



## **Notes to Trainers and Conference Organisers**

To assist communication with hearing aid users and people with hearing loss, rooms 3 and 5 are equipped with a fixed infrared system; portable induction loop systems are available for all other rooms.

### **Audio Visual Equipment**

Our service team will set up and provide instruction on how to use any of the room's equipment but we would ask that you notify us of this requirement in advance and that you arrive sufficiently early to receive this instruction without impacting the start of your event.

Please note we cannot guarantee all data formats will automatically play on all our equipment. This may apply to certain formats of copied DVDs and CDs.

DVD players will play the following formats: DVD and Video CD, however they will not play copied CD's or DVD's, originals only.

The operating system of the laptops provided in our standard rooms is Windows XP Business Edition with SP3. They each have Microsoft Office 2000 Suite installed which includes: MS Word, MS Excel, PowerPoint, Outlook and Windows Media Player.

The laptops in the IT Training Suite are a combination of Windows Vista Business Edition and Windows XP Business Edition. The principal laptops in the IT Training Suite (used by the trainer) and the Executive Meeting Room have Microsoft Office 2007 Enterprise installed. In addition to the basic Microsoft Office Suite they include: OneNote, Groove, SharePoint, Access and InfoPath

Laptops with Microsoft Office 2007 Enterprise can be made available for trainers in standard rooms if required.

### **Lost Property**

Any items or documents left in the training rooms will be disposed of after four weeks, however we will inform the event organiser to arrange collection. It is the responsibility of the Trainer/Event Organiser to remove any training materials.

# **Training & Conference Centre**

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The Media Centre Stonehills Shields Road Gateshead NE10 0HW  
Tel: 0191 495 2895 Fax: 0191 469 1862 Minicom: 0191 438 1122 [www.mph-uk.com](http://www.mph-uk.com)  
MPH is registered in England and Wales as a limited liability company number 4250604



### **Transcription Service**

We are also able to transcribe your standard print materials (agendas, minutes and handouts) into Braille or Large Print etc. through prior arrangement with the Centre Manager.

### **Photocopying and Binding Service**

We can also help you add a professional touch to your presentation by helping you prepare, print and bind documents (including acetates) and handouts in advance of your event. Please contact reception. There is a charge for this service.

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