

Technology Services Manual

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Overview



Overview

Scope of this Document

This document is a guide for clients and technical production staff who use the Plenary, Grand Banquet Room, Auditorium and meeting rooms within the Melbourne Convention and Exhibition Centre (MCEC).

The MCEC is committed to regularly upgrading technology and refining the services it provides to clients. The most up to date information regarding Technology Services including technical specifications, plans and regulations are available by contacting:

General Enquiries

Technology Services

Email: TSDSales@mcec.com.au

Tel: +61 3 9235 8180

Fax: +61 3 9235 8181

Room Equipment



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Room Equipment

Master Control Room

The technology services' master control room is the central hub for the operation and support of audio-visual, communications and information technology systems. Technicians are able to monitor each of the rooms within the venue to ensure that all equipment is operating to client expectations.

Technicians are also able to provide assistance to clients by either assisting remotely, utilising the control system remote management capabilities, or by dispatching a roving technician to provide in-room assistance as required.

The control room staff will also have a snap-shot of the status of the various technical components within the audio-visual systems. They will be able to monitor device status, as well as schedule proactive maintenance for serviceable items, ensuring no unnecessary interruptions to clients.

In addition to this, the master control room also provides a physical customer interface via the technology help desk. The help desk offers a location for clients to receive face-to-face technical assistance.



Intelligent Lectern

Every meeting room in the Melbourne Convention Centre (MCC) is fully equipped with:

- screens;
- sound system;
- a presentation computer with internet access;
- lighting; and
- an Intelligent Lectern.

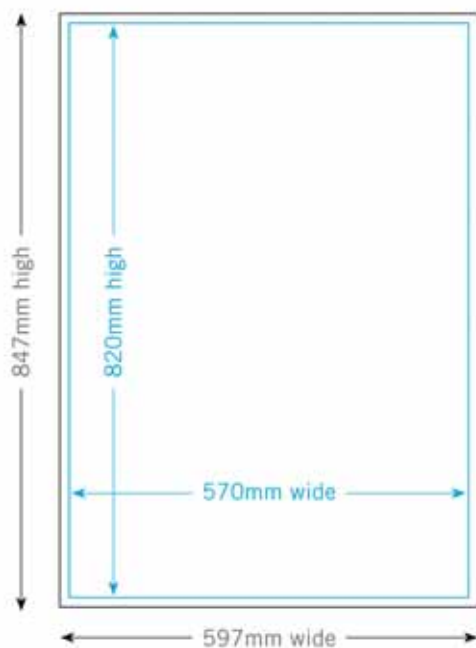
The Intelligent Lectern gives you control over the room's audio-visual systems. Touch a button on the AMX control panel to dim the lights and see your presentation in front of you on the easy-to-view 22" LCD preview monitor.

The front of the lectern has an inbuilt light box which provides a branding option when used with a custom designed backlit film print.



The MCEC is able to print and supply custom lectern signage for your event. Please discuss your requirements with your Technology Services coordinator.

Dimensions



Trim Size: 847mm high x 597mm wide

Image area: 820mm x 570mm

The MCEC Intelligent Lectern uses a magnetic snap lock system to hold your backlit print in place so there is no need to supply any fixings.

L20S Lectern

The custom L20S lectern (below) has been designed for use in the MEC rooms. Combined with a cabled AMX control panel and 19" LCD preview monitor, the L20S lectern provides a perfect platform for presenters.



The L20S lectern (right) has a prelude fabric surface which allows velcro (hook) attachment of signage to the front panel (840mm high x 540mm wide).

The MCEC is able to print and supply custom lectern signage for your event.

Please discuss your requirements with your Technology Services coordinator or call +61 3 9235 8180.

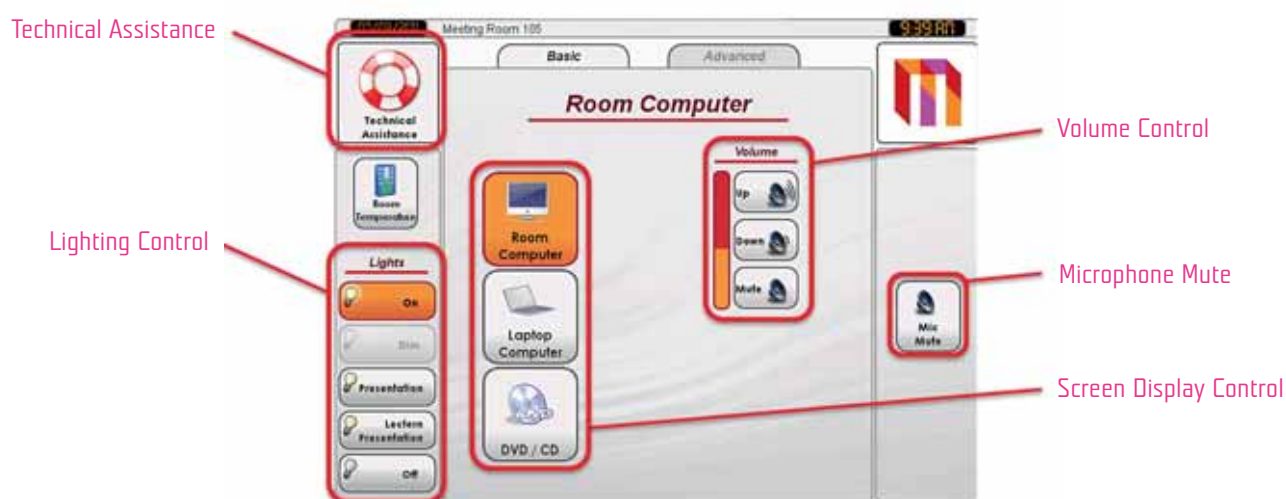


AMX Control System

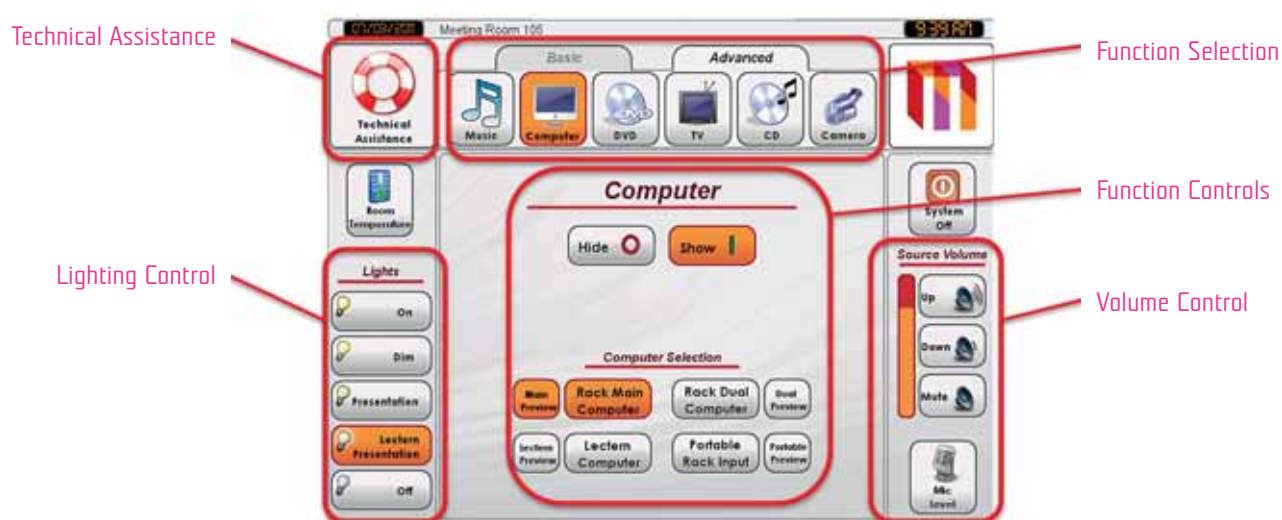
The vast array of audio-visual technology available in the MCEC is able to be seamlessly controlled using the AMX control system which is fitted in all meeting rooms. A touch-screen interface allows you or your presenters to take control of the technology within the room.

These touch panels utilise sophisticated technology which is designed to be easy to use and understand. Available in either basic mode or advanced mode, the touch panel enables presenters to have full control of their room environment as well as its equipment, including lighting, projection and volume levels at the touch of a button.

The AMX control panel also features a technical assistance button, allowing for an instant connection to trained technicians within the master control room who can provide assistance to resolve any issues.



Basic mode (default setting)



Advanced mode

Presentation Display Mode

Clone mode

In clone mode the view on the main screen is identical to that on the lectern preview monitor when using the included room computer.

Clone mode offers presenters a familiar interface for PowerPoint presentations and simplifies the process of accessing hyperlinked websites and playing video clips that have been imbedded within presentations.

The display on the main screen is optimised for laptop computer connection. This means that the image from the laptop is not scaled up when it is sent to the projector.

Main screen resolution: 720p (high definition – 1280 x 720).



Lectern preview monitor



Main screen

Presenter mode

In presenter mode the audience will see the presentation as intended, but on the Intelligent Lectern preview monitor there is some extremely useful information. Presenters can view thumbnails of all their slides so they know what is coming up next as well as view their speaker notes.

The display is optimised for image quality when using the included room computer. Laptop computers can still be connected at the lectern with the image scaled up to 1080p.

Main screen resolution: 1080p (full high definition – 1920 x 1080).



