

ANGELS
MEETING
AV GUIDE

GENERAL
INFORMATION
& CHECKLISTS

MAIN PLENARY
& HYPERACUTE
WORKSHOP

DECISION
MAKING
WORKSHOP

CT IMAGING
WORKSHOP

SIMULATIONS

PRESENTATIONS
& CONTENT
MANAGEMENT

ANGELS MEETING *audio-visual guide*

This is an audio-visual guide to help local production companies re-create the Angels standalone events; including the meeting room look and feel, to ensure all local market events are consistent and continued at a high standard.

OUR *mission*

To increase the number of patients treated in stroke ready hospitals and to optimise the quality of treatment in all existing stroke centres.

The Angels standalone meetings are used to help train healthcare professionals via main plenary sessions, three workshops: Hyperacute, Decision Making & CT Imaging and also simulation training.

Please refer to each tab for meeting room set up, example floor plans, visuals and specific technology required per room.



ROLES & RESPONSIBILITIES

LOCAL AV SUPPLIER TO:

- Conduct site visit with Angels Consultant (& evtl logistical agency)
- Create artwork for room backdrops, using the most current Angels artwork assets.
- Create room and stage set visuals using correct room measurements
- Spec event AV equipment based on the venue's existing kit and room requirements
- Provide budget with AV spec to local Angels team for budget approval
- Manage all AV aspects of the event, including editing speakers presentations if they are not the correct PPT template or aspect ratio
- Manage all aspects of the AV production, including the interactive technology in workshops

PROJECT CHECKLIST

INTERNET CONNECTION

Speak with the local logistics agency to ensure the following Internet/WiFi arrangements are made

- **WiFi**- 2x Separate dedicated WiFi connections for delegates and Angels/AV team
- **Main Plenary** - If voting is required, a hard-wire connection is needed
- **Decision Making / Body Interact App**
Online version: WiFi with a minimum bandwidth speed of 10MB/sec is required to run the online version of Body Interact
Offline version: No internet is required to run the offline version. If running app on a laptop the minimum laptop spec is:
CPU: Intel® Core I5 7th Gen.
GPU: nvidia GTX 1050 2G GDDR5
RAM: 8 GB
OS: Microsoft Windows 10
The Body Interact team can assist with installing the offline version onto the laptops if required
- **CT Imaging**- WIFI is required to run the Brainomix app on the tablets. Recommended Bandwidth speed:10MB/sec for each device

ANGELS
MEETING
AV GUIDE

GENERAL
INFORMATION
& CHECKLISTS

MAIN PLENARY
& HYPERACUTE
WORKSHOP

DECISION
MAKING
WORKSHOP

CT IMAGING
WORKSHOP

SIMULATIONS

PRESENTATIONS
& CONTENT
MANAGEMENT

MAIN PLENARY OVERVIEW

All delegates are together in one room for the main plenary at the start and the end of the conference.

This room is also used for the Hyperacute workshop.

If interactive voting will be required for the Hyperacute workshop the AV company should operate it, with assistance from local Angels team if required.

Additional tablets are required for delegates to vote during the Hyperacute workshop (if applicable).

The AV supplier should install the event app on to the tablets prior to the event:

<https://apps.apple.com/pl/app/angels-events/id6447000349>

MAIN PLENARY KIT LIST

MAIN PLENARY STAGE DESIGN OPTIONS

SINGLE SCREEN SET-UP



- Single screen, 16:9 set with printed canvas wrap
- Theatre style seating

PREVIOUS MAIN PLENARY VISUALS

TWIN SCREEN SET-UP



- Use where the room and delegate numbers require a different set up
- Twin screen, 16:9 set with printed canvas wrap

ANGELS
MEETING
AV GUIDE

GENERAL
INFORMATION
& CHECKLISTS

MAIN PLENARY
& HYPERACUTE
WORKSHOP

DECISION
MAKING
WORKSHOP

CT IMAGING
WORKSHOP

SIMULATIONS

PRESENTATIONS
& CONTENT
MANAGEMENT

DECISION MAKING WORKSHOP OVERVIEW

This workshop combines expert presentations, group discussions and an interactive patient diagnosis tool called Body Interact.

