




IUCN WORLD CONSERVATION CONGRESS - BARCELONA 5-14 OCTOBRE 2008

Frequently asked Questions & Answers for Workshops - Equipment and Services

Category		Details	
Standard set-up		All rooms, except room 134 (round tables), are set-up in theatre style.	
Standard equipment covered by Congress Budget (Audio-Visual & Furniture) 	Screen	Dimension	All rooms are equipped with a screen of adequate size according to the size/capacity of the room, except for room 114 which hold the Knowledge Café. No extra screen can be installed in this room. Refer to "Room Description" document for screen sizes.
	Beamer		All rooms are equipped with an adequate beamer according to the size/capacity of the room, except room 114 for Knowledge Café. Only the Auditorium is equipped with two beamers. Refer to "Room Description" document for lumens specification.
	Microphones	Head Table for rooms >= 325 seats	Rooms 115, 116, 117, 211-212, Plenary B and Auditorium (>= 325 seats) have three head tables equipped with two wireless hand microphones to be shared by six speakers/chairs. Additional or different equipment can be ordered at cost via the "Extra Equipment and Services Order Form for Workshops"
		Head Table for rooms < 325 seats	Rooms 118-134 (< 325 seats) have two head tables equipped with one wireless hand microphones to be shared by four speakers/chairs. Additional or different equipment can be ordered at your own cost via the "Extra Equipment and Services Order Form for Workshops"
		Lectern	Rooms >=325 seats have a lectern with one wireless tie microphone. Rooms <325 seats do not have a lectern. Additional equipment can be ordered at your own cost via the "Extra Equipment and Services Order Form for Workshops".
		For Audience	All rooms are equipped with hand-held microphone(s) according to the size/capacity of the room except room 114 for Knowledge Cafés. See sheet "Room description" under Standard AV package description. Additional equipment can be ordered through the "Extra Equipment and Services Order Form for Workshops".
	Loudspeaker	Availability	All rooms are equipped with loudspeakers (except Knowledge Café 114).
	Head table	Dimensions	1 table = 120x70x70 cm (see picture) = two people. Front of the table (120x70) can be decorated with a poster with double face tape or sticky gum.
		Head Table for rooms >= 325 seats	Rooms 115, 116, 117, 211-212, Plenary B and Auditorium (>= 325 seats) have three head tables to be shared by six speakers/chairs. Additional or different headtables and chairs can be ordered at your own cost via the "Extra Equipment and Services Order Form for Workshops"
		Head Table for rooms < 325 seats	Rooms 118-134 (< 325 seats) have two head tables equipped to be shared by four speakers/chairs. Additional or different equipment can be ordered at your own cost via the "Extra Equipment and Services Order Form for Workshops".
Flipchart	Flipchart for rooms <= 325 seats	One flipchart will be available in rooms <= 325 seats. The Auditorium, rooms Plenary B, 211-212 and 117 will not be equipped with a flipchart but it can be ordered, at your own cost via the "Extra Equipment and Services Order Form for Workshops".	
Raised podium	Dimensions	Rooms 211-212 and Plenary B (1'000 seats) have a raised podium of 40 cm (8x3m). Rooms 117, 116, 115, 113 & Cinema (of 700, 325 or 250 seats) have a raised podium of 20 cm (6x2m - Room 113: 4x2m) Auditorium has a permanent professional stage. Rooms < 250 seats have no podium.	