Lectern preview monitor

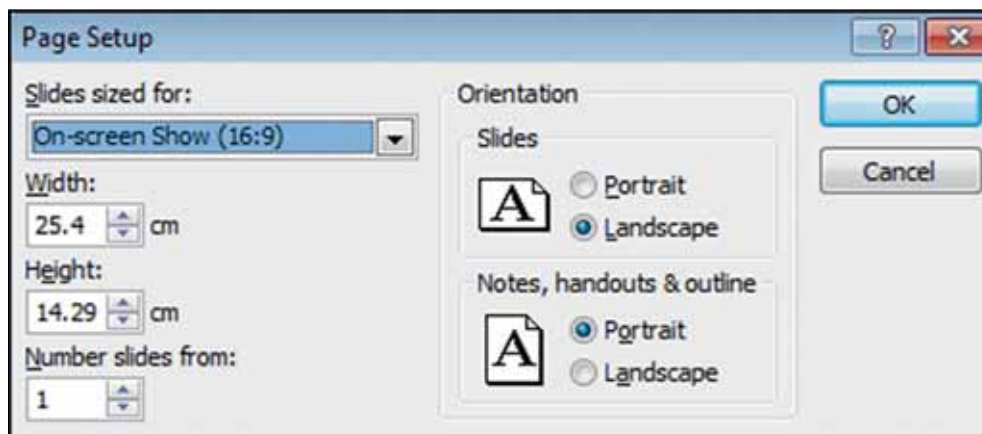


Main screen

PowerPoint Presentation Format

All MCEC rooms are equipped with 16:9 aspect ratio (widescreen) data projectors, projection screens, plasma displays and LCD preview monitors.

To ensure PowerPoint presentations fill the entire screen, please alter the page setup as pictured below *prior* to preparing presentations.



Presentations prepared in 4:3 aspect ratio will still be displayed on the screen unaltered. However, as shown in the right hand image below, they will not fill the entire screen.



16:9 presentation on 16:9 screen.



4:3 presentation on 16:9 screen.

Presentation Computer

Every meeting room in the MCEC has a presentation computer provided with the room as part of the room inclusions with internet access (up to 256kbps). Please contact your Technology Services coordinator for the most up to date specifications.

System Specifications

- CPU – Intel Core 2 Duo E8400 @ 3.00Ghz.
- Memory – 2GB RAM.
- Graphics Card Nvidia GT9400 512MB RAM.
- Microsoft Windows 32-bit with Service Pack 3.
- Windows Internet Explorer Version 8.

Media Codecs

- AC3 Filter.
- DivX Version 6.8.5.
- DivX Converter Version 7.0.
- DivX Direct Show Filters.
- MPEG2 Decoder.
- QuickTime Version 7.6.
- XviD Version 1.2.1.
- Adobe Flash Version 10.
- Ligos Indeo Codecs.
- K-Lite Codec Pack 5.1.0.

Media Players

- DivX Web Player 1.4.2.
- Windows Media Player Version 11.
- InterWin DVD Player Version 5.0.
- QuickTime Version 7.6.
- Windows Media Encoder Version 9.
- Adobe Flash Version 10.
- Windows Movie Maker 2.1.
- Standalone Flash Player 1.2.
- VLC Media Player 0.9.9.

Office and Document Packages

- Adobe Reader Version 9.2.
- PDF Complete Version 3.5.22.
- Microsoft Word 2007.
- Microsoft PowerPoint 2007.
- Microsoft Access 2007.
- Microsoft Excel 2007.
- Microsoft Office Tools.
- Notate It Professional Edition.

Connecting your own Computer

As part of your room hire, each meeting room in the MCEC is fitted out with a presentation computer when the room is used in a standard configuration. This computer has been optimised to provide the best possible image on the in-room screen and is provided with an internet connection (256kbps).

If you choose to connect your own laptop, there are power, VGA and PC audio cables provided at the lectern.



Lectern



VGA cable



PC audio cable

To ensure your laptop will integrate with the vision technology in the room, it is essential that:

- the laptop has a VGA output; and
- the secondary monitor output resolution is set to 1280 x 720 with a 60Hz refresh rate.

When planning to connect an Apple MAC at the lectern please ensure you have your video adaptor cable. This cable attaches to the external display out port of your MAC and allows you to connect to the standard VGA cable provided at the lectern. This is necessary as different models of Apple MAC tend to require a slightly different adaptor lead.



If you require an internet connection for your laptop, a separate service will need to be ordered with the cost dependent upon the bandwidth you require.

Technology Assistance

Included in your room hire charge is 30 minutes of technical assistance at the commencement of your event. During this time your technician will assist you to load your presentations and familiarise you with the lectern and the AMX control system.

Depending on your event, it is often recommended to include roving technology assistants who can manage multiple rooms. These technicians are assigned to your event to provide an immediate and dedicated response within your rooms when required. With the level of technology incorporated into the meeting rooms a roving technology assistant can manage and provide support for up to three rooms.

Dedicated Room Operators

Whilst the venue's meeting rooms are designed to function without the need to have traditional audio-visual control equipment and dedicated room operators, there are certain circumstances where this level of control may be required.

The Technology Services Department have a full range of in-room control options available with a room operator to meet your specific event requirements.



Melbourne Convention Centre (MCC)



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Melbourne Convention Centre (MCC)

Plenary

The Plenary is a 5500+ seat venue with a fan-shaped theatre that may be configured in various ways. It can be subdivided into three self-contained, acoustically separate theatres, one with a capacity of 2468 and two for up to 1482 each, which may operate concurrently.

It is designed to accommodate a simple speaker presentation through to full-scale theatre and concert performances, as well as providing suitable facilities for exhibitions.

The stage is adaptable for many uses and consists of four lifts which may be tiered or level dependent on the requirements of the convention or production. Likewise, the thrust stage apron may become an orchestra pit by lowering its two lifts.

The seating arrangements within the theatre may be varied to cater for cabaret, sporting events, conventions or theatrical productions by utilising the in-house system of seat storage and floor movement to create several configurations. Purpose-built interpreter booths exist for installation within the Plenary.

As might be expected in such a venue, those with disabilities are catered for with wheelchair access and assisted hearing facilities.



Included in the room hire charge of the Plenary is the following equipment in standard configuration.

- Main screen
HD data projector Barco FLMHD18 (18,000 ANSI lumens).
10.6m x 6.5m widescreen projection screen flown on line 16 (midstage).
- Supplementary screens
2 x HD data projectors Barco FLMHD14 (14,000 ANSI lumens).
2 x 8.3m x 4.7m widescreen projection screens.
- Tormentor screens
2 x 4.0m x 2.5m LED screens (6mm pitch)
- Intelligent Lectern c/w 22" LCD preview monitor with optional touchscreen.
- 2 x lectern microphones.
- Barco ScreenPro 2 vision switcher.
- Holding slide computer.
- Presentation computer with internet access.
- Blu-ray/DVD player.
- CD player.
- 1 x fixed operator master talkback station side of stage c/w headset.
- 5 x cabled operator talkback belt pack c/w headset.
- Presenter lighting (Square 1 Rig) comprising:
 - Jands ESP II or ETC Smartfade 2496 lighting console;
 - 12 x Selecon Pacific 80V 1.2kW zooms;
 - 14 x ETC 750W Source 4 zooms;
 - 18 x Selecon 1.2kW fresnels;
 - 24 x Selecon 2kW fresnels;
 - 8 x Selecon 1.25kW 4 unit cyc floods;
 - 16 x ETC 575W Source 4 PARs;
 - 10 x ETC 575W Source 4 Juniors; and
 - Jands HPX12 2.4kW dimmers.
- Concert and presentation PA
Digico D1 Live mixing console.
Nexo Line Array PA system:
 - 24 x Geo D10 cabinets; and
 - 4 x Geo Sub cabinets.
 Stage in-fill
 - 6 x Nexo PS8 at main stage.
 Fixed tier fill
 - 4 + 6 + 4 x Nexo PS8.
 Balcony fill
 - 4 + 6 + 4 x Nexo PS10.

Stage measurements and specifications.

Plenary (Combined Mode)	Measurement
Width of stage overall	38m
Width between tormentors at setting line	18m
Depth from setting line to rear wall	12m
At centre line overall	18m
Stage lifts (x4) dimensions	12m x 3m
Height of stage above flat floor (standard)	1m
Pit front to setting line	6m
Grid height from raised stage	9.5m
Grid height from fixed floor	10.5m
Clear height under fly gallery	5.65m
Stage rake	0 degrees
Surface – reconstituted wood fibre (<i>Masonite</i>)	

Please note that stage dimensions are approximate and critical measurements should be confirmed on-site. The setting line (zero line) of the stage in Plenary 2 is drawn between the downstage corners of the tormentor.

Depending upon the nature of your event and the level of production involved, it may be necessary to supplement the included room equipment with additional lighting, sound and vision equipment to meet your specific event requirements.

A minimum of two MCEC operators are required to assist with production elements during the event and are additional to the room inclusions. Where there is a requirement to bump in production equipment, sets, etc, there is a requirement for a minimum of three duty technicians to assist with access, installation and integration of equipment.

Control is typically located in the control room at the back of the balcony (audio and lighting) and on the prompt side of stage (vision). There is provision for an alternate control position to be installed in the theatre to allow audio mixing from within the house. This involves the removal of seating and the installation of a control stage complete with operator surround and incurs an additional charge.

The alternate main screen position is typically line three (downstage) and will require the screen to be relocated from its standard position.

Plenary 2

Plenary 2 is designed to accommodate a simple speaker presentation through to full-scale theatre and concert performances, as well as providing suitable facilities for exhibitions.

The stage is adaptable for many uses and consists of four lifts which may be tiered or level dependent on the requirements of the convention or production. Likewise, the thrust stage apron may become an orchestra pit by lowering its two lifts.

The seating arrangements within the theatre may be varied to cater for cabaret, sporting events, conventions or theatrical productions by utilising the in-house system of seat storage and floor movement to create several configurations. Purpose-built interpreter booths exist for installation.

As might be expected in such a venue, those with disabilities are catered for with wheelchair access and assisted hearing facilities.



Included in the room hire charge is the following equipment in standard configuration.