DECISION MAKING KIT LIST

BODY INTERACT SIMULATION TOOL

A maximum of 15 people should be around one screen. It must be positioned so that it is easily accessible for all delegates.

There is an online and offline version of the Body Interact app. Please speak with the Angels team and Body Interact team for installation instructions.

Set-up options include:

- Horizontal touchscreen built into pod/table
- Truss build for horizontal touchscreen
- Vertical touchscreen on floor stand or wall-mounted

BODY INTERACT SET-UP VISUALS

WORKSHOP DESIGN & SET-UP



- Single LED screen on floor stand with a re-usable pop-up backdrop (size of backdrop is subject to room size)
- Alternatively please use the venue screen and projector with a re-usable pop-up backdrop

Please note:

- *Pop-up backdrop to be printed locally by the AV supplier and stored by the local logistics agency post-event*

PREVIOUS WORKSHOP VISUALS

ANGELS
MEETING
AV GUIDE

GENERAL
INFORMATION
& CHECKLISTS

MAIN PLENARY
& HYPERACUTE
WORKSHOP

DECISION
MAKING
WORKSHOP

CT IMAGING
WORKSHOP

SIMULATIONS

PRESENTATIONS
& CONTENT
MANAGEMENT

CT IMAGING WORKSHOP OVERVIEW

This workshop combines expert presentations, group discussions and an interactive CT imaging app.

CT IMAGING KIT LIST

CT IMAGING APP

The ideal scenario is one tablet per delegate.

- App should be pre-loaded and added as a book mark on the tablet home screen
- All tablets should be connected to the WIFI on-site
- At the start of the sessions the tablet should be laid out per person and set on the login page

CT IMAGING APP ADMIN GUIDE

WORKSHOP DESIGN & SET-UP



- Single LED screen on floor stand with a re-usable pop-up backdrop (size of backdrop is subject to room size)
- Alternatively please use the venue screen and projector with a re-usable pop-up backdrop

Please note:

- *Pop-up backdrop to be printed locally by the AV supplier and stored by the local logistics agency post-event*

PREVIOUS WORKSHOP VISUALS

ANGELS
MEETING
AV GUIDE

GENERAL
INFORMATION
& CHECKLISTS

MAIN PLENARY
& HYPERACUTE
WORKSHOP

DECISION
MAKING
WORKSHOP

CT IMAGING
WORKSHOP

SIMULATIONS

PRESENTATIONS
& CONTENT
MANAGEMENT

SIMULATIONS OVERVIEW

Simulation training may happen within specific local standalone meetings. Please use this as a guide should simulation be part of the agenda.

- The room (close to the main plenary) needs to be turned around to look like a hospital CT room with a CT imaging graphic and various hospital props
- Some delegates will be assigned a role in the simulation room. The rest of the group will stay in the main plenary
- The group in the main plenary need to be able to see on the screens what is happening in the simulation room so it needs to be filmed and streamed to the main room

SIMULATIONS KIT LIST

SET-UP & STREAM GUIDE



CONTENT MANAGEMENT OVERVIEW

- Meeting content will be sent to the AV supplier in advance of the meeting by the Angels Consultant
- The AV supplier must check the meeting content to ensure it is on the Angels template and is the correct aspect ratio for projection
- Any presentations that are not on the template or are the wrong aspect ratio will need to be amended by the AV supplier
- Please contact the Angels consultant for your country for the correct PPT template.
- Video content will be sent to the AV supplier in advance of the event, or can be downloaded from the Angels website
- All meeting content should be saved and stored by the AV supplier for future events



RESPONSIBILITIES OVERVIEW

- Angels country consultants are responsible for collecting all meeting content and for ensuring the on-site AV team have the correct versions of the speakers presentations
- The evening before the first show day the Angels consultants and on-site AV team meet to check through all content during the technical rehearsal

MAIN PLENARY KIT LIST

STAGE SET

Stage set with printed canvas wrap (size and design subject to site survey and client approval)
OR full LED wall