Category			Details
Interpretation (Simultaneous)	Availability	Rooms	Only the following rooms are equipped with interpretation facilities: Auditorium, Plenary B, 211-212, 117, 116 and Press Conference Room 111. No other rooms will be equipped. If an event is scheduled in one of the above equipped rooms, interpretation has been assigned by IUCN to most events.
	Additional Interpretation		We regret to inform you that additional simultaneous interpretation is not possible (all slots in rooms equipped with interpretation are fully booked).
	Consecutive Interpretation		Consecutive interpretation (meaning interpreter speaks right after the speaker) has high costs as new teams need to be brought to Barcelona. Therefore, this will not be provided by IUCN. Individual organisers may make their own arrangements for this at their own cost.
Speaker Preview Room	Downloads of presentations		All presentations have to be downloaded onsite in the Speaker Preview Room (located on Mezzanine M1) as soon as possible and a minimum of 3 hours before the scheduled event during official hours of the Forum (or the day before when the workshop is scheduled to start at 09:30).
	Modifications		Presentations downloaded can be modified at the Speaker Preview Room until 1 hour before the scheduled event.
	Technical requirements & tips		Please visit http://www.iucn.org/news_events/events/congress/forum/forum/index.cfm for additional information, recommendations, instructions and tips for Speakers.
IT (Computer, Internet)	Laptop	Availability	All rooms, except the Knowledge Café 114, are equipped with a laptop connected to the beamer. No other laptops can be connected to the beamer.
		Connection to sound	If the presentation is uploaded via the Speaker Preview Room, the sound signal and sound interface of this presentation is relayed via the laptop provided by IUCN on the CCIB louspeaker.
	Internet	via laptop	Important: To avoid any possible virus affecting the whole speaker preview system, the PC provided in the room by IUCN to project your presentation during the Forum will NOT be linked to Internet. This is only applicable in the meeting rooms at the CCIB and not at the AC Barcelona Hotel (Learning Opportunities). We strongly recommend inserting in your presentation the screen shots of what you would like to present (and avoid a life presentation). Alternatively, should you really need to connect to Internet during your presentation, this will only be possible by ordering/bringing the following at your own cost: - bringing your own laptop or renting one additional PC at €240.00 + VAT - ordering a 512Kb Internet cable connection at €584.40 + VAT to ensure constant signal. Alternatively you can use the free wireless but the Congress Venue is warning that the connection may be affected by the number of users connected simultaneously
		Wireless	Wireless is provided free of charge to all delegates for their individual laptops. Please bear in mind that a high number of wireless users in a specific area can saturate the signal from the nearby antennas.
		Bandwidth	Incoming: 2Mbps / Outgoing: 2Mbps - this can be increased on request to workshop-IUCN2008@pacifico-meetings.com and subject to leftover availability of overall bandwidth (100 Mbps symmetrical).
		Firewall	No firewall issues preventing the sharing of audio and video files via the Internet connection in the session rooms exist.
		Internet station	Approximately 100 internet stations are located in various locations (Auditorium Foyer, P1 foyers and P2 foyer) to allow individual delegates to surf the web and check emails
	USB key	IT IS NOT PERMITTED TO UPLOAD PRESENTATIONS OR DOCUMENTS VIA USB KEY ON THE LAPTOP PROVIDED BY IUCN in meeting rooms with beamers. The USB entry-port is disabled (to protect against virus infection). All presentations have to be downloaded onsite in the Speaker Preview Room (located on Mezzanine M1) as soon as possible and a minimum of three hours before the scheduled event.	
	Printer	In light of the effort to "Green the Congress" no printers or photocopiers are available within the Congress Venue (CCIB).	
Sound	Music	Cost and order	For additional sound (music) in parallel with an uploaded presentation - a CD player may be ordered at extra cost via "Extra Equipment and Services Order Form for Workshops".
Light	Default	Dark	By default - all rooms are darkened to provide optimum visibility of screens and presentations.
	Bright	Cost and order	Important: It will be possible to switch on/off the light using the switch located in the room. Please inform the technician accordingly. It is no longer needed to request this in advance.

Category			Details
Webstreaming	Authorization	Intellectual Property Right	Webstreaming is allowed as long as speakers and owners of the individual event have conformed with the Privacy and Copyright policy http://cmsdata.iucn.org/downloads/ipr_notice_wcc.pdf and have been given authorization by IUCN.
	Technics	Description of service	The service provides a platform to encode an audio and video signal (provided separately) from the event and this is uploaded to a server cluster to which the individual event organizer server can be connected to, allowing the event to be followed.
		Support	DVCAM
	Cost and order		Service provided by Congress Venue (CCIB) at extra costs. Order via "Extra Equipment and Services Order Form for Workshops" by submitting replies to the following questions: - timing/agenda/room allocated - expected number of users - number of concurrent webcasted sessions (coordinated by IUCN and CCIB) - average quality expected per session/user Our local PCO (Grupo Pacifico) will then send you a quotation.
Taping/filming	Authorization	Individual Event	Any filming (whether own event or other activities) is subject to pre-authorization of the Congress Venue (CCIB). For CCIB to allow any filming, CCIB needs to know what kind of filming this will be and for what purpose. Most of the time, the authorization for filming own event is given. Also, it is allowed as long as speakers, translators and owners of the individual event have conformed with the Privacy and Copyright policy http://cmsdata.iucn.org/downloads/ipr_notice_wcc.pdf and have been given authorization by IUCN. Due to the exclusivity of the provision of Audio-Visual services imposed by the Congress Venue (CCIB), the static filming must be done by CCIB staff with their equipment. This has to be ordered at cost via the local PCO and the "Extra Equipment and Services Order Form for Workshops".
		News Broadcasters	For requests for casual filming or for news reports, please contact IUCN Global Communications at borjana.pervan@iucn.org
	Sound		Sound captured in MP3 format. For cost and direct order via the local PCO - cf. "Extra Equipment and Services Order Form for Workshops".
	Format		DVCAM.
	Cost and order		Order via the local PCO using the "Extra Equipment and Services Order Form for Workshops". Quotation will then be sent to you.
	Videoconference	Technics	Description of service
Cost and order			