- HD data projector Barco FLMHD18 (18,000 ANSI lumens).
- 10.6m x 6.5m widescreen projection screen flown on line 16 (midstage).
- Intelligent Lectern c/w 22" LCD preview monitor with optional touchscreen.
- 2 x lectern microphones.
- Barco ScreenPro 2 vision switcher.
- Holding slide computer.
- Presentation computer with internet access.
- Blu-ray/DVD player.
- CD player.
- 1 x fixed operator master talkback station side of stage c/w headset.
- 5 x cabled operator talkback belt pack c/w headset.
- Presenter lighting (Square 1 Rig) comprising:
 - Jands ESP II or ETC Smartfade 2496 lighting console;
 - 12 x Selecon Pacific 80V 1.2kW zooms;
 - 14 x ETC 750W Source 4 zooms;
 - 18 x Selecon 1.2kW fresnels;
 - 24 x Selecon 2kW fresnels;
 - 8 x Selecon 1.25kW 4 unit cyc floods;
 - 16 x ETC 575W Source 4 PARs;
 - 10 x ETC 575W Source 4 Juniors; and
 - Jands HPX12 2.4kW dimmers.
- Concert and presentation PA
 - Digico D1 Live mixing console.
 - Nexo Line Array PA system:
 - 12 x Geo D10 cabinets; and
 - 2 x Geo Sub cabinets.
 - Stage in-fill
 - 4 x Nexo PS8 at main stage.
 - Fixed tier fill
 - 6 x Nexo PS8.
 - Balcony fill
 - 6 x Nexo PS10.

Stage measurements and specifications.

Plenary 2	Measurement
Width of stage overall	38m
Width between tormentors at setting line	18m
Depth from setting line to rear wall	12m
At centre line overall	18m
Stage lifts (x4) dimensions	12m x 3m
Height of stage above flat floor (standard)	1m
Pit front to setting line	6m
Grid height from raised stage	9.5m
Grid height from fixed floor	10.5m
Clear height under fly gallery	5.65m
Stage rake	0 degrees
Surface – reconstituted wood fibre (<i>Masonite</i>)	

Please note that stage dimensions are approximate and critical measurements should be confirmed on-site. The setting line (zero line) of the stage in Plenary 2 is drawn between the downstage corners of the tormentor.

Depending upon the nature of your event and the level of production involved, it may be necessary to supplement the included room equipment with additional lighting, sound and vision equipment to meet your specific event requirements.

A minimum of two MCEC operators are required to assist with production elements during the event and are additional to the room inclusions. Where there is a requirement to bump in production equipment, sets, etc, there is a requirement for a minimum of three duty technicians to assist with access, installation and integration of equipment.

Control is typically located in the control room at the back of the balcony (audio and lighting) and on the prompt side of stage (vision). There is provision for an alternate control position to be installed in the theatre to allow audio mixing from within the house. This involves the removal of seating and the installation of a control stage complete with operator surround and incurs an additional charge.

The alternate main screen position is typically line three (downstage) and will require the screen to be relocated from its standard position.

Plenary 1 and 3

Plenary 1 and 3 are designed to accommodate a simple speaker presentation through to small concert performances and dinners as well as providing suitable facilities for exhibitions.

The seating arrangements within the theatres may be varied to cater for cabaret, conventions or dinners by utilising the in-house system of seat storage and floor movement to create several configurations. Purpose-built interpreter booths exist for installation.

As might be expected in such a venue, those with disabilities are catered for with wheelchair access and assisted hearing facilities.



Plenary 1

Included in the room hire charge is the following equipment in standard configuration.

- HD data projector Barco FLMHD14 (14,000 ANSI lumens).
- 8.3m x 4.7m widescreen projection screen flown upstage.
- Intelligent Lectern c/w 22" LCD preview monitor with optional touchscreen.
- 2 x lectern microphones.
- Extron 506 vision switcher.
- Holding slide computer.
- Presentation computer with internet access.
- Blu-ray/DVD player.
- CD player.
- 1 x fixed operator master talkback station side of stage c/w headset.
- 5 x cabled operator talkback belt pack c/w headset.
- Presenter lighting (Square 1 Rig) comprising:
 - ETC Smartfade 2496 lighting console;
 - 6 x Selecon Pacific 80V 1.2kW zooms;
 - 6 x ETC 750W Source 4 zooms;
 - 4 x ETC 575W Source 4 Juniors;
 - 6 x Selecon 650W fresnels; and
 - Jands HPX12 2.4kW dimmers.
- Concert and presentation PA
Digico D1 Live mixing console.
Nexo Line Array PA system:
 - 8 x Geo D10 cabinets;
 - 2 x Geo S12 cabinets; and
 - 2 x Geo Sub cabinets.Stage in-fill
 - 4 x Nexo PS8 at main stage.Fixed tier fill
 - 4 x Nexo PS8.Balcony fill
 - 4 x Nexo PS10.

Stage measurements and specifications for Plenary 1 and 3.

Plenary 1 and 3	Measurement
Width of stage at widest point (down stage)	17m
Width of stage at narrowest point (up stage)	10m
Depth at centre line from edge	7.5m
Height of stage above flat floor (standard)	1m
Grid height from stage	9.5m
Stage rake	0 degrees
Surface – black carpet laid on reconstituted wood fibre (plywood)	

Please note that stage dimensions are approximate and critical measurements should be confirmed on-site. The setting line (zero line) of the stage in Plenary 1 and 3 is drawn at the downstage edge of the demountable stage.

Depending upon the nature of your event and the level of production involved, it may be necessary to supplement the included room equipment with additional lighting, sound and vision equipment to meet your specific event requirements.

A minimum of two MCEC operators are required to assist with production elements during the event and are additional to the room inclusions. Where there is a requirement to bump in production equipment, sets etc, there is a requirement for a minimum of two duty technicians to assist with access, installation and integration of equipment.

Control is typically located in the control room at the back of the balcony (audio and lighting) and on the side of stage (vision). There is provision for an alternate control position to be installed in the theatre to allow audio mixing from within the house. This involves the removal of seating and the installation of a control stage complete with operator surround and incurs an additional charge.

Meeting Rooms

There are 32 meeting rooms within the MCC offering flexible spaces designed for meetings, conferences and presentations.

Many options exist for dividing or combining rooms to provide suitable spaces to meet the needs of clients and their attendees.

Several of the premier rooms are cantilevered over the forecourt and offer views of the Yarra River and the city beyond.

The facility provides the highest standards in meeting and event technology, which is inbuilt into every meeting room, offering organisers and guest speakers unprecedented capabilities.



Small Meeting Rooms

There are four small meeting rooms located on Level 1.



Typical room dimensions – small meeting rooms

Width 8.5m	Length 9.0m	Height 4.0m
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Small meeting rooms can be joined together to form one larger room. In this combined mode the room utilises dual projection with the same image displayed on both screens.

Included in the room hire charge is the following equipment in standard configuration.

- HD data projector Barco iDH500 (5000 ANSI lumens).
- 2.6m x 1.5m widescreen motorised projection screen.
- Room control system (AMX).
- Intelligent Lectern c/w 22" LCD preview monitor with optional touchscreen.
- 2 x lectern microphones.
- Presentation computer with internet access.
- Blu-ray/DVD player (remote access).
- Presenter lighting (2 x track spots).
- Speech and multimedia PA system:
 - JBL ceiling speakers for speech; and
 - Nexo PS8 stereo speakers for multimedia.

Medium Meeting Rooms

There are two medium meeting rooms located on Level 1 and six located on Level 2.



Typical room dimensions – medium meeting rooms

Width 7.0m	Length 15.0m	Height 5.0m
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Medium meeting rooms cannot be joined together.

Included in the room hire charge is the following equipment in standard configuration.

- HD data projector Barco iDH500 (5000 ANSI lumens).
- 4.0m x 2.3m widescreen motorised projection screen.
- Room control system (AMX).
- Intelligent Lectern c/w 22" LCD preview monitor with optional touchscreen.
- 2 x lectern microphones.
- Presentation computer with internet access.
- Blu-ray/DVD player (remote access).
- Presenter lighting (2 x track spots, 1 x 300W fresnel).
- Speech and multimedia PA system:
 - JBL ceiling speakers for speech; and
 - Nexo PS8 stereo speakers for multimedia.

Large Meeting Rooms

There are four large meeting rooms located on Level 1 and eight located on Level 2.



Typical Room Dimensions – Large Meeting Rooms

Width 12.0m	Length 20.0m	Height 5.0m
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Large meeting rooms can be joined together to form one larger room. In this combined mode the room utilises dual projection with the same image displayed on both screens.

Included in the room hire charge is the following equipment in standard configuration:

- HD data projector Barco CLMHD8 (8000 ANSI lumens).
- 4.4m x 2.5m widescreen motorised projection screen.
- Room control system (AMX).
- Intelligent Lectern c/w 22" LCD preview monitor with optional touchscreen.
- 2 x lectern microphones.
- Presentation computer with internet access.
- Blu-ray/DVD player (remote access).
- Presenter lighting (2 x track spots, 1 x 300W fresnel).
- Speech and multimedia PA system:
 - JBL ceiling speakers for speech; and
 - Nexo PS10 stereo speakers for multimedia.

Cantilevered Meeting Rooms

There are two cantilevered meeting rooms located on Level 1 and four located on Level 2.



Typical room dimensions – cantilevered meeting rooms

Width varies	Length varies	Height 4.0m
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Cantilevered meeting rooms cannot be joined together.

Included in the room hire charge is the following equipment in standard configuration.

- 103" Panasonic HD plasma screen.
- Room control system (AMX).
- Intelligent Lectern c/w 22" LCD preview monitor with optional touchscreen.
- 2 x lectern microphones.
- Presentation computer with internet access.
- Blu-ray/DVD player (remote access).
- Speech and multimedia PA system:
 - JBL ceiling speakers for speech; and
 - Jamo 5.1 surround sound multimedia speakers.

Banquet Rooms 201 and 202

These rooms are located on Level 2 and can be combined to form the Grand Banquet Room.