STAGING

Stage, treds and fascia
Stage carpet

VIDEO

- 16:9 Projection screen (size subject to venue)
- Laser projector and lens (minimum 9,000 ANSI lumens)
- Projector stand/truss
- Comfort monitor and hide (minimum size: 40")
- 3 x Show laptops (main , backup & *voting*)
- Slide advancer - Master Cue or Micro Cue system
- Countdown system
- Seamless switcher

AUDIO

Microphones

- 7 x Lapel mics
- 2 x Hand held mics

PA equipment

- 4-6 Speaker PA kit (subject to delegate numbers and room size)
- stage fold-back speaker
- 2 x Amplifiers
- Digital mixing desk

LIGHTING

- Stage wash
- Accent to lectern/speaker area
- LED battens (to up-light stage set)
- Lighting control desk

CABLES & MAINS

- AV supplier to provide all mains cabling for all supplied equipment
- AV supplier to provide all video, audio and lighting cabling as required for the supplied equipment

DECISION MAKING WORKSHOP KIT LIST

STAGE SET

Pop-up banner (size and design subject to site survey)

PRESENTATIONS & VIDEO

- 1 x Laptop (to run meeting content)
- 75" screen and floor stand (*potentially to rent from hotel*)
- Wireless slide advancer

LIGHTING

2 x LED up-lighters (to light pop-up banner)

BODY INTERACT TOUCHSCREEN

Client has a patient simulation app that is displayed on touch screens. The screens are ideally set horizontally into table stands/pods

INTERACTIVE TOUCHSCREEN KIT LIST

- 1-2 x Table stands/pods
- 1-2 x 55" Touchscreen displays - set into stands
- 1-2 x Laptops (to run content on touch screens)



CT IMAGING WORKSHOP KIT LIST

STAGE SET

Pop-up banner (size and design subject to site survey)

VIDEO

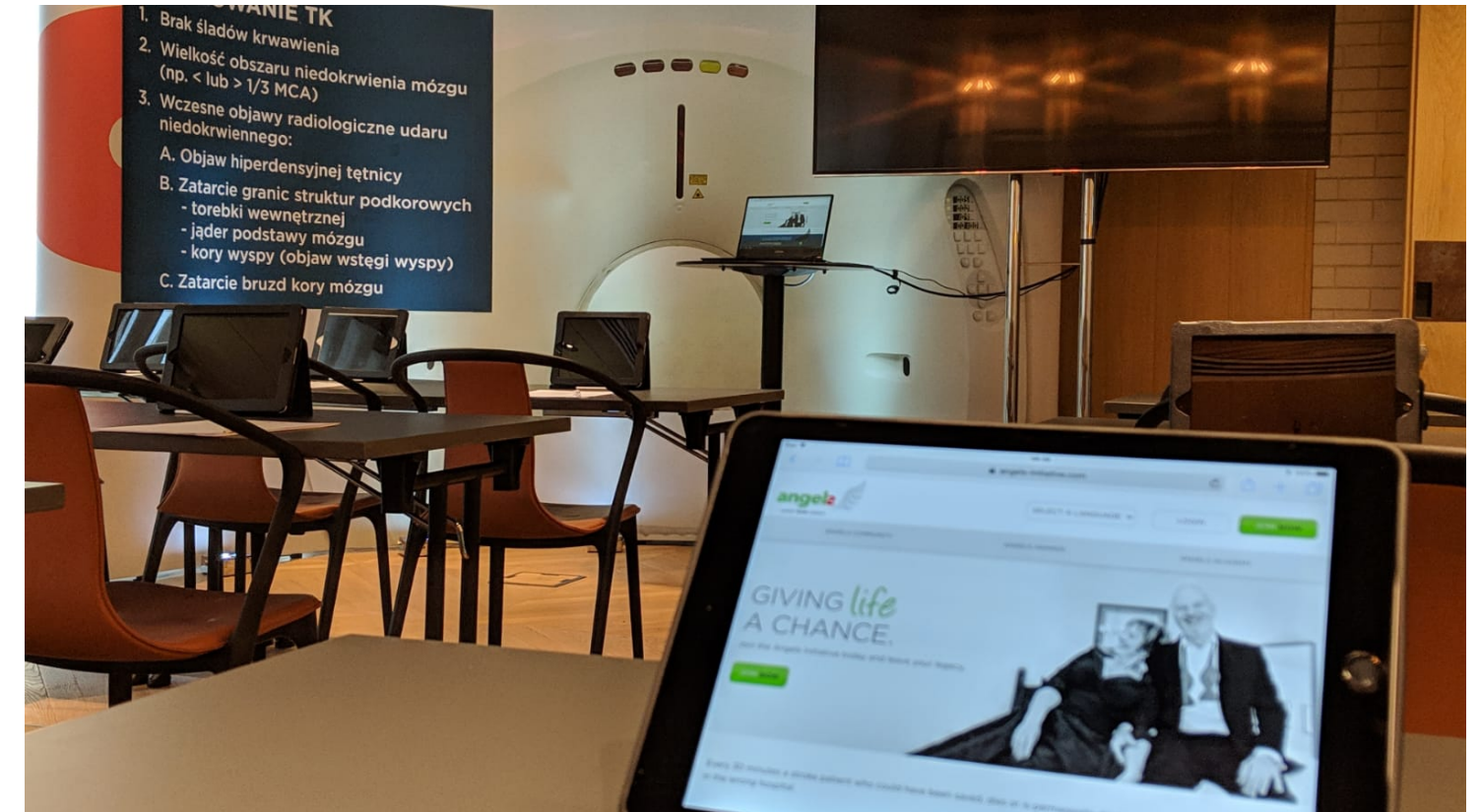
- 1 x Laptop (to run meeting content)
- 75" LED screen and floor stand (*potentially to rent from hotel*)
- Wireless slide advancer

