THE MICE PLANNER

MEETINGS • INCENTIVES • CONFERENCES • EXHIBITIONS

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Audiovisual

6 QUESTIONS AN EVENT PLANNER SHOULD ASK THEIR AV COMPANY WHEN PLANNING AN EVENT

1 DO YOU HAVE HIGH DEFINITION SCREENS? Because of the picture quality, high definition screens add that extra something to an event.

2 WHAT COMPUTERS WILL YOU SUPPLY? This is a crucial question to ask when dealing with a conference. You need to know what computers are being supplied and what versions of software have been installed, as there may be compatibility issues if the PowerPoint presentation or video content was created in a different format. The event planner needs to let the AV company know what version their content will be supplied in.

3 WHAT PA SYSTEM WILL BE USED? Ask to see it as well, as this will help you determine if this is the right one to use. You don't want a big stacked PA system for your conference.

4 WHAT IS THE LEVEL OF COMPETENCY OF YOUR TECHNICIANS? Check what level of expertise the technicians being supplied have. Will they be able to fix or adjust things on the fly?

5 IF SOMETHING GOES WRONG, WHAT THEN? To get an idea of what level of support they will be able to give you, ask what the AV supplier's plan of action is in the event of an emergency, last-minute requests or equipment failure. Also enquire if they are running a back-up system and on what.

6 PAPERWORK, PLEASE? If applicable, always ask for the safety files and certificates of compliance – both structural and electrical. Also don't forget that the build-up schedule needs to be signed off by the technical manager.

THE MEETINGS & EVENT PLANNER

Meetings

THE EXHIBITION PLANNER

THE INCENTIVE PLANNER