Typical room dimensions – rooms 201 and 202

Width 28.0m	Length 42.0m	Height 8.5m
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Conference Package



Included in the room hire charge for conferences in a banquet room is the following equipment in standard configuration.

- 1 x HD data projector Christie HD10K-M (10,000 ANSI lumens).
- 1 x 4.3m x 2.4m widescreen motorised projection screen.
- Room control system (AMX).
- Intelligent Lectern c/w 22" LCD preview monitor with optional touchscreen.
- 2 x lectern microphones.
- Presentation computer with internet access.
- Blu-ray/DVD player (remote access).
- Presenter lighting (2 x profiles, 4 x fresnels).
- Speech PA system – JBL ceiling system.
- Meyer multimedia and presentation PA system:
 - 2 x Meyer UPA-1P/UPA-2P FOH arrays;
 - 2 x Meyer UPA-2P delay;
 - 2 x Meyer UPW sub cabinets; and
 - 2 x Meyer UPM (Stage in fill).

Dinner Package



Included in the room hire charge for dinners in a banquet room is the following equipment in standard configuration.

- 2 x HD data projector Christie HD10K-M (10,000 ANSI lumens).
- 2 x 4.3m x 2.4m widescreen motorised projection screen.
- Room control system (AMX).
- Intelligent Lectern c/w 22" LCD preview monitor with optional touchscreen.
- 2 x lectern microphones.
- Presentation computer with internet access.
- Blu-ray/DVD player (remote access).
- Presenter lighting (2 x profiles, 4 x fresnels).
- Static room and table lighting:
 - 5 x VariLight VL2500 Spot; and
 - 5 x VariLight VL500 Wash.
- Speech PA system – JBL ceiling system.
- Meyer multimedia and presentation PA system:
 - 2 x Meyer UPA-1P/UPA-2P FOH arrays;
 - 2 x Meyer UPA-2P delay;
 - 2 x Meyer UPW sub cabinets; and
 - 2 x Meyer UPM (Stage in fill).

Depending on your event and the level of production involved, it could be necessary to supplement the included room equipment with additional lighting, sound and vision equipment to meet your needs. Operators are often needed to assist with production elements and are additional to the room inclusions. During set-up, pack-down, rehearsals and show times, there is a requirement for a minimum of two MCEC operators or two duty technicians.

Grand Banquet Room

The Grand Banquet Room is located on Level 2 and comprises rooms 201 and 202 in combined configuration.

Typical room dimensions – Grand Banquet Room

Width 56.0m	Length 42.0m	Height 8.5m
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Conference Package



Included in the room hire charge for conferences in the Grand Banquet Room is the following equipment in standard configuration.

- 2 x HD data projector Christie HD10K-M (10,000 ANSI lumens).
- 2 x 4.3m x 2.4m widescreen motorised projection screen.
- Room control system (AMX).
- Intelligent Lectern c/w 22" LCD preview monitor with optional touchscreen.
- 2 x lectern microphones.
- Presentation computer with internet access.
- Presenter lighting (2 x profiles, 4 x fresnels).
- Meyer multimedia and presentation PA system:
 - 4 x Meyer UPA-1P/UPA-2P FOH arrays;
 - 1 x Meyer UPA-2P in-fill;
 - 5 x Meyer UPA-2P delay;
 - 4 x Meyer UPW sub cabinets; and
 - 4 x Meyer UPM (Stage in fill).

Dinner Package



Grand Banquet Room dinner package with optional drape line.

Included in the room hire charge for dinners in the Grand Banquet Room is the following equipment in standard configuration.

- 4 x HD data projector Christie HD10K-M (10,000 ANSI lumens).
- 4 x 4.3m x 2.4m widescreen motorised projection screen.
- Room control system (AMX).
- Intelligent Lectern c/w 22" LCD preview monitor with optional touchscreen.
- 2 x lectern microphones.
- Presentation computer with internet access.
- Presenter lighting (2 x profiles, 4 x fresnels).
- Static room and table lighting:
 - 10 x VariLight VL2500 Spot; and
 - 10 x VariLight VL500 Wash.
- Meyer multimedia and presentation PA system:
 - 4 x Meyer UPA-1P/UPA-2P FOH arrays;
 - 1 x Meyer UPA-2P in-fill;
 - 5 x Meyer UPA-2P delay;
 - 4 x Meyer USW 1P sub powered speakers; and
 - 4 x Meyer UPM (Stage in fill).

Depending on your event and the level of production involved, it could be necessary to supplement the included room equipment with additional lighting, sound and vision equipment to meet your needs. Operators are often needed to assist with production elements and are additional to the room inclusions. During set-up, pack-down, rehearsals and show times, there is a requirement for a minimum of two MCEC operators or two duty technicians.

Melbourne Exhibition Centre (MEC)



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Melbourne Exhibition Centre (MEC)

Auditorium

The Auditorium is located on Level 2.



Included in the room hire charge is the following equipment in standard configuration.

- HD 3-chip DLP data projector Barco RLM-W8 (8000 ANSI lumens).
- 5.0m x 2.8m widescreen projection screen.
- L20S lectern c/w 19" LCD preview monitor.
- 2 x lectern microphones.
- Extron 408 vision switcher.
- DVD player.
- CD player.
- Holding slide computer.
- Presentation computer with internet access.
- Speech and multimedia PA system.
- Presenter lighting.

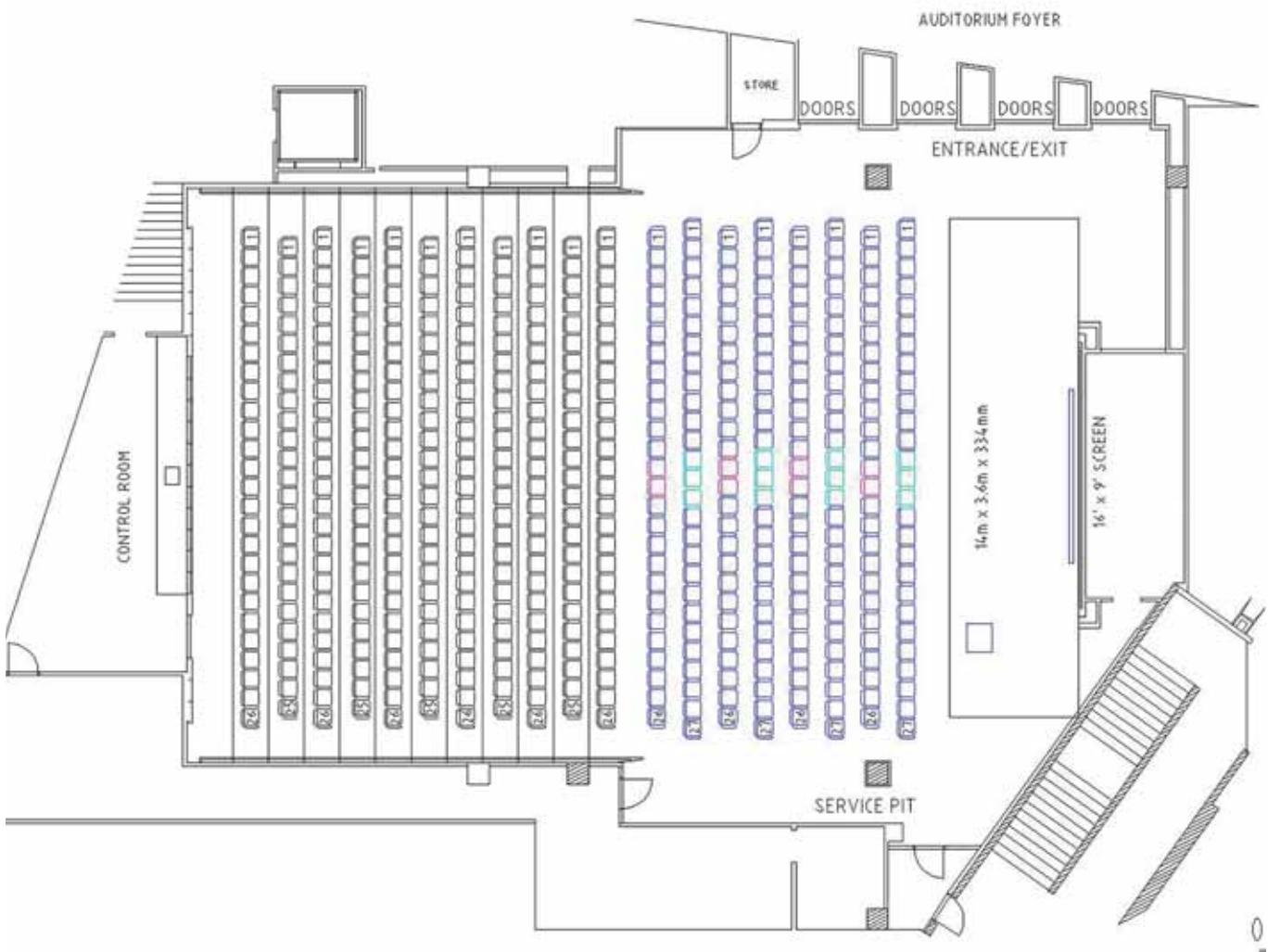
A minimum of one MCEC operator is required when the Auditorium is in use.

Additional operators may be required depending on your event and the level of production involved.

Operators are not included as part of the standard room inclusions.

Stage measurements and specifications for the Auditorium.

Auditorium	Measurement
Width of stage	14m
Depth of stage	3.6m
Height of raised stage	334mm
Stage rake	0 degrees
Surface – black carpet laid on reconstituted wood fibre (plywood)	



Meeting Rooms

There are seven meeting rooms within the MEC offering flexible spaces designed for meetings, conferences, presentations and dinners.