LIGHTING

- 2 x Up-lighters (to light pop-up banner)

TABLETS

- tablets - one per delegate
Number of tablets is subject to final delegate numbers
- Styluses - one per tablet (*optional*)
Number of styluses is subject to final delegate numbers
- tablet Chargers



ANGELS
MEETING
AV GUIDE

BACK

MAIN PLENARY
& HYPERACUTE
WORKSHOP

DECISION
MAKING
WORKSHOP

CT IMAGING
WORKSHOP

SIMULATIONS

PRESENTATIONS
& CONTENT
MANAGEMENT

SIMULATIONS WORKSHOP KIT LIST

CAMERAS

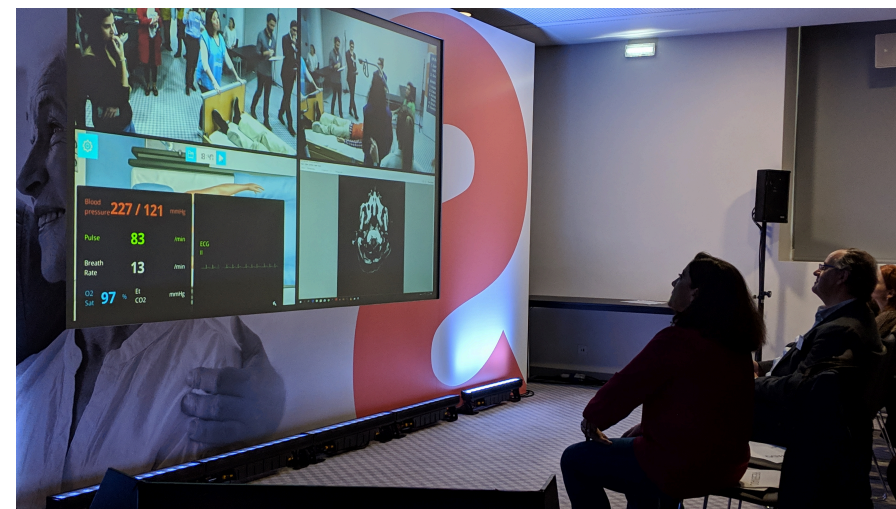
- 2 x Cameras on tripods

AUDIO

- 2 x Condenser microphones and stands
- XLR cabling as required

PROPS - see images for examples

- Hospital bed on wheels/ portable massage table
- Wheelchair (or chair on wheel to simulate wheelchair)
- Blood pressure monitor
- IV drip & stand



PROJECT CHECKLIST

- Get venue information from client (address, room names, venue contact information)
- Check set up day has been booked with venue
 - check access times for set up
- Book site visit with venue
- Check internet & WIFI capabilities at venue
 - speed & strength

