

## 28. AUDITORIA OVERVIEW

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**28.2.1 Aim:** To describe the auditoria services available in the Chancellor's Building and the QMRI.

**28.3.1 Chancellor's Building:** There are two lecture theatres in the Chancellor's Building at Edinburgh BioQuarter, located just off of the main foyer on the ground floor. They are Shirley Hall (262 seats) and Auditorium B (150 seats); both are wheelchair accessible.

28.3.2 The auditoria are fitted with modern presentation technology. Both can display the desired presentation media to the large screen at the front of each theatre *via* a built-in data projector. All devices are controlled from a single Extron touch screen at the presentation desk. From this control panel the desired device can be selected and its video feed displayed on the main screen. Lighting controls can also be found on the control desk. There are eight pre-programmed lighting schemes.

28.3.3 Both auditoria are equipped with:

*Desktop PC* Can be used for *PowerPoint* presentations. The machine can accept CD-ROM, DVD and USB stick. The machine has full network/Internet access and has been configured with *Net Meeting*.

*Laptop Input* Plug a laptop into the control desk and display its contents on the main screen. VGA and HDMI inputs are available.

*Bring Your Own Device* You can present from your own mobile device (laptop, tablet, phone) using the BYOD option from the touch screen. You need to be connected to University wifi for this to work.

*Document Visualiser* Displays documents placed on it on the main auditorium screen. It is ideal for three dimensional objects, transparencies, X-ray films and any paper documents, as it has base and top lighting and zoom features.

### *Medical Video*

Shirley Hall can display live surgery from Theatre 14 in the Infirmary.

28.3.4 *Microphones*: Two lapel microphones and two handheld microphones are available to presenters/speakers and can also be used for audience participation. To aid audience participation, there is also a *CatchBox* throwable microphone in Auditorium B. There is an induction loop installed for hearing impaired people in the audience which requires the use of the system microphones; (though it is hoped that increased coverage will be achieved after planned refurbishment).

28.3.5 *Lecture Recording*: In addition to the presentation facilities, both auditoria are equipped for lecture recording using *Media Hopper Replay*. The system has a fixed camera to record footage of the presentation area and can also record sound from the microphones and the output of the projector.

28.3.6 *Support*: A/V Support is available for both of the lecture theatres from 09:00 to 17:00 on weekdays. For any A/V enquiries, bookings, and to enquire about A/V support for out-of-hours or weekend events, please phone 0131 242 6393 or email [IS.Helpline@ed.ac.uk](mailto:IS.Helpline@ed.ac.uk)

28.3.7 *Access*: For weekend events, access to the building must be arranged prior to the event. To arrange access to the building, call 0131 242 7081.

28.3.8 *Catering*: Food and refreshments are not allowed in either of the lecture theatres. Food can be served in one of the break-out rooms. This can be done by prior arrangement with the Chancellor's Building (ENGIE) catering team; they can be contacted on 0131 242 7051.

28.3.9 Personal protective equipment, including laboratory coats, theatre scrubs *etc*, **must not** be worn in the auditorium.

**28.4.1 Queen's Medical Research Institute (QMRI)**: There is one lecture theatre called the Wellcome Auditorium (202 seats) in the QMRI at Edinburgh BioQuarter, located just off of the main foyer on the ground floor. The auditorium is wheelchair accessible.

28.4.2 The auditorium is fitted with modern presentation technology. It can display the desired presentation media to the large screen at the front of each theatre *via* a built-in data projector. All devices are controlled from a single touch screen at the presentation desk. From this control panel the desired device can be selected and its video feed displayed to main screen. There are eight pre-programmed lighting schemes.

28.4.3 The auditorium is equipped with:

#### *Desktop PC*

Can be used for *PowerPoint* presentations. The machine can accept CD-ROM, DVDs and USB sticks. The machine has full network/internet access.

<i>Laptop Input</i>	Plug a laptop into the control desk and display its contents on the main screen. Inputs available are VGA and HDMI.
<i>Bring Your Own Device</i>	You can present from your own mobile device (laptop, tablet, phone) using the BYOD option from the touch screen. You need to be connected to University wifi for this to work.
<i>Document Visualiser</i>	Displays documents placed on it on the main auditorium screen. It is ideal for three-dimensional objects, transparencies, X-ray films and any paper documents, as it has base and top lighting and zoom features.

**28.4.4 Microphones:** Two lapel microphones and two handheld microphones are available to presenters/speakers and can also be used for audience participation. To aid audience participation there is also a *CatchBox* throwable microphone. There is an induction loop installed for hearing impaired people in the audience which requires the use of the system microphones; this, though, only covers the front of the central block of seating (though it is hoped that increased coverage will be achieved after planned refurbishment).

28.4.5 *Lecture Recording:* In addition to the presentation facilities, the auditoria are equipped for lecture recording using *Media Hopper Replay*. The system has a fixed camera to record footage of the presentation area and can also record sound from the microphones and the output of the projector.

28.4.6 *Support:* A/V Support is available for the lecture theatres from 09:00 to 17:00 on weekdays. For any A/V and video conference support enquiries, bookings, and to enquire about A/V support for out-of-hours or weekend events, please phone 0131 242 6393 or email [IS.Helpline@ed.ac.uk](mailto:IS.Helpline@ed.ac.uk).

28.4.7 *Access:* For weekend events, access to the building must be arranged prior to the event. To arrange access to the building, call 0131 242 7081.

28.4.8 *Catering:* Food and refreshments are not allowed in this lecture theatre. Food can be served in one of the meeting rooms. This can possibly be done by prior arrangement with Edinburgh First, The University's in-house catering service in either *The Drum* (cafeteria/restaurant) or one of the break-out rooms. *Edinburgh First* can be contacted on 0131 651 2189.

28.4.9 Personal protective equipment, including laboratory coats, theatre scrubs *etc*, **must not** be worn in the auditorium.

**28.5.1 Centre for Regenerative Medicine (CRM):** There is one meeting room with capacity to accommodate moderately-sized gatherings of people, located on the first floor laboratory level of the building. The room is equipped with technology that can display presentation media onto the large screen at the front of each room via a built-in data projector. The size of the venue, and restricted access to the CRM building

may make it unsuitable for all other than presentations intended solely for those based normally within CRM.

**28.6.1 Buildings Emergencies:** People present in an auditorium will be expected to respond to alarms in the same way as other building occupiers, but visitors should have been briefed on building evacuation arrangements before commencement of a lecture, touching on:

- The difference between continuous and intermittent fire alarm sounds;
- Whether any fire alarm tests are expected during the lecture;
- Locations of emergency exits;
- Location of the nearest Fire Assembly Point; and
- Arrangements for people with mobility impairment.

28.6.2 The lecturer, if a University member of staff, will ensure that the auditorium is empty before leaving it, and will ensure that those attending the lecture report to the Evacuation Assembly Point. Visiting lecturers should be supported by a member of staff, who will attend to these duties.

28.6.3 Building security staff will be aware of the occupation of one or more auditoria, and advise the Scottish Fire & Rescue Service accordingly.

**28.7.1 Further Information:** Further information regarding bookable rooms within the University is available at:

<https://www.ed.ac.uk/timetabling-examinations/timetabling/room-bookings>

*Last reviewed/updated: 18<sup>th</sup> February, 2022*