Level 2 Meeting Rooms

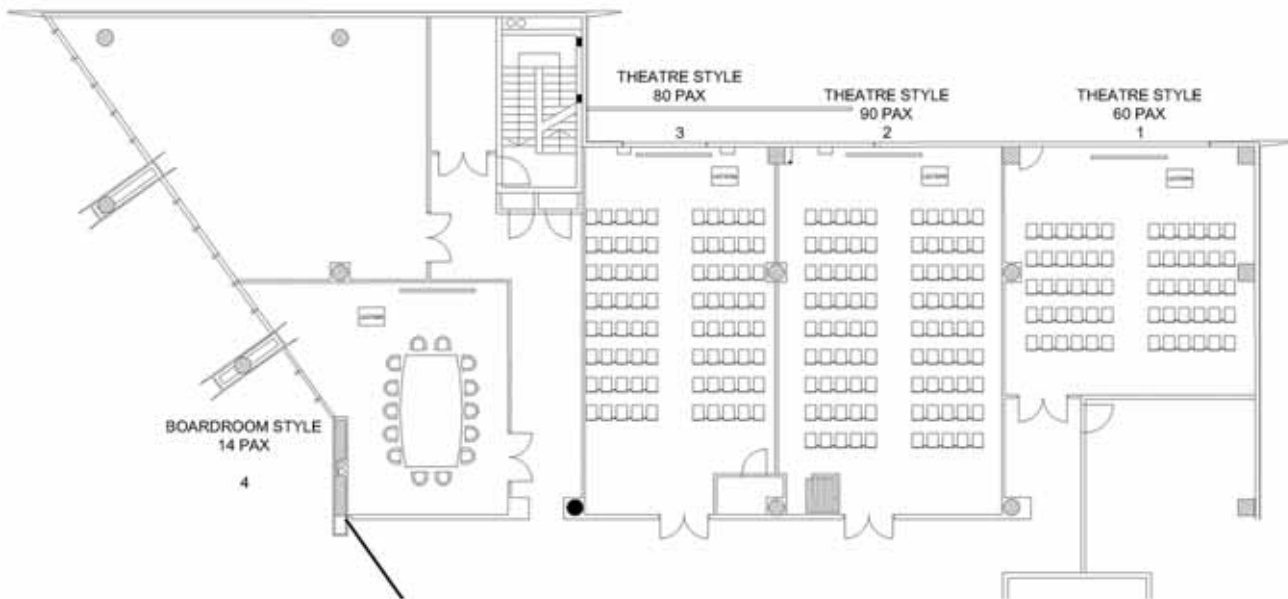
There are four meeting rooms on Level 2 located adjacent to the Auditorium.



Included in the room hire charge is the following equipment in standard configuration.

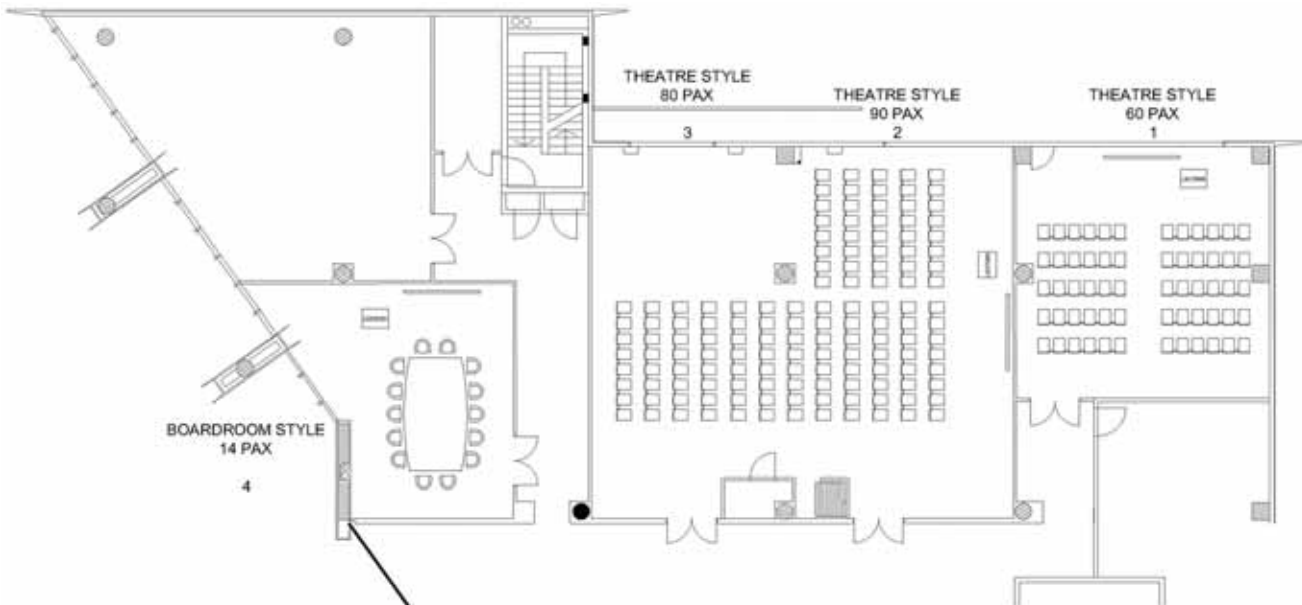
- Data projector Panasonic DLP PT D4000E (4000 ANSI lumens).
- 2.6m x 1.5m widescreen motorised projection screen.
- Room control system (AMX).
- L20S lectern c/w 19" LCD preview monitor.
- 2 x lectern microphones.
- Presentation computer with internet access.
- DVD player (remote access).
- Speech and multimedia PA system:
 - Ceiling speakers for speech; and
 - JBL stereo speakers for multimedia.
- Presenter lighting (2 x track lights).

Standard single room configuration



Meeting rooms 2 and 3 can be joined together to form one larger room. In this combined mode the room utilises a single projector as indicated in the plan below. This is considered the standard configuration for the combined room.

Standard combined meeting room 2 and 3 configuration



Level 5 Suites 1 and 2

There are two flexible meeting rooms on Level 5 located adjacent to the Clarendon Room.

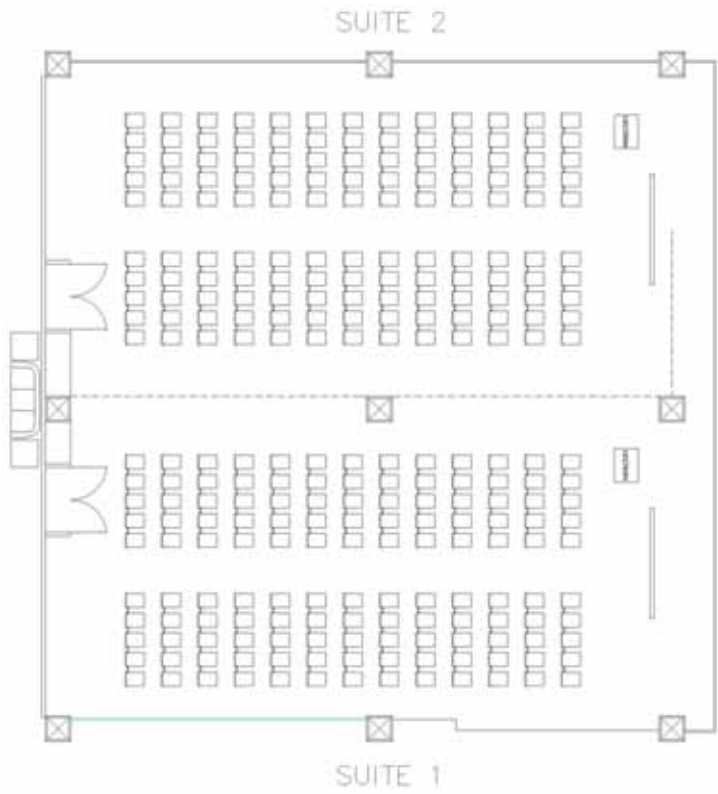


Included in the room hire charge is the following equipment in standard configuration.

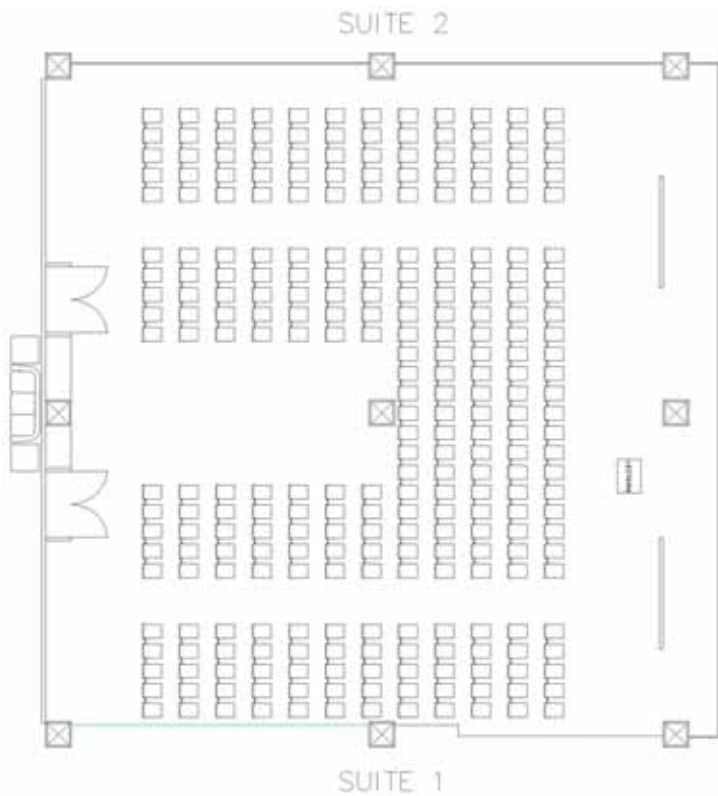
- HD data projector Barco CLMHD8 (8000 ANSI lumens).
- 4.6m x 2.6m widescreen motorised projection screen.
- Room control system (AMX).
- L20S lectern c/w 19" LCD preview monitor.
- 2 x lectern microphones.
- Presentation computer with internet access.
- DVD player (remote access).
- Speech and multimedia PA system:
 - ceiling speakers for speech; and
 - Nexo PS10 stereo speakers for multimedia.