ONCE VENUE HAS BEEN CONFIRMED:

- Book stage units for main plenary
- Check if parking for trucks is available at venue
- Liaise with the local logistics agency to ensure the hard-line and WiFi internet connections have been booked with the venue
- Arrange the technical rehearsal time with Angels team
- Arrange time for speaker room/stage familiarisation
- Check all speaker PPTs are 16:9 and on the correct Angels template

ON-SITE:

- During show days all technical crew are to wear smart black clothes (trousers not jeans, shirts not t-shirts, shoes not trainers)
- On the evening before the first show day the speakers will want to walk around the rooms to familiarise themselves with the AV set up.
- Check the technical rehearsal time is still suitable for client
- Gather any outstanding speaker PPTs from consultants – check they are 16:9 and on Angels template. If not then amend
- Technical rehearsal: Check PPTs, videos and audio runs in all rooms
 - Run rehearsal with voting app, showing results on the screen in main plenary
 - Check Body Interact app is working in Decision Making
 - Check CT Imaging website is working in CT Imaging
- Background music required in main plenary, to be played as delegates walk-in/walk-out of main plenary

ANGELS
MEETING
AV GUIDE

GENERAL
INFORMATION
& CHECKLISTS



DECISION
MAKING
WORKSHOP

CT IMAGING
WORKSHOP

SIMULATIONS

PRESENTATIONS
& CONTENT
MANAGEMENT

PREVIOUS MAIN PLENARY VISUALS



ANGELS
MEETING
AV GUIDE

GENERAL
INFORMATION
& CHECKLISTS

BACK

DECISION
MAKING
WORKSHOP

CT IMAGING
WORKSHOP

SIMULATIONS

PRESENTATIONS
& CONTENT
MANAGEMENT

MAIN PLENARY

SUGGESTED KIT LIST

STAGE SET

Stage set with printed canvas/vinyl wrap (size and design subject to site survey and client approval)

STAGING

Stage, treads and fascia
Stage carpet

VIDEO

- 16:9 Projection screen (size subject to venue)
- Projector and lens (minimum 9,000 ANSI Lumens)
- Seamless switcher
- Comfort monitor and hide (minimum size: 40")
- 3 x Show laptops (main, backup & voting)
- Slide advancer - Master Cue or Micro Cue
- Countdown system
- Technical preview monitors
- Video & data cabling as required for the equipment

TABLETS

- 10 x tablets required for delegates who wish to vote. SpotMe app should be installed on these tablets prior to the meeting

AUDIO

Microphones

- 7 x Lapel mics
- 2 x Hand held mics

PA equipment

- 4-6 Speaker PA kit (subject to delegate numbers and room size)
- Stage fold-back speakers
- 2 x Amplifiers
- Digital mixing desk

LIGHTING

- Stage wash
- Lighting accent to lectern/speaker area on stage
- LED battens (to up-light stage set)
- Lighting control desk

CABLES AND MAINS

- AV supplier to provide all mains cabling for all supplied equipment
- AV supplier to provide all video, audio and lighting cabling as required for the supplied equipment

