Lectern
- PA system
- 2 microphones (1 lectern and 1 handheld) max
- Technician for set up/event kick-off only

Additional microphones require sit in technical support – see the [Presentation Plus package](#).

Price: £750 + VAT

Room layouts: Theatre, cabaret, or reception style only

If you wish to add a stage to your booking, please find pricing in the Other AV Services section of this brochure.



Free of charge in Reading Room, The Library, Lecture Room, Wohl Room and SHAPE Room.



PRESENTATION PLUS PACKAGE

Our Presentation Plus package is suitable for conferences, seminars and other events where you have a panel discussion planned.

Includes:

- Display Screen
- Laptop
- Clicker
- Lectern
- PA system
- 4 x Microphones
 - Either handheld or headset or combination ([see table overleaf for max microphones in our rooms](#))
 - Please speak to your venue coordinator if you require lapel microphones*
- 1 x Lectern Microphone (fixed)
- Sit in technical support
 - Up to 10 hours, including set up and break down time

Price: £1,250 + VAT

Room layouts: Theatre, cabaret, or reception style only

*Please note we do not advise using lapel microphones in our venue due to the acoustics. Instead, we recommend our headsets.



Discounted rates:

£950 + VAT in Reading Room, The Library, Lecture Room
and Wohl Room

£750 + VAT in SHAPE Room

MICROPHONE CAPACITY BY ROOM

Room Name	5 mics and 1 lectern	8 mics and 1 lectern	12 mics and 1 lectern
Beatrice Webb Room	-	Y	-
Council Room	Y	-	-
Radhakrishnan Room	Y	-	-
Reading Room	Y	-	-
The Library	Y	-	-
Wohl Gallery	Y	-	-
Lecture Room	Y	-	-
SHAPE Room	-	-	Y

HYBRID PRESENTATIONS AND REMOTE PRESENTERS

Our hybrid presentation facilities can be added to the Presentation Plus package. We have the option for a single or dual camera. These add ons are also suitable for remote presenters.

Single camera

- 1 camera
- 1 technician

Price: £675 + VAT

Dual camera

- 2 cameras
- 2 technicians

Price: £1,200 + VAT

Room layouts: Theatre, cabaret, or reception style only

If you would like to [record the audio or video](#) of your event, please see below for additional information.





AUDIO RECORDING

- Raw, unedited event audio
- Delivery method: WeTransfer
- Delivery within 48 hours after the event
- Format: .WAV

This service is exclusively offered with our Presentation Plus Packages.

Price: £125 + VAT

VIDEO RECORDING

- Raw, unedited video footage
- Delivery method: please provide hard drive pre-event or an online storage location that can receive large files.
- Delivery within 48 hours post-event
- Format: .MOV

Only available with our Presentation Plus Package with a Hybrid Presentation upgrade.

Price: £175 + VAT

Additional AV Services

Please note all services are subject to availability. We advise you to book your AV services upon contracting your event.

If we are unable to provide you with our in-house services, we can obtain quotes from our approved suppliers. These quotes will be subject to labour and delivery costs.

Service	Cost	
PA system with 2 microphones	£250 + VAT	Maximum 2 microphones. Suitable for background music use or short welcome speeches. Please note that no technician will be available to support this beyond set-up and to show you how the system works.
Speaker	£50 + VAT	Suitable for background music only. Comes with an iPad and access to a Spotify premium account.
Stage installation and removal	7m x 3m £350 + VAT 2m x 3m £200 + VAT	The only room that includes a stage is the SHAPE Room (available from September 2024)
Clicker	£15 + VAT	