The Level 5 suites can join together to form one larger room.

In this combined mode the room utilises dual projection with the same image displayed on both screens.



Standard single room configuration.



Standard combined room configuration.

Clarendon Room

The Clarendon Room offers sweeping views of the Yarra River and the city skyline and is perfect for smaller dinners, lunches or stand up events.



The Clarendon Room has no included audio-visual equipment supplied with the room.

The space can be customised to suit your event. The following optional equipment packages provide a starting point.

Background Music Only

- Distributed ceiling speaker system, amplifier, audio mixer, CD player and program music.

Speeches

- As above plus a standard L20S lectern with microphone.
- A room operator is required.

Speeches and PowerPoint Presentation

- As above plus 2 x 50" plasma screens and laptop.
- A room operator is required.

During set-up and pack-down of audio-visual production equipment there is a requirement for a MCEC duty technician to be present.

Exhibition Organiser Offices

Organisers running events in the MEC bays are provided with access to a public address system designed for general announcements. This system is customised to ensure general coverage through all the bays covered in your Licence Agreement.



The public address system is controlled by a bays PA module that is installed in your nominated organiser's office.

The module comes complete with desk-mounted microphone designed for general announcements and a multi-disc CD player for background music.

Provision has been made for you to connect a personal media player, e.g. iPod etc. This can be connected via the mini-jack connection provided on the left side of the cabinet.



Technical Considerations for the MCEC



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Technical Considerations for the MCEC

The MCC is fully integrated with the MEC to create the Melbourne Convention and Exhibition Centre (MCEC).

Provision of Services

The MCEC Technology Services Department is responsible for and oversees:

- all technical activity throughout the MCEC;
- all standard audio-visual (AV) services within the MCEC;
- all speakers' preparation activity and equipment within the MCEC;
- specialised AV requirements, including performance-related lighting and sound equipment installation and operation may be utilised at the discretion of the Technology Services Manager or their appointee (such items may be subject to inspection and approval to ensure safe and proper use and the MCEC retains the right of refusal);
- the MCEC will assist with or provide technical support for specialised activities throughout the MCEC and applicable charges will apply based on the requirements of these services; and
- the definition of "standard AV" is services commonly provided by the MCEC Technology Services Department and "specialised activity" would be based on anything that is not commonly provided by the MCEC Technology Services Department.

Production Requirements

Initial production requirements – lighting, sound, AV, staging, rigging and broadcast requirements – should be submitted no later than 28 days prior to arrival and bump in of the event. Production information and requirements should be finalised no later than 10 business days out to ensure requests can be accommodated.

Unless by prior arrangement with the MCEC, all costs and penalties arising as a result of delay in conveying production requirements, providing necessary information as per specified cut-off times or due to late changes or cancellation; will be borne by the client.

Additional Equipment

In addition to the comprehensive range of included audio-visual equipment in meeting rooms, the MCEC offer a wide-ranging selection of additional audio-visual equipment upgrade options at competitive rates. Additional equipment and services include whiteboards, flipcharts, lapel microphones, Q&A microphones, laser pointers, videoconferencing, video and audio room recording, room lighting options and lectern signage.

For more information on equipment and services not listed here, please contact Technology Services – email: TSDSales@mcec.com.au

Banners, Sets and Rigging

Please discuss your specific banner requirements with your Technology Services coordinator prior to your event.

They will be able to advise you about the best options available in your specific rooms.

All banners, drapes and set pieces must be fire-resistant or treated with an application of fire retardant. Approved drapes so treated must have an appropriate label attached. A certificate of such treatment must be produced on request. Polystyrene, plastic and other such materials that cannot be treated with fire retardant are not permitted.

All banners, drapes and set pieces must be fabricated to a suitable standard, i.e. with appropriate eyelets, head and tail batten retention. Use of banners and drapes not conforming to these guidelines may be denied.

Overhead equipment (including lighting truss and scenery) must be rigged by a qualified rigger, using appropriately certified equipment and working within all safety guidelines. A rigging permit will also need to be submitted and approved no less than 10 business days prior to the proposed works.

Broadcasting, Recording and Media

The broadcast, recording or photography of an event may require a separate recording agreement to be made with the MCEC and may incur a recording fee depending on the intended use of the recorded material. A recording/broadcast allowance may be payable to technical staff working on the event.

A media splitter is often required to enable radio and television crews to obtain an audio feed from the room PA system. This piece of equipment provides a range on audio connections with both balanced and unbalanced signals suitable for professional media.

Please discuss your broadcast, recording and media plans as early as possible with your Technology Services coordinator.

Electrical Equipment

All electrical equipment/cables used in MCEC serviced areas will need to display a current AS/NZS3760 electrical safety compliance tag.

Hearing Assistance

The majority of the MCC rooms are equipped with a radio transmission style hearing assistance system. Rooms fitted with hearing assistance have an assigned radio channel with programmable receivers.

The receiver can be fitted with two types of transducers:

- a standard headphone; or
- a lanyard-style induction loop that works with hearing aids fitted with a T switch.

The MCEC has 25 headphone and 60 lanyard style receivers that can be collected from the concierge desk located at the main MCC entrance.

It is recommended that you discuss your specific hearing assistance requirements with your Technology Services coordinator prior to your event. This will enable the units to be pre-programmed prior to your guests arriving on-site.



Receiver with standard headphone



Receiver with lanyard-style induction loop

Please note that this system does *not* operate in the cantilevered rooms.

The MEC rooms are not equipped with hearing assistance systems. Your Technology Services coordinator will be able to assist you with determining the most suitable option to provide hearing assistance in these rooms.

Laser Pointers

Laser pointers have the potential to cause eye injury and regulations were introduced by the Victorian Government under the Control of Weapons (Amendment) Regulations 1998 in order to reduce the risks posed to public safety by the potential misuse of laser pointers.

Under these regulations it is prohibited to import, sell, manufacture, possess and use laser pointers which emit a laser beam with an accessible emission limit greater than 1mW and penalties for their possession and use do apply. Laser pointers of Class 1 or Class 2 are permitted.

All laser pointers supplied by the Technology Services Department are limited to the maximum output permitted by regulations and are categorised as Class 2 laser products.

Outside Broadcast Facilities

There is a dedicated OB truck location situated in the main loading dock directly behind the Plenary, complete with 3-phase power outlets (no RCDs).



OB location in main loading dock.



2 x 63 Amp Wilco 3-phase outlets.

Cable pathways complete with hooks, OB Risers and pull-throughs extend from this location to the Plenary, Grand Banquet Room and to the exterior Satellite/Microwave uplink site.



Satellite/Microwave uplink site – outside door 3 MEC.



Exterior cable pit with pull-through.

Cable run distances

- OB location to Banquet Room 202 (stage end) 280m
- OB location to Satellite/Microwave uplink site 350m

Overnight security at the uplink site can be organised through your regular security contractor or the MCEC can arrange security (please provide at least 3 business days notice).

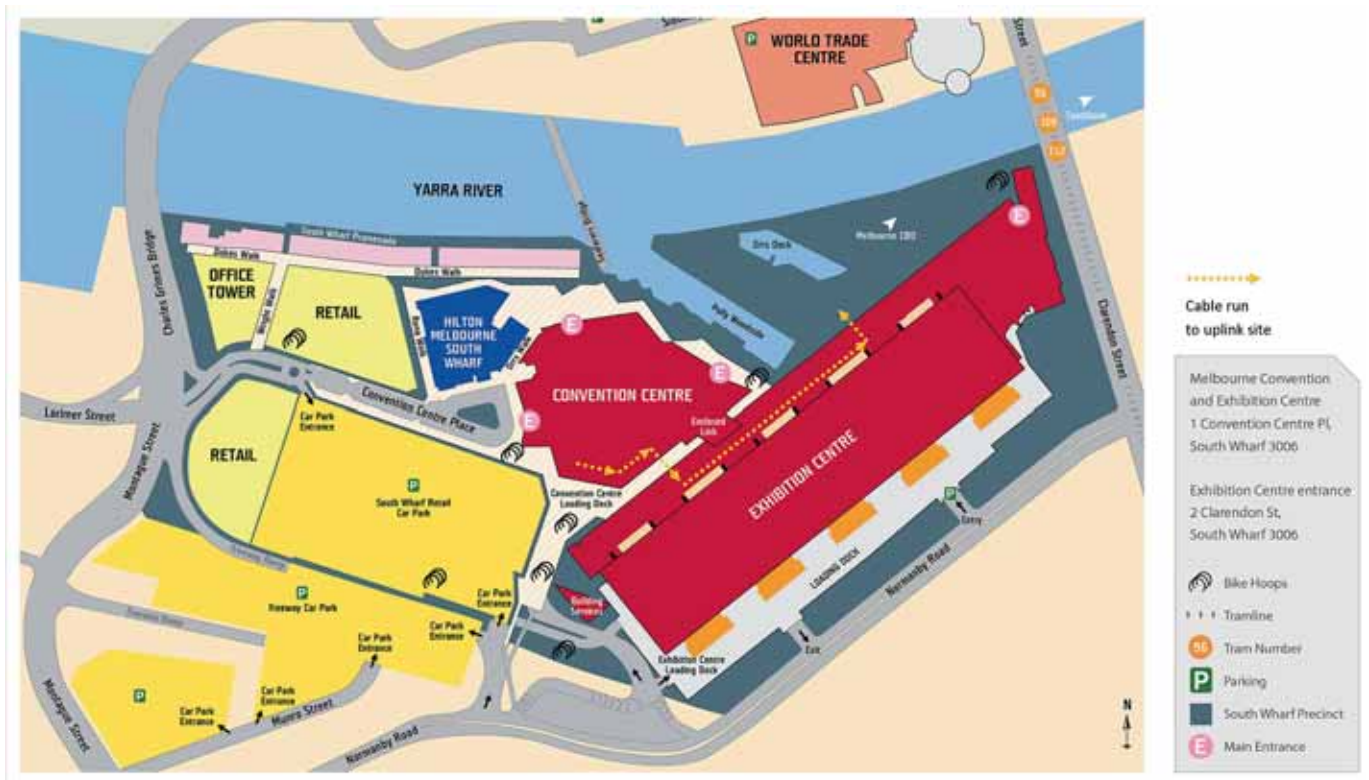
Cable installation and removal works for cable runs between the loading dock and either the banquet room or the Satellite/Microwave uplink site will require:

- a permit to work to be completed;
- an EWP for access to overhead cable trays; and
- an MCEC duty technician to facilitate access to restricted areas and assist with OB riser access.

