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1 Purpose

The purpose of the UNSW Audio Visual Guidelines document is provide a reference for UNSW service providers.

2 Scope

This document provides design standards for meeting spaces on UNSW's campuses.

3 Key design themes

There are several design themes that should be considered an integral part of all learning spaces at UNSW, irrespective of the type and primary purpose of the space. They are:

- Wide screen display – 16:9
- Digital infrastructure for digital signals
- Video conferencing solution standards
- Audio re-enforcement
- Hearing augmentation
- Acoustic provisions as per Estate Management standards

4 Medium/Large meeting room

4.1 Room description

A meeting room specifically for holding meetings, consultations and conferences that contains video and teleconferencing capabilities. It is mainly used by UNSW staff.

Medium 5 – 10 pax

Large 11 – 24 pax

4.2 Room standards

4.2.1 Audio visual

In general, the scope of works shall include, but not be limited to, the following:

Equipment (supplied and installed)	Quantity	Additional requirements
Flat Panel Display	1	Flat Panel Display(s)
Sound system	1	Including: - Speakers/Soundbar - Amplifiers - DSP - AEC - Microphone array OR Soundbar integrated camera - Hearing augmentation
Video conference system	1	Windows MTR based compute
Control system	1	Including: - Touch screen with flip page when required - Monitoring system via Innomate
Camera system	1	Including: PTZ Or Static camera(s)

4.2.2 Sightline and viewing conditions

Viewing ratio	Angle Ratio	Placement of screens and projectors
Minimum 5.3:1 As per AETM guidelines	Maximum 45 degrees horizontal, and maximum 15 degrees vertical.	Screen to be 1.2m above floor level

4.2.3 Communications

Equipment location		Wireless
Two Cat6a ports will be required Display location.		Wireless networking should be provided in these rooms.
Two Cat6a ports will be required at table/floor box (if applicable)		

4.2.4 Electrical

a) Power

Please refer to Facilities Management Unit as information needs to be sourced through external consultants.

Power required for:	Requirements
Display location	Dual GPO located behind main Display
Presenter location	Adequate GPO's required for presenters laptops and peripherals

5 Executive Board Room

5.1 Room description

A premium boardroom space used by UNSW VIP's such as the Council Chambers or Deans Boardroom, the space will be primarily used for meetings by UNSW staff

5.2 Room standards

5.2.1 Audio visual

In general, the scope of works shall include, but not be limited to, the following:

Equipment (supplied and installed)	Quantity	Additional requirements
Flat Panel Display	2 - 6	Flat Panel Display(s)
Sound system	1	Including: ▪ Speaker system ▪ Voice lift ▪ Amplifiers ▪ DSP ▪ AEC ▪ Microphone array
Video conference system	1	▪ Windows MTR based compute
Control system	1	Including: ▪ Touch screen with flip page ▪ Monitoring system via Innmate
Camera system	1	Including: ▪ PTZ and/or Static camera(s) ▪ ACPR or AI accelerated camera switching system

5.2.2 Sightline and viewing conditions

Viewing ratio	Angle Ratio	Placement of screens and projectors
Minimum 5.3:1 As per AETM guidelines	Maximum 45 degrees horizontal, and maximum 15 degrees vertical.	Screen to be 1.2m above floor level

5.2.3 Communications

Equipment location		Wireless
Eight Cat6a ports will be required Display location.		Wireless networking should be provided in these rooms.
Six Cat6a ports will be required at table/floor box (if applicable)		

5.2.4 Electrical

b) Power

Please refer to Facilities Management Unit as information needs to be sourced through external consultants.

Power required for:	Requirements
Equipment location	Two dual GPO located in equipment rack
Display location	Two dual GPO located behind main Display
Presenter location	Adequate GPO's required for presenters laptops and peripherals

6 BYOM – Bring Your Own Meeting

6.1 Room description

A **BYOM** space is a meeting room where users run video calls from their own personal laptops. Instead of using a fixed computer built into the room, you plug or connect wirelessly to use the room's camera, microphones, speakers.

6.2 Room standards

6.2.1 Audio visual

In general, the scope of works shall include, but not be limited to, the following:

Equipment (supplied and installed)	Quantity	Additional requirements
Flat Panel Display	1	Single flat panel display
Sound/Camera system	1	All in one Soundbar Hearing augmentation
Control system	1	Monitoring system via Innomate

It is expected that students will BYOD.

6.2.2 Sightline and viewing conditions

Viewing ratio	Angle Ratio	Placement of screens and projectors
Minimum 5.3:1 As per AETM Guidelines	Maximum 45 degrees horizontal, and maximum 15 degrees vertical.	Screen to be 1.2m above floor level

6.2.3 Communications

Equipment location		Wireless
Two Cat6a ports will be required Display location.		Wireless networking should be provided in these rooms.

6.2.4 Electrical

Power

Power required for:	Requirements
GPOs	Double GPO required behind display

6.3 Approved Product List

Please refer to Bill of Materials for each room type

6.4 Cable and Connector Standards

Refer to UNSW AV installation standards

6.5 Approved Vendor List

6.5.1 AV Integrators

The Following Vendors have been selected by UNSW

Vendor	Contact	Email
Fredon AV	Robert Moss	rmoss@fredon.com.au
Pro AV	Jeff Lloyd	Jeff.L@proavsolutions-nsw.com.au
Package AV	Mark Pakai	mark@packageaudiovisual.com.au
Programmed Electrical Technologies	Chris Hessen	chris.hessen@programmed.com.au

6.5.2 AV control and monitoring

UNSW AV uses the following vendor to supply all code for control and monitoring services.

Vendor	Contact	Email
Innomate	James Cardall	james.cardall@innomate.com.au

7 Meeting Room Schematics

7.1 Small Team Meeting Room Schematic

Refer to UNSW IT AV Small Team Meeting Room Schematic V 1.0 (Aug-2026)

7.2 Medium Team Meeting Room Schematic

Refer to UNSW IT AV Medium Team Meeting Room Schematic V 1.0 (Aug-2026)

7.3 Large Team Meeting Room Schematic

Refer to UNSW IT AV Large Team Meeting Room Schematic V 1.0 (Aug-2026)

7.4 BYOM Team Meeting Room Schematic

Refer to UNSW IT AV BYOM Meeting Room Schematic V 1.0 (Aug-2026)