Additional AV Services

Service	Cost	
Additional display screens	55" - £250 + VAT 85" / 98" - £350 + VAT	
Comfort monitor	£50 + VAT	If your speakers/presenters require the ability to see their presentations or other content whilst on stage.
Laptop	£100 + VAT each	
Additional microphones: handheld, headset, or lapel*	£35 + VAT each	<p>Add ons to our Presentation Plus Package.</p> <p>Please note the maximum microphone limit here.</p> <p>*We do not advise using lapel microphones in our venue due to the acoustics. Instead, we recommend our headsets.</p>
Portable lectern	£50 + VAT	Does not include microphone
Uplighters	£250 + VAT per 6	Maximum 18 uplighters available

Built-in AV

There are several rooms at {10-11} Carlton House Terrace that have built-in audio-visual (AV) technology, enhancing the experience for presentations, meetings, and events. Where rooms have built-in AV equipment, a discount may be applied to your AV package, please ask your coordinator for more information.

Where rooms with built-in AV aren't available, we will suggest rooms where we can set up the services you require.

Room	Floor	Meeting	Hybrid Meeting	Presentation
SHAPE Room	LG	not suitable	not suitable	Y
Lecture Room	LG	Y	Y	Y
Wohl Room	LG	Y	Y	Y
Reading Room	G	Y	Y	Y
The Library	G	Y	Y	Y
Beatrice Webb Room	1	not suitable	not suitable	N
Radhakrishnan Room	1	N	N	N
Barnard Room	1	N	N	N
Council Room	1	N	N	N
Music Room	1	N	N	N

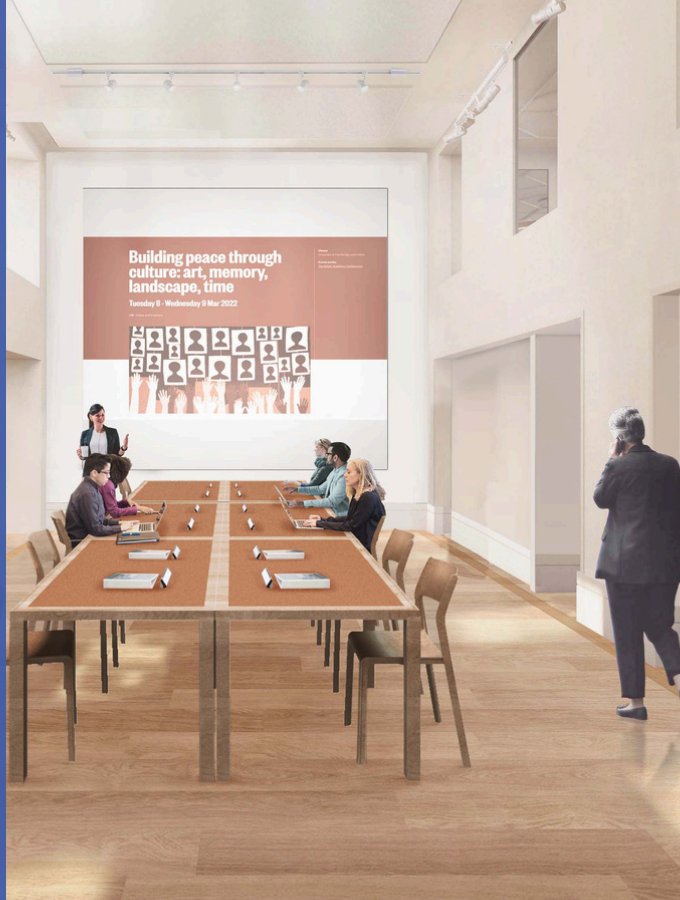
DATA STORAGE POLICY

At the British Academy, we securely store any recorded media for a period of six (6) months.

After this time, the data will be permanently deleted unless required by law to retain it longer.

We ensure that all data handling complies with relevant privacy regulations and is accessible only to authorized personnel.

For more information about our data retention policy, please contact us at info@10-11cht.co.uk.





LET'S GET PLANNING

You can speak to us in a number of ways.

Call us

0207 969 5224

Email us

info@10-11cht.co.uk

In person

Viewings available on request, please contact us via one of the above methods to arrange.

Visit our social media pages for more information and images.



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