All staff involved in the installation of cabling will need to complete the contractor site induction.



Cable hooks from loading dock and Level 3 OB riser (banquet OB cable run).



Main loading dock access and uplink site cable run.

Speakers' Preparation Rooms

An optional feature offered by the MCEC is a speakers' preparation service. Operated by Technology Services, a speakers' preparation room can reduce the stress associated with coordinating speakers' presentations while also significantly reducing the changeover time between presenters during conference sessions. The speakers' preparation room provides a dedicated central location for presenters to load, edit and check through their presentations. This central location also enables organisers to monitor presenters who have yet to provide their presentation for a session.

Speakers' preparation can be set up in any one of the three purpose-built speakers preparation rooms or in any one of the rooms included in your space hire plan, including the panoramic cantilevered rooms.



Speaker room 101 with optional lectern connected to an LCD screen.

In order to run speakers' preparation effectively we will need the following from you:

- prepared session title slides (see below);
- a copy of the conference program or a list of sessions and speakers in order to check off speakers as they come through speakers' preparation; and
- speakers to report to speakers' preparation room to load presentations as early as possible (typically at least one hour prior to session).

Macintosh and Media Player Presentations

Please discuss Macintosh and other media player presentation options with your Technology Services coordinator.

Title Slides

Title slides for each session will need to be prepared in advance of the conference and given to your speakers' preparation coordinator. Title slides can be customised for your event and you may wish to consider including your conference logo and possibly sponsor logos into their design.

To make full use of the MCEC's projection capabilities, we recommend creating your title slides in 16:9 aspect ratio. Each presenter's name and optional details should be entered into a separate text box to allow for hyper linking to the corresponding PowerPoint presentation. Your Technology Services coordinator will be able to provide you with a sample template upon request.



Sample title slide (16:9 aspect ratio).

Embedded Media Files

Preferred formats for embedding media files into presentations are:

- video* – wmv, mpg and avi;
- audio* – mp3, wav and wma; and
- images** – jpeg.

*For presentations with audio, video or both embedded within, all media files must be brought to your speakers' preparation room along with the PowerPoint presentation.

**When large digital photos are inserted into presentations, file sizes can become very large. Large images should be compressed in PowerPoint to avoid delays when presentations are loaded.

Video Codecs

While the MCEC does have a comprehensive collection of video codecs installed on its presentation computers, there are situations where clients may have to supply their own, e.g. medical equipment produce video files that often require specific or proprietary codecs in order to play back in a Windows environment. Please consult with your Technology Services coordinator if you have concerns in this area.

Stage and Dance Floor

A number of rooms are supplied with an allocation of stage and dance floor as part of the room hire charge. The table below summarises these inclusions.

Room	Stage segments (meetings, dinners, etc.)	Stage treads	Dance floor – dinners only (one floor per event)
Room 201 or 202	6 x EziStage 800mm	1 x stage stairs	10m x 10m (121 pieces)#
Grand Banquet Room (201 and 202)	12 x EziStage 800mm	2 x stage stairs	10m x 10m (121 pieces)#
Large meeting room	2 x EziStage 400mm	1 x stage stairs	N/A
Combined large room	4 x EziStage 400mm	2 x stage stairs	10m x 10m (121 pieces)#
Medium meeting room	POA	POA	N/A
Small meeting room	POA	POA	N/A
Cantilevered room	N/A	N/A	N/A
All other FOH areas	POA	POA	POA
Press room	House ProStage	N/A	N/A
Plenary (or Plenary 2)	Installed (main stage)	2 x stage stairs	10m x 10m (121 pieces)#
Plenary 1 and 3	House ProStage 1000mm	2 x stage stairs	N/A
Auditorium	Installed stage (fixed)	Included	N/A
Level 5 suite 1 or 2	6 x MEC stage 285mm	N/A	N/A
Level 5 suite 1 and 2	12 x MEC stage 285mm	N/A	10m x 10m (121 pieces)#
Clarendon Room	4 x MEC stage 285mm	N/A	POA

#The dance floor pieces are 305mm x 305mm and combine to create a dance floor approx. 10m x 10m.

EziStage sections are 2.4m x 1.8m.

MEC stage sections are 1.2m x 1.2m

A quotation for additional stage and dance floor can be requested through your Technology Services coordinator.

Translation Services

Interpreter Booths

Custom designed interpreter booths exist for installation in each of the three Plenary theatres with similar booths available for any of the centre's meeting rooms.



While not only providing a soundproof environment for translators, the booths also afford the translators an uninterrupted view of the presenter on stage. Each booth is supplied with a room audio feed and power. Floor traps located under the booths provide access to three data points and two power outlets.

Interpretation and Translation Equipment

Simultaneous interpretation and translation equipment is supplied and installed by the leading provider of these systems in Australia, Singapore and the Asia Pacific and are integrated into the venue's audio-visual systems.

The digital system we specify delivers clean, clear and interference free reception. This is a significant advantage over the older analogue systems, which are often affected by lighting systems.

Any one of up to 32 different channels (31 interpretations + 1 floor) can be selected by simply scrolling through the menu. Unused channels are automatically removed, which makes it easier for delegates to find the desired language.



Vehicle Lifts

There are two vehicle lifts located within the MCC to assist with the load-in and load-out of production equipment.

Loading dock truck lift (V1)

Width 3.49m

Length 9.21m

Height 3.95m

Rated load 13,900kg



Banquet hall car lift (CL1)

Width 3.00m

Length 7.84m

Height 2.98m

Rated load 10,000kg



Wireless Internet

Visitors to the Melbourne Convention and Exhibition Centre have access to free wireless internet, a first for any centre in the country. Event organisers will have the option of upgrading to a platinum wireless service designed specifically for their delegates. Your Technology Services coordinator will be able to assist you in determining the best available solution to meet your event-specific requirements.

M CONNECT – FREE Wi-Fi

This service would:

- Be shared by all conference delegates, event attendees and general public in the building during your event. This service would not be just for event delegates and is not designed to provide a guaranteed number of concurrent users for a particular event in a particular location.
- Have a maximum bandwidth of 256kbps.[^] The actual bandwidth will be influenced by the number and density of concurrent users.
- Require individual users to subscribe (free of charge) to the service via a log-in page, agreeing to a set of terms and conditions.^{^^} Individual users will need to resubscribe (free of charge) to the service after 12 hours or once the 100MB download limit is reached.
- Be delivered by in-house wireless access points (WAPs) and provide coverage extending throughout the venue including meeting rooms, exhibition bays, the Plenary and all other public spaces.
- Be suitable for web-based email, Facebook, Twitter and basic internet browsing. This service does not support applications such as Skype, streaming video, VPN connections and peer to peer file sharing.
- Operate between 7am and 12 midnight.

M CONNECT – PLATINUM Wi-Fi

This service would:

- Be for the exclusive use of your conference delegates.
- Allow unrestricted internet access[‡] with increased bandwidth for individual users.
- Allow for a custom SSID with your event name and a custom authentication method.
- Be tailored to meet the needs of your event in terms of coverage, speed (bandwidth) as well as the number and density of concurrent users.
- Be delivered by in-house wireless access points (WAPs), augmented with event-specific high density WAPs deployed at required locations for the duration of your event.
- Be suitable for running internet-based workshops in rooms.
- Include generous download allowances.

The cost for this service would depend upon your specific event requirements.

PLEASE NOTE:

[^]Wireless is a less secure service and download speeds will vary depending on the number of users on the service at any one time. Wireless signal strength can also vary depending on geographical location and other items interfering with the signal. For best results we recommend the use of 5GHz (IEEE 802.11n-2009 standard) wireless compatible devices. Previous standards are supported but results can vary in line with the inherent limitations of these standards and associated devices.

Clients who require a secure network to download continuous information over a longer period of time are advised to order a dedicated fixed-line service.

^{^^}A full set of MCEC Wireless Terms of Use are available from the MCEC Wireless portal. <http://www.mcec.com.au/Utility/MCEC-Information/wireless-terms.html>

[‡]Consideration may need to be made in relation to access of peer to peer file sharing sites as excessive downloads and reduced bandwidth have been experienced at some events.

Broadband Internet

High-speed broadband (cabled) internet access can be provided to any room in the venue. This includes the MEC bays and MCC foyers.

Services range in price depending upon the duration the service is provided and the required bandwidth. The following table provides a sample of services available. Custom services can be provided to meet larger bandwidth or download requirements.

Internet service and bandwidth	Included download allowance	Service duration options
Broadband internet – 256kbps	1GB	1-7 days or 8-14 days
Broadband internet – 512kbps	1.5GB	1-7 days or 8-14 days
Broadband internet – 1Mbps	2GB	1-7 days or 8-14 days
Broadband internet – 2Mbps	4GB	1-7 days or 8-14 days
Broadband internet – 6Mbps	8GB	1 - 7 days or 8-14 days
Broadband internet – 10Mbps	10GB	1 - 7 days or 8-14 days

The following address will allow you to periodically check your usage. Simply enter the address provided below whilst you are connected to your MCEC broadband service.

