



BRIGHT HQ AV AVAILABILITY

The following is included in your room hire fee:

50" Plasma Screen - This includes:

- A standard VGA cord which will connect most laptops (the same cord as if you were to plug into a projector)
- A standard audio cord that plugs into your laptop's headphones socket
- A mini DVI Mac adaptor for the VGA cord & HDMI cords. If you have a Mac with USB C, please ensure you bring an adaptor with you.
- Standard HDMI cord (many newer slim laptops have this instead of the VGA socket). This will serve both audio and visual.
- A Mac adaptor for the HDMI cord
- Note: If you have an ultra book (or other slim laptop) that does not have any of the above sockets, please ensure you bring an adaptor that will allow you to connect to one of the cords provided.

Presentation Clicker: This is available upon request and is compatible with both Mac and PC.

iPod Dock: The dock is compatible with all iPhones and iPods:

- Older style connections will sit in the dock
- iPhone 5 and new iPods/iPads can connect to the dock via a standard audio cord

Whiteboard: Standard

- We have a medium whiteboard available (A1 - 55cm x 82cm)
- Whiteboard markers are available for your use

Whiteboard: The Wall

- One of the walls in the main training room has been painted as a special whiteboard wall.
- This area is approximately 10m² (BIG!) and a wonderful asset for brainstorming sessions where everyone can easily gather around and contribute!

Flipcharts

- You will need to bring your own flipchart paper. Flipchart paper can be comfortably clipped onto the standard whiteboard
- Note: Flipcharts may only be stuck to either the whiteboard or the whiteboard wall using yellowtac (supplied). We will not allow flipcharts to be hung anywhere else within Bright HQ.

AVAILABLE FOR HIRE

- Projector Hire: \$45 per day (or part thereof)
Project onto our whiteboard wall and write additional notes directly onto the slides as you go. Ideal for training and workshops.
- Laptop Hire: \$30 per day (or part thereof)
Macbook Air 13" - Running OSX Yosemite.

WORTH NOTING: POWERPOINT SIZES

- If you are planning to show a powerpoint presentation, then we have a few suggestions about the font sizes (just to make sure that they are seen by everyone in the room). Assuming a boardroom or U-shaped configuration:
 - Never go under a size 18 – this is only comfortably visible by the front 6 people
 - A size 24 is ideal if you have 12 people or less
 - A size 28 is ideal if you have a full room i.e. 16-18 people
- Should you require a theatre style set up for 30 people then we would also suggest the size 28. When in doubt bigger is better!