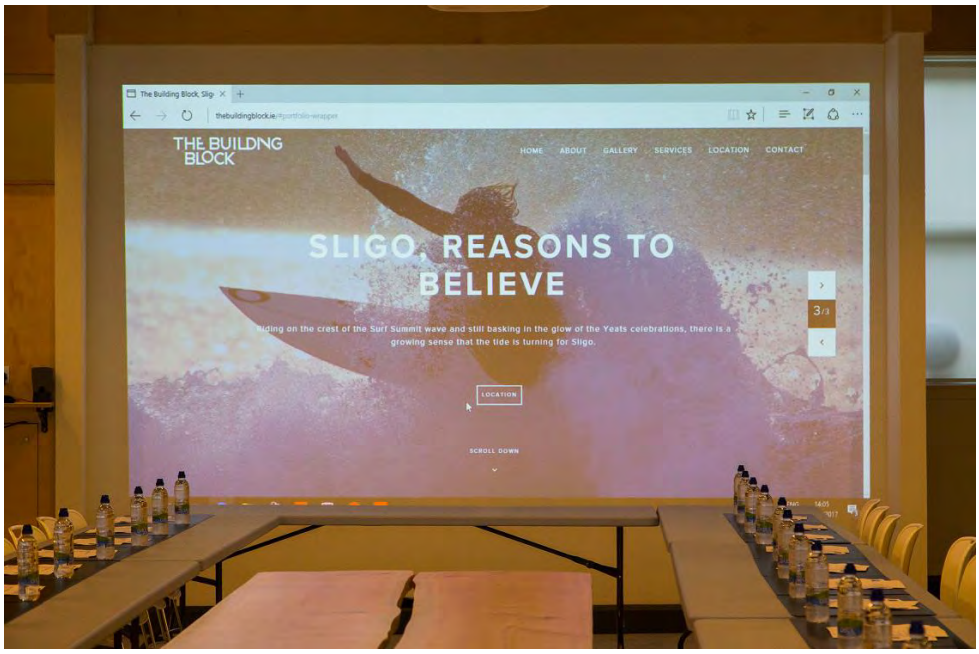
Introduction

This document is designed as a technical document in hosting events or meetings at The Building Block (TBB) and is written on behalf of the Event Co-ordinator.



Events and Meeting Rooms can be booked through the www.TheBuildingBlock.ie webpage using the Book Now form and when fully booked will be scheduled on our online diary which you can check to confirm booking is correct.

- Event Space Diary
- Nugent Meeting Room Diary
- Rushe Meeting Room Diary

Please note meeting rooms and events at The Building Block are self service.

The event facilities allow for events to be hosted for up to 100 people without a requirement for event co-ordinator to bring any equipment or devices. It is a plug and play configuration. However we strongly recommend you bring your own device (with HDMI connection).

The only advanced setup requirement is layout of chairs and tables in required configuration

We recommend Event Co-ordinators view the equipment days in advance of the event to ensure they are familiar with the straight forward set up procedures and that all is working as expected. We also recommend Event Co-ordinators arrive 1 hour in advance of set events

You can virtually tour the space using this link now. This allows you to view all spaces remotely.

Please contact Info@TheBuildingBlock.ie to view the space and familiarise yourself with the setup. We strongly recommend you view and test the space before booking your event.

Event Area And Access

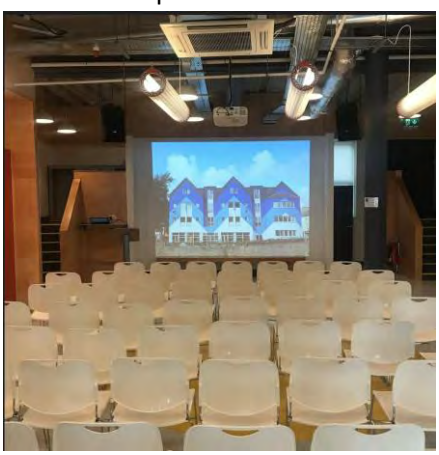
The Event Area is approximately 10m square in area and has been architecturally designed for the purpose of hosting events. It is based in the Collaborative Area of the Building Block and shares an open space with co-workers. A temporary pin code will be provided to the Event Co-ordinator providing access to the area through the front door for the full day of the event. The Event Co-ordinator can decide to provide dedicated access for large number through a lane on Bridge Street at the rear of Event Area, this may be beneficial with large numbers accessing, without disturbing the shared co-working environment to the front of the building.