<http://internet.mecc.com.au:7011/myusage>

Once your download allowance is reached, excess data is charged at 10c per MB.

PLEASE NOTE: The MCEC will not manage, monitor or support any third party devices connected to our network such as network switches, routers or wireless routers. Should it be discovered that these devices pose either a security risk to the MCEC network or create network issues we will be forced to disconnect, remove or disable any such devices in order to ensure the integrity of the network for both the venue and for other clients relying upon the infrastructure (including the MCEC wireless network).

Production Planning



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Production Planning

Production Information Timeline

Planning is the key to a successful event and this certainly holds true when it comes to the technical aspects of your event. The following timeline provides you with planning milestones to assist you with planning the technical aspects of your event.

28 days to event start date

At this stage of planning for your event, your Technology Services coordinator will require the following information in order to prepare your preliminary Technology Services quotation and, where required, provide you with additional advice and information to assist you with your planning:

- the audio-visual presentation requirements for each of your rooms;
- a list of additional equipment requirements for each of your rooms, (e.g. microphones, lectern signage, flipcharts, internet and phones, event recording, etc.);
- a copy of your event program or the start and finish times for each room; and
- details of your event contact on-site with the authority to sign-off for additional services.

If you have a dinner, an opening ceremony or entertainment associated with your event, we will need to discuss their specific requirements, including any information contained in their technical riders. Depending upon the complexity of your event, you may wish to consider engaging a show caller or Technical Director.

10 business days to event start date

At this stage of planning for your event:

- all revisions to your equipment requirements and event times should be finalised and a signed copy of your revised Technology Services quotation returned to your Technology Services coordinator;
- your equipment is booked and your operator times are confirmed with the technical staff working on your event;
- the availability of additional equipment cannot be guaranteed after this date; and
- cancellation of equipment and/or operators after this date will most likely incur a cancellation fee.

Three business days to event start date

We will always endeavour to meet any last minute changes you may request. However, depending upon the specific nature of your request, we cannot always guarantee staff and equipment will be available.

At this late stage of planning for your event:

- certain services will incur additional labour and/or equipment charges. These charges will be discussed with you prior to proceeding and will require your sign-off prior to their provision; and
- cancellation of equipment and/or operators after this date will incur a cancellation fee.

MCEC Technology Services Staff

The MCEC values a safe working environment for its entire staff and for all guests and visitors to the Centre. Consequently, regulations exist regarding hours of work and methodology including minimum staff numbers for certain tasks.

The MCEC will determine the final number of MCEC systems/duty technicians required in consultation with the client. The MCEC are always very conscious of staff and on costs to clients, we monitor staff usage during events and sign-off if applicable to assist with cost savings, however we do not do so at the detriment of venue or event management.

To assist with your production planning and to avoid the possibility of additional charges please consider the following guidelines for technology services staff when preparing your production schedules:

- half-hour meal breaks after working 4½ hours;
- eleven hour break between shifts; and
- shifts not to exceed 12 hours.

Please note that all MCEC technical staff remain under the MCEC's direction at all times and clients may not work within certain areas unsupervised.

Technology Service Managers

The MCEC Technology Service Manager will be your technical contact person while you are on-site. They will monitor all technical staff and oversee the technical activities associated with your event.

Technology Service Managers oversee:

- presentation and aesthetic standards (equipment and personnel);
- FOH and BOH standards and procedures;
- ensure contractors adhere to agreed schedules (bump-in, set, rehearsal, operate, strike and bump-out);
- additional contractor requests and client changes; and
- rooms reset to standard MCEC configurations post-event.

Duty Technicians

The MCEC duty technician monitors all technical contractor activities and assists contractors with facility and system enquiries while on-site.

Duty technicians oversee:

- induction cards;
- mobile plant licences and operating standards (EWPs);
- venue system integration (internal patching);
- access to restricted areas;
- FOH and BOH standards and procedures;
- rooms reset to standard MCEC configurations post-event; and
- pre and post facility and system checks and sign-offs.

Contractor Information



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Contractor Information

All work carried out by technical contractors including bump-in and bump-out needs to occur within the client's licensed time as specified in the event space hire and charge plan. Any request for additional access outside these specified times will be subject to availability at the time of the request and will attract additional room hire charges.

Individual staff engaged by technical contractors will be subject to MCEC induction training and may not be engaged for an event until such process is successfully completed. The presentation and aesthetic standards (equipment and personnel) must be met by contractors who must follow approved routes within the building.

Company uniform or identification (ID) must be worn at all times.

Contractor Site Induction

All staff/contractors are required to complete the *MCEC OH&S Site Induction* and the *Brookfield Multiplex MCEC Serviced Area Site Induction* and return all necessary documentation prior to work commencing on site. Details of the induction process can be found on the MCEC website: <http://www.mcec.com.au/Organise/Operations-Info/Site-Induction.html>

When both inductions have been completed please fax the MCEC Serviced Area Site Induction certificate plus the completed MCEC OH&S Site Induction questionnaire to +61 3 9235 8381 or +61 3 9235 8001. Alternatively the documents can be emailed to ohs@mcec.com.au

Upon receipt of the two completed induction documents, you will be issued with a current MCEC induction pass, which must be presented on each visit to the Centre.

For further information please email ohs@mcec.com.au

Show Book – Scope of Works (28 Days Out)

We require that you forward a copy of the following documentation in the form of a show book at least 28 days prior to work commencing on-site:

- a list of all additional contractors you plan to engage on the event and their area of responsibility;
- a list of venue-approved equipment you propose to bring on-site;
- rigging plans (where applicable) for all equipment including drapes, banners, etc;
- vision and/or audio schematics (where applicable);
- scale floor plans indicating any equipment with a footprint on the ground including control and camera positions; and
- draft production schedule indicating bump-in, rehearsal, show and bump-out times.

We also require the following information from you (and any contractors you plan to engage):

- a copy of your/their current Occupational Health and Safety Policy;
- a certificate of currency of your/their WorkCover Policy;
- a certificate of currency of your/their Public Liability Policy (at least \$10 million), and
- a copy of your/their 'Safe Work Method Statements' or 'Job Safety Analysis' for all work to be undertaken at the MCEC (WorkSafe Victoria can provide further information www.workcover.vic.gov.au).

As part of our ongoing accreditation to MCEC properties, we require ALL parties who request access to have completed all of the above conditions.

Rigging Plans and Permits (10 Business Days Out)

Should you require to rig equipment within the MCEC (including drapes and banners) you are required to complete and submit the following documentation no less than *10 business days prior* to the work being undertaken:

- permit to work (copy available if required);
- rigging permit (copy available if required);
- detailed rigging plan showing all flown equipment and indicating point loads;
- a copy of the rigger's current Occupational Health and Safety Policy;
- a certificate of currency of the rigger's WorkCover Policy;
- a certificate of currency of the rigger's Public Liability Policy (at least \$10 million); and
- a copy of the rigger's site and event-specific 'Safe Work Method Statements' or 'Job Safety Analysis' for all rigging.

All rigging permits and associated paperwork are to be completed by the rigger who will be undertaking the works.

Permits can be returned via email to: ptw@mcec.com.au. Please include the event name and event date in the subject line of your email.

MCC Loading Dock

The MCC loading dock is a busy and unique environment that must cater to a diverse range of users and manage many complex logistical scenarios. In order to maintain the safe and efficient operation of the loading dock and to remain responsive to the needs of all our clients, we require details regarding any vehicles that require access to the MCC loading dock to drop off or collect equipment.

Please note that vehicle parking is not permitted in the MCC loading dock without prior written approval.

Radio Microphones

If radio microphones are to be considered as part of your venue-approved equipment please specify the operating frequency ranges for each unit. This information should be included in your show book.

Please note that in order to prevent cross talk and possible disruption to your event, all radio microphones (including those used by video camera operators) must operate outside of the 578 - 698MHz frequency range.

Wireless DMX / Wireless Routers

Please discuss any wireless DMX requirements with your Technology Services coordinator prior to your event. The MCEC has an extensive wireless network infrastructure and the operation of certain wireless DMX systems can be adversely affected.

Please note that the MCEC will not manage, monitor or support any third party devices operating within the venue or connected to our network such as network switches, routers or wireless routers. Should it be discovered that these devices pose either a security risk to the MCEC network or create network issues we will be forced to disconnect, remove or disable any such devices in order to ensure the integrity of the network for both the venue and for other clients relying upon the infrastructure (including the MCEC wireless network).

Cable Management

Appropriate cable management is required for all cables used within the Centre. Wherever practical, cable runs should be planned to reduce potential trip hazards with cable trays being employed as a control measure in the first instance. Should it be necessary to use gaffer tape, we require that Nashua 510 – Matte Black Cloth Tape (or equivalent) be used to minimise the risk of damage to surfaces.

Additional Charges

Additional charges will be incurred for the following:

- additional venue access charges when bump-in and bump-out needs to occur outside the licensed event times;
- systems technician and/or operator labour charges as per the standard staffing levels set out by the MCEC for bump-in, operation and bump-out in the Plenary, Grand Banquet Room, Auditorium and other rooms as deemed necessary;
- additional equipment that does not form part of the standard included equipment in rooms;
- the movement and reinstatement of preinstalled equipment to alternate configuration positions;
- the removal and reinstatement of preinstalled equipment (e.g. projectors, lights and speakers);
- alternate control position installation in the Plenary;
- the use of specialist staff to connect and disconnect high voltage mains electricity will be charged at a flat rate;
- damage to equipment or infrastructure whether intended or unintended;
- consumables charges (lighting medium (gel), gaffer tape, etc.);
- power consumption above 200kWH per day as metered by Brookfield Multiplex Services; and
- costs and penalties arising from the delay in conveying production requirements, providing necessary information as per specified cut off times or due to late changes and/or cancellations.