SOUTHWARK ◆ CATHEDRAL ◆

Technical notes to accompany the room booking form

AV Presentation Package

The AV package offered for the Garry Weston Library and John Trevor Williams room includes 65" TV screen and Laptop. If you are planning to bring you own laptop, please note that this system requires that your laptop has an HDMI connection.

- If your laptop does not have an HDMI connection, it is the responsibility of the booker/facilitator to make their own arrangements regarding adaptors. Please be aware that if adaptors are used in conjunction with the HDMI cable the ability to provide sound through the TV may be affected, or in extreme cases may not be able to connect at all.
- Southwark Cathedral conference team are able to provide technical support for equipment provided by the conference centre as part of the AV package. If issues arise concerning externally provided equipment, they may not be able to provide a solution.
- Power Point presentations may be brought to the meeting on a memory stick. We suggest that the presentation is also emailed to conferences@southwark.anglican.org in advance, so that the presentation may be preloaded on to the laptop and/or available as a back-up.

PA

PA is available in Garry Weston Library and John Trevor Williams room. 2 microphones are provide within the AV package. Additional microphones are £25+VAT each.

The options available for each room are:

Garry Weston Library:
- Microphones; 4 lapel and 2 roving
- CD player
- Bluetooth to pair to mobile devices
- Single XLR output which provides a mono mix of the audio system output.*
- Hearing loop

*The audio output is isolated to avoid inducing noise to the system when connecting to external video equipment. The system is fully MONO meaning that if being connected to a stereo recorder it would need some post production on the audio file to make it work as it would only record on one channel.

- The Connector itself is a MALE XLR - an industry standard pro audio connector.
- It is located on the left hand side of the wooden rack.
- Depending on what the input connector is on the recording device, a specialist cable may be required such as a 'Stereo 3.5mm jack to male XLR cable'.

John Trevor Williams room:
- Microphones; 1 lapel and 1 roving
- CD player
- Hearing loop

Wi-Fi
Wireless Wi-Fi: 20Mbps synchronous
- VPN: If you plan to connect into your corporate network using a secure VPN link please check with your IT helpdesk for any limitations on the number of devices that can connect from a single network.
- Two Factor Security: If you will be using an encrypted laptop or memory stick, please ensure that you permissions are enabled to allow you to access your presentation remotely.

Primary Wi-Fi		Alternative option	
Wi-Fi Network Name:	SCWIFI	Wi-Fi Network Name:	DS-VISITORS
Wi-Fi Password:	Luke22:12	Wi-Fi Password:	13061961

Social Media
Twitter:	@southwarkcathed	#SouthwarkCathedral
Instagram:	southwarkcathedralvenues	#SouthwarkCathedralvenues

Meeting Room Hire
Southwark Cathedral has 6 meeting rooms of various sizes, which may be hired together or individually. The rooms are booked with either the AV package or Non AV package.

Garry Weston Library	Susanna Barford
John Trevor Williams room	Desmond Tutu room
Queen Elizabeth room	Edward Charles Boorman room

- AV package+ includes: room setting of choice, 65" TV screen, Laptop, clicker, one flipchart, Wi-Fi and PA system 2 microphones provided (GWL and JTW room only – first floor).
- AV package standard includes: room setting of choice, projection screen, AV stand, Data projector, Laptop, clicker, one flipchart and Wi-Fi. (all other rooms)
- Non-AV package includes: room setting of choice, a flipchart and Wi-Fi.
- Additional flipcharts will be £20+VAT.