Event Seats

- TBB has 100 seats available for events, these are stored in store room adjoining event area
- The seats are stored on Trolleys and can be rolled out of store room, unstacked and laid out as required
- The seats can be laid out in rows cinema style or around the tables provided
- They should be re-stacked and stored in store room on completion

Event Tables

- TBB has 8 large Trestle tables which seat 8/10 people each, these are stored in store room beside event area
- They should be re-stacked and stored in store room on completion



Event Space Equipment On Site

1. Gigabyte WIFI
2. Ceiling Mounted Projector to Event Projection Wall 4.3m X 3m
3. Laptop with Office 365 Installed (includes Power Point) connected to Wifi
4. Remote Control for PowerPoint with incorporated Laser Pointer
5. 2 X Wireless Mics
6. 1 X Wired Mic
7. Mixer – For Management of Sound
8. 2 X Ceiling Mounted Speakers - RCF Art 712-A MK II Active 700 Watt/RMS
9. Revolving Whiteboard on wheels STC2013 2,000 X 1,000mm

Use of Equipment

The Event Area is set up to allow for plug and play, it is permanently installed

Typically an event co-ordinator will arrive with their own laptop (although TBB also provides one detailed below) and place it on Event Shelf to left of main projection screen. The shelf is equipped with socket for recharging etc. Below the Event Shelf is a cabinet which houses all of the electronic event equipment, open the cabinet and

1. Turn on projector switch to right of cabinet
2. pull out HDMI cable to plug into your device
3. open drawer in cabinet to access projector remote if required (on/off from standby)

The majority of events are hosted without sound, if sound is required then follow additional steps below

1. Turn on mixer and speaker switches to right of cabinet
2. If wireless/wired mics are required take them out
3. If sound from separate device with phono jack take out phone cable and plug it in

PLEASE BE CONSIDERATE OF SOUND DURING WORKING HOURS FOR CO-WORKERS

The sound from your HDMI cable device/mics/phono cable are all mixed and should be heard seamlessly on speakers. The volume can be adjusted using the dials on the mixer outlined in the photos below.

If however the mixing volumes need to be further adjusted please follow the steps below under **Adjustment of Mixer – For Event Sound.** Adjustment of the mixer is not typically required, however it is very straight forward to use.

Adjustment of Mixer – For Event Sound

The Mixer is a Soundcraft Ui12 12-Channel Digital Mixer

Please see video for use https://www.youtube.com/watch?v=FHEDorYAaD8

The mixer controls the following sound inputs and mixes them all to be broadcast on the speakers

1. Sound input from laptop/device using HDMI
2. 1 X Wired Mic input
3. 2 X Wireless Mic inputs
4. 1 X stereo jack input (smart phone etc)

The mixer will automatically adjust all inputs regardless to balance feedback

PLEASE ONLY PLUG IN AND OUT CABLES WHEN THE POWER IS OFF TO PREVENT SHORTING

Basic Volume Control

- Adjust 2 volume dials on front of mixer, 1 for left and 1 for right (see photo below)
- When finished always return both dials to full volume for left and rig

To adjust Mixer in event of specific adjustment on an input by input basis – This is not typically required

1. Turn on your laptop and check Wifi
2. Connect to Soundcraft Wifi signal– This should automatically open a webpage with the mixer software allowing you to adjust volumes and settings for all using the web based software interface (see below)
3. Adjust independent source inputs as required (HDMI/Mic/Wireless Mic/Stereo Jack)
4. Click on default button when finished or if you want to return to original settings