ANGELS
MEETING
AV GUIDE

GENERAL
INFORMATION
& CHECKLISTS

MAIN PLENARY
& HYPERACUTE
WORKSHOP

BACK

CT IMAGING
WORKSHOP

SIMULATIONS

PRESENTATIONS
& CONTENT
MANAGEMENT

PREVIOUS DECISION MAKING WORKSHOP VISUALS



ANGELS
MEETING
AV GUIDE

GENERAL
INFORMATION
& CHECKLISTS

MAIN PLENARY
& HYPERACUTE
WORKSHOP

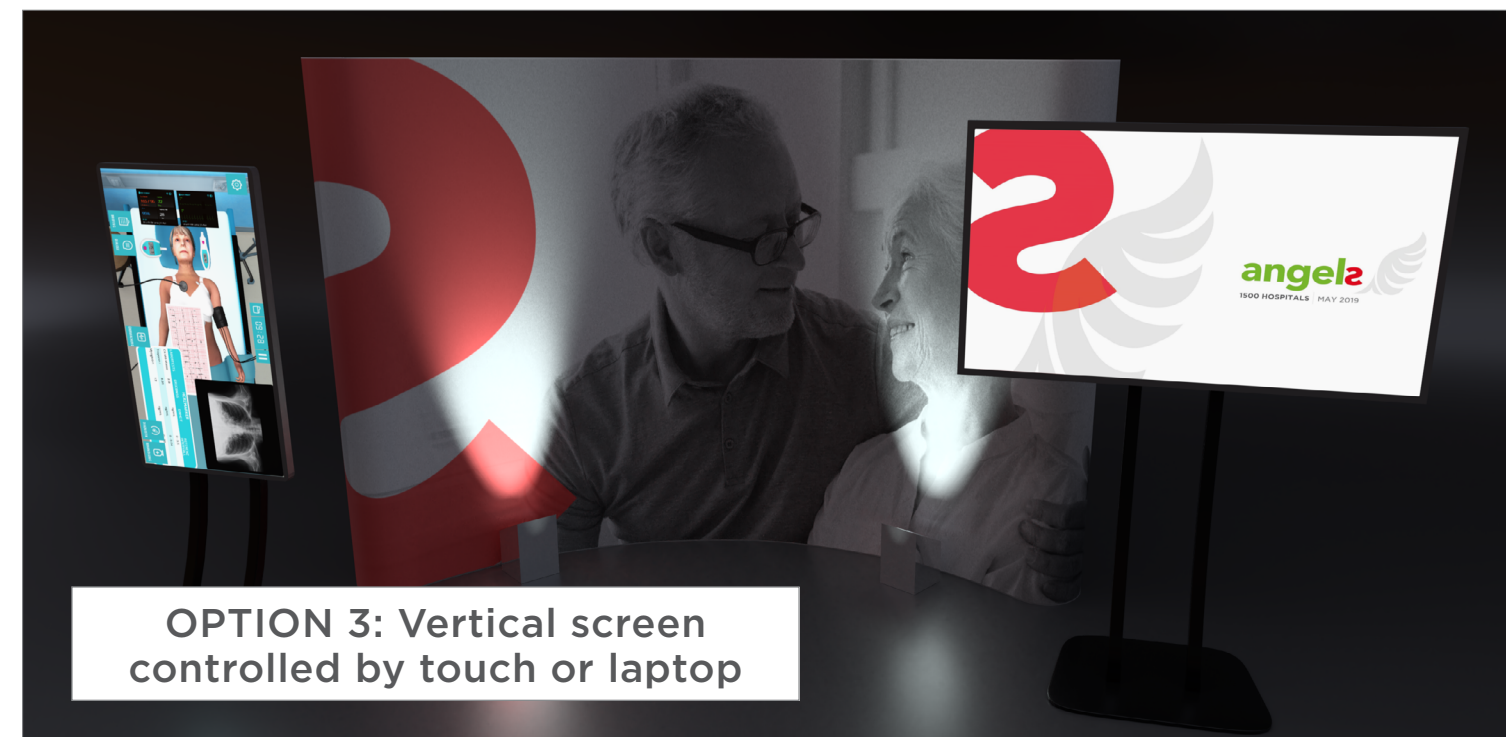
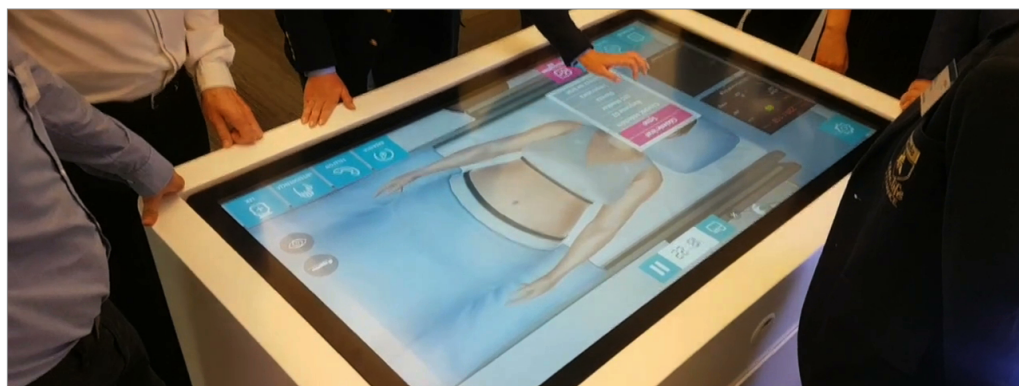
BACK