Category			Details
Signage	Per room	Next Event / dimensions	There will be one sign at the main entrance(s) of each room split into two. One section will show the daily programme provided by IUCN and the other section will be called "Next Event" (90x90). This is for the individual event organizer to put his/her own advertising just before the beginning of the event. It must be removed immediately afterwards.
	Walls	NO POSTING on walls	The Congress Venue (CCiB) is totally forbidding the posting of anything on its walls in any form. Any person caught doing this will be fined and subject to eviction from the Congress by both the Congress Venue and IUCN. They will also be subject to a fine and will be fully liable for the cost of repairs.
	Directional		Individual directional signage is not allowed (too many simultaneous events). Any signage will be systematically removed by IUCN or CCiB.
	Decoration Head Table		Posters can be fixed on the Headtable front cover just PRIOR to the event and needs to be dismantled immediately after the event.
	Pop-up		Pop-up banners can be displayed just prior to the event WITHIN the room and BESIDE the Headtable and/or Lectern (front of the room). It has to be dismantled immediately after the event.
Advertising	Website		No advertising on IUCN website
	Intermission		No advertising on IUCN intermission slide (no running screen adverts)
	Authorized location		Should you wish to advertise your workshop, please note that it will be possible for you to have advertising material (flyers, brochures, etc) in the Exhibition Hall (P0) and at the Members Lounge (P2) / location to be confirmed.
DON'T	Catering	Exclusivity of CCiB	Catering cannot be brought in from external companies. In case of small hand-outs, they need to be packaged and sealed, and pre-approved by the Congress Venue (CCiB) - request via the local PCO.
	Audio-visual	Exclusivity of CCiB	No external audio-visual equipment can be brought. The Congress Venue (CCiB) has the exclusivity on this service.
	Storage	None at CCiB	There is no storage on site. All shipping must be coordinated at your cost via the Official Freightforwarder (RESA Logistics EXPO). Use the appropriate forms found under: www.iucn.org/congress/expo and the Exhibition Service online booking tool.
	Walls	NO POSTING on walls	The Congress Venue (CCiB) is totally forbidding the posting of anything on its walls in any form. Any person caught doing this will be fined and subject to eviction from the Congress by both the Congress Venue and IUCN. They will also be fully liable for the cost of any repairs.
	Chairs & set-up		DO NOT MOVE THE CHAIRS when the chairs are bolted together. This is for your security and your safety. Also note that NO change of set-up is allowed. Never block access to doors or fire aisles equipment/extinguishers.
DO's	Time		Respect your time allocated
	Set-up /Clean		Please respect the next session and return the room in the same set-up and clean shape in which you found it.
	Greening		Greening the Congress: avoid bringing excessive paper, flyers, publications, etc.
	Recycle		Help us recycle by using the readily available recycling bins according to paper, glass, biodegradable and waste.
	Surveillance		Take care of your own properties. IUCN is not responsible for theft. Please verify your own insurance.
	Copyright & Privacy		Please respect the IUCN Privacy and Copyright policy http://cmsdata.iucn.org/downloads/ipr_notice_wcc.pdf
	IUCN & Congress Logo use		Copyrights apply to the use of IUCN's name and logo, as well as to the Barcelona World Conservation Congress logo. Please consult with the Congress Team at logo@iucn.org before using any of these logos on your printed material.
	Registration		Make sure to register all speakers, event organizers and special guests in time by 25 September . No badge = No entry