Technical Details Of Event Area Equipment

Soundcraft Ui12, 12 Channel Digital Mixer (remote control via Tablet/Smartphone/PC) with build-in Stagebox and DSP, integrated WiFi / Ethernet, Soundcraft Preamps and Soundcraft Mixer Algorithms Left and Right Manual Volume Controls Highlighted in RED to right	
Ceiling Mounted Projector Panasonic PT-VW530	
Wireless Mics AKG WMS 40 Mini Dual Vocal Set ISM, 2 channel UHF Wireless-System with dynamic handheld transmitter Switches on mics are On/Mute/Off Please ensure switched to off when finished and test in advance	
RCF Art 712-A MK II Activ Fullrangespeaker, 12" RCF High-Power Woofer with 2,5" VC, 1" RCF driver with Titan membran and 1,7" VC, Digital Bi-Amped incl. DSP, 1500 Watt/PRG, 700 Watt/RMS, SPL max. 129 dB, 50Hz - 20 KHz, 90°x60°,	
LENOVO IdeaPad 110 15.6" Windows 10 Wireless Intel® Celeron™ Processor N3060 RAM: 4 GB / Storage: 1 TB HDD Office 365 • Powerpoint • One Note • Word • Excel • Access	

Technical Details Of Rushe Room Equipment

Typically Seats 6-8 - Check Availability on Online Diary Here

Magnetic-Enamel Whiteboard Aluminium 1,200 x 2,400 mm Supplied with markers etc	
• 49" LG Smart TV LG 49LH590V • Webcam • Docking Station • Bluetooth Keyboard & Mouse • See instructions below on use	
1 X Flipcharts/Whiteboard Supplied with markers etc	

Technical Details Of Nugent Room Equipment

Typically Seats 10-12 - Check Availability on Online Diary Here

2 X Flipcharts with Whiteboard Supplied with markers etc	
• 49" LG Smart TV LG 49LH590V • Webcam • Docking Station • Bluetooth Keyboard & Mouse • See instructions below on use	

TBB Instructions on Meeting Room Equipment

How to use the TV & Webcam for your TBB conferences

Connect via docking station

1. Plug the docking station usb extension cable into your laptop
2. Turn on the TV – it should display your laptop screen

The docking station

1. connects the Bluetooth mouse and desk and camera automatically
2. charges your laptop/phone automatically
3. All sound should be through the TV speakers
4. The camera has its own dual mic and high definition camera

Connect via Chromecast

1. Turn on the TV
2. Use the cast function on your phone/table to cast to the TV direct, it should automatically connect
3. All sound goes through the TV speakers
4. Unfortunately with this method you want be able to use the webcam & its mic

Connect via HDMI direct (the old fashioned method if you don't have a usb C port)

1. Unplug HDMI cable from docking station
2. Plug it into your laptop
3. Turn on TV, it should automatically connect
4. All sound goes through the TV speakers
5. Unfortunately with this method you want be able to use the webcam & its mic
6. When finished please plug the HDMI back into the docking station

White Board

1. Please only use white board markers and place back on board holder
2. Please clean using alcohol wipes after

If there is an issue with the meeting room please email us on info@thebuildingblock.ie

Other Services

Food or Drink – TBB provides free self service of tea and freshly coffee. Event organisers should bring their own milk if required. Event organisers can contract direct with local businesses to deliver food/drinks as required and access can be provided to those companies to set up as required.

Toilets - The Event Area has direct access to toilet facilities Mens/Ladies/Special Needs

Kitchen - The Event Area has direct access to a kitchen with coffee / tea / water / fridge / Delph / microwave / dishwasher / dustbins (please note large green and black waste can be stored in large bins through emergency exit doors in lane at back of Event space)

Car Parking - There is all day car parking available in the large Pay & Display Car Park on Connaughton Road for just €3 per day