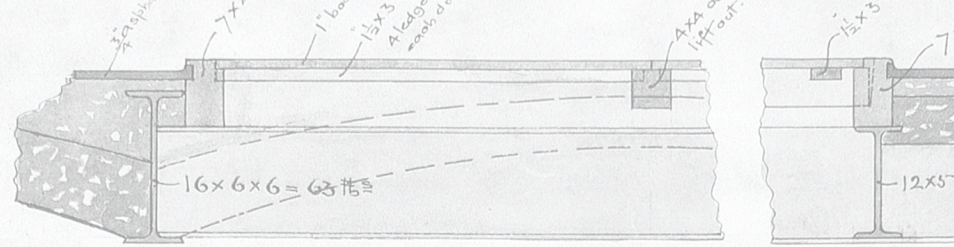
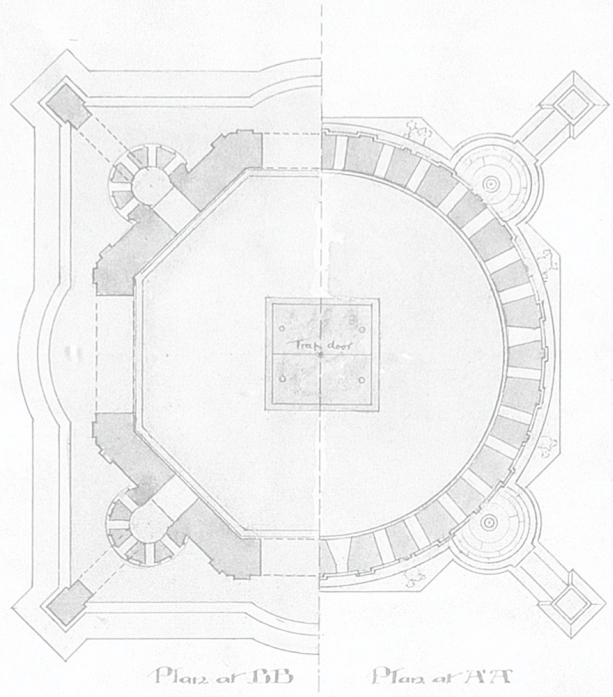
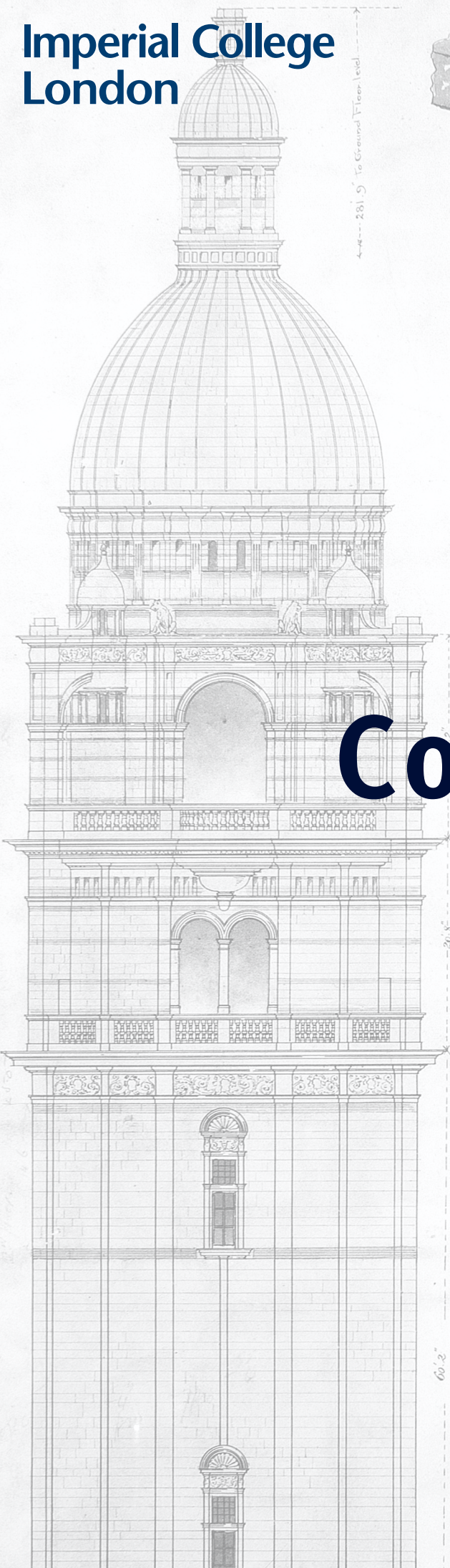


Principal tower

4'-4" = 281.5" To Ground Floor level



Inch Seal detail of Trapdoor in Fireproof Floor.



Plan of BB Plan of AA

Conferencing and Events

A Guide to
MS Teams
Events



Plan of DD

Plan of CC

Plan of aa

Plan of bb

Guidance for Event Organisers

We can now offer assistance with taking your events virtual, via MS Teams.

What we can Provide:

- Support with setting up an event that is appropriate for your audience and objectives
- Just as we would in the physical space, an on-hand member of staff to look after recording, presentations and video conferencing
- Streaming your event to YouTube, Facebook and other social media channels

Booking Process:

There are just a few steps to getting your event created:

- Send enquiry through to roomsandcatering@imperial.ac.uk
- A member of the Internal Events team will get in touch to schedule in a call to discuss your event (with both you and our AV Technician), and book in any the required rehearsals. You will be sent a booking sheet with any associated costs, which can be paid via GL Journal, as usual
- If you would like your external attendees to be able to attend your MS Teams event, fill in the form as per the this link, and ICT will come back to you. If you would like the event to be streamed from MS Teams to a Youtube/Social Media channel, please ensure you tick the appropriate box.
- If you require any pre-recorded content for your event, please contact Martin Sayers who may be able to offer assistance

Pricing Guide:

Every MS Teams event will require 2x rehearsals:

1x 30 minute technical rehearsal (to include Event Organiser and Internal Events AV Technician)

1x 1hour dress rehearsal (to include the above, as well as presenters/speakers)

Pricing will then be based on the event itself:

Less than 2 hours - £112.00

2-4 hours - £168.00

4-6 hours - £224.00

6+ hours - £280.00

If you would also like your MS Teams event to be streamed to a Youtube/Social Media channel, the additional cost for this will be £191.35.