CT IMAGING
WORKSHOP

SIMULATIONS

PRESENTATIONS
& CONTENT
MANAGEMENT

BODY INTERACT SET-UP VISUALS



DECISION MAKING WORKSHOP KIT LIST

STAGE SET

Pop-up banner (size is subject to site survey)

VIDEO

- 1 x Laptop (to run meeting content)
- 75" Screen and floor stand
- Wireless slide advancer

LIGHTING

2 x LED up-lighters (to light pop-up banner)

BODY INTERACT TOUCHSCREEN

Client has a patient simulation app that is displayed on touch screens. The screens are ideally set horizontally into table stands/pods

TOUCHSCREENS & PODS

1-2x Table stands/pods

1-2x Touchscreen displays (at least 55") set into stands

1-2x Laptops (to run Body Interact app on touch screens)

BODY INTERACT SIMULATION TOOL

WEB VERSION LOGIN

Please use the following link (no need for a password):

<http://integrations.bodyinteract.com/index.php/integration/angels?email=XXX&tid=287>

Each user must replace the **XXX** of the link with their email.
(for example: <http://integrations.bodyinteract.com/index.php/integration/angels?email=thea-maria.leinbohm@iqvia.com&tid=287>)

OFFLINE INSTALLATION

To use Body Interact offline, you will need to know the password.
To do this, you need to **recover it**:

<https://help.bodyinteract.com/i-dont-remember-my-password-what-should-i-do/>

Regarding the installation in Windows, you can follow the manual:
<https://help.bodyinteract.com/how-to-install-body-interact-in-my-windows-device/>

The Body Interact team can assist with installing the offline version onto the laptops if required.

ANGELS
MEETING
AV GUIDE

GENERAL
INFORMATION
& CHECKLISTS

MAIN PLENARY
& HYPERACUTE
WORKSHOP

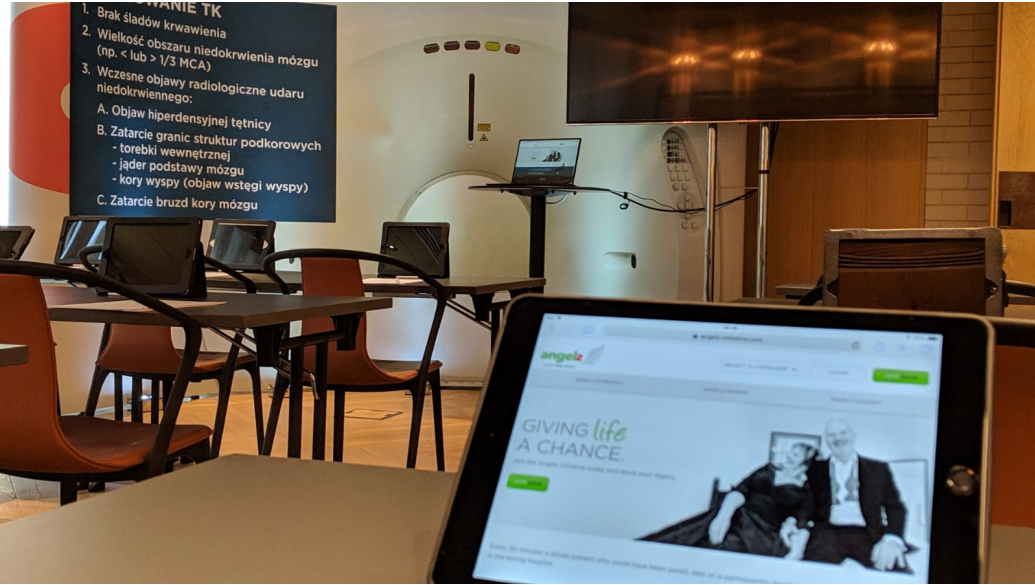
DECISION
MAKING
WORKSHOP

BACK

SIMULATIONS

PRESENTATIONS
& CONTENT
MANAGEMENT

PREVIOUS CT IMAGING WORKSHOP VISUALS



ANGELS
MEETING
AV GUIDE

GENERAL
INFORMATION
& CHECKLISTS

MAIN PLENARY
& HYPERACUTE
WORKSHOP

DECISION
MAKING
WORKSHOP

BACK

SIMULATIONS

PRESENTATIONS
& CONTENT
MANAGEMENT

CT IMAGING APP GUIDE - INSTRUCTIONS

LOG IN: <https://wow-bi-angels-workshop.brainomix.com/login>

At the beginning of the CT Imaging session all iPads should have open the above website open and on the screen.

An account will be created for all delegates by the Angels Core team and emailed to them in advance of the meeting. In order to login, the delegates need to enter their e-mail address and the password created by the Angels team. They should enter this themselves

A member of the Angels team will be in the room with a list of all the login details in case any delegates don't have them.

The AV technician in the room should be on hand to assist any delegates who are having trouble logging in.

The WOW Brainomix website should also be open on the laptop so that it can be displayed on the large screen in the room. The Speaker will run through the cases on the larger screen as the delegates follow on the iPads.

After each session the AV technician in the room should check that all delegates have logged out of the app, prior to the next group starting.

ANGELS
MEETING
AV GUIDE

GENERAL
INFORMATION
& CHECKLISTS

MAIN PLENARY
& HYPERACUTE
WORKSHOP

DECISION
MAKING
WORKSHOP

BACK

SIMULATIONS

PRESENTATIONS
& CONTENT
MANAGEMENT

CT IMAGING WORKSHOP KIT LIST

STAGE SET

Pop-up banner (size is subject to site survey)

VIDEO

- 1 x Laptop (to run meeting content)
- 75" Screen and floor stand (*potentially to rent from the hotel*)
- Wireless slide advancer

LIGHTING

- 2 x LED up-lighters (to light pop-up banner)

TABLETS

- Tablets - one per 1-2 delegate

Numbers of tablets is subject to final delegate numbers

- Styluses - one per 1-2 delegate

Number of styluses is subject to final delegate numbers

- tablet Chargers

SIMULATION WORKSHOP SET-UP & STREAM GUIDE

CT IMAGING WORKSHOP – HOSPITAL SIMULATION

- Hospital simulation set up will include 2 laptops (showing vital signs and CT/CTA scans) connected to a 15 ” screen in the room, a hospital bed (on wheels), a blood pressure monitor (cuff) and an IV drip on a stand.
- There should be a phone in this section that will be used to call the main plenary. Ask the hotel if they have phones in the room that can be used. If there is no phone available, use a mobile phone.
- 2 x Cameras – linked to screen in the main plenary
- 5 x Headset mics
- 2 x Handheld mics
- 2 x Laptops (with mice) to show CT Scans and vital signs
- 2 x HDMI splitters
- 2 x Preview Monitors to relay CT scans and vital signs

MAIN PLENARY - AMBULANCE PERSON SIMULATION

- Main screen set to display a quad input view.
 - 2 x camera, 1 x vital signs, 1 x CT scan
- It should be possible to switch from quad view to single view of the CT images, when these need to be enlarged for the delegates.
- There should also be a phone in this room to take the call from the doctor in the simulation section/room. If no phone is available, use a mobile phone.

SIMULATIONS WORKSHOP KIT LIST

CAMERAS/VIDEO

- 2 x Cameras on tripods (with at least 1 x camera operator)
- 2 x Laptops (with mice)
- 2 x HDMI splitters
- 2 x Preview monitors (15" - 21")
- 1 x 4-way (quad) Multi-view
- AV recorder to record output from Multi-view

AUDIO

- 5 x Headset mics (re-use main plenary mics is possible)
- 2 x Handheld mics
- 2 x Conference phones (1x Main Plenary, 1x Simulations room)
- XLR cabling as required

PROPS - see images for examples

- Hospital bed on wheels
- Wheelchair (or chair on wheels to simulate a wheelchair)
- Blood pressure monitor
- IV drip & stand

