MELBOURNE CONVENTION EXHIBITION CENTRE

Meetings and Events



Audio-visual Services Guide

Smart AV that makes meetings simple

Our latest, easy-to-use AV makes personalising your meeting simple. Need to adjust your presentation, sound, or lighting? Our lecterns put it all at your fingertips.
And with our team on hand throughout, you can focus on the room while we keep everything running smoothly.



Pre-installed AV Equipment

Every meeting space comes with built-in audio-visual equipment — including a projector, screen, sound system, presentation computer, and intelligent lectern with microphones. The lectern puts everything at your fingertips, from running presentations to adjusting lighting and sound. Need more? Our AV team can customise the setup to suit your event.

Our Standard Inclusions

- Pre-installed AV equipment
- Free visitor WiFi
- 30-minute pre-event setup
- 24/7 onsite AV support



Meetings Rooms

- Projector or LCD screen
- PA system
- Intelligent lectern
- Presentation PC
- Lectern microphones
- Stage and lectern lighting
- Staging up to 7.2m x 2.4m (large rooms)

Premium Spaces

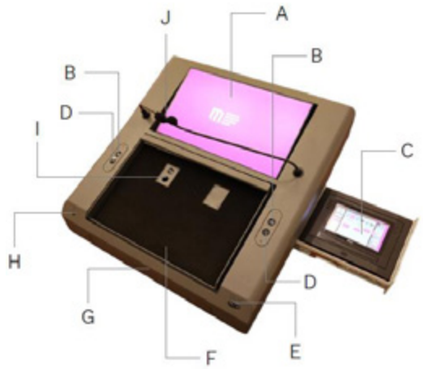
(Plenary, Melbourne Room, Sovereign Room, Goldfields Theatre and Clarendon Auditorium)

- Projector
- 16:9 Projection screen
- PA system
- Intelligent lectern
- Presentation PC
- Lectern microphones
- Stage
- Stage lighting and lectern profile
- Standard operating desks
- 2 x 2.9mm LED Screens 4.5m x 3m (Entire Plenary Only)

Intelligent lecterns

Features

A – Adjustable foldback LCD screen on top (tilts slightly)
B – Front-facing LCD screen for branding
C – USB port (s)
D – AMX control panel
E – HDMI input
F – Document height adjustment
G – Document tray
H – Pull-out keyboard
I – LED light
J – Microphones



Laser projector

Features

- Sharp and vibrant
- Enhanced colour reproduction
- Long life span
- Low power consumption



Powering meetings

With an AV Planner by your side, you'll have expert guidance on how to use the latest AV to enhance the flow of your event, engage your guests, and support your speakers.





Audio

Whether it's a single wireless microphone for a presenter or multiple microphones for a panel, we provide audio solutions that ensure every word is heard clearly.

Vision

Our spaces are designed to be highly flexible. We can accommodate various screen sizes and layouts, providing unobstructed sightlines for all your delegates. We also offer AV operators who handle smooth switching between slides, live feed, and video, so your event runs seamlessly from start to finish.

Lighting

From bright, focused stage and presenter lighting to ambient room lighting that sets the mood, we'll design a setup that enhances the atmosphere and keeps guests engaged.

Rigging

From foyers to meeting spaces, rigged banners make a statement. We'll help you find the perfect spots to grab attention and maximise impact.

Staging

Whether you're planning a speaker session, panel discussion, or live performance, we offer stage heights and sizes to match your event. Add furniture, uplighting, and foldback monitors for a complete, ready-to-use setup that works for you.

Our AV technology lets you take your event beyond the room, with hybrid options including webinars, live streaming and video conferencing. It’s a simple way to reach more people and keep every guest connected, wherever they are.



Recording and Broadcasting

Take your event beyond the room with our full suite of recording and broadcast services. Whether it’s live streaming, on-demand content, or high-quality recordings, we’ll help you reach more people and create lasting resources from your event.

Digital Events

Run interactive sessions, virtual networking, online booths and capture analytics — the complete package for hybrid or fully online conferences and meetings.

Camera to Screen

Give every delegate a front-row view by projecting speakers or panelists onto the main screen, so the conversation is clear from every seat.

Video Conferencing

Bring remote speakers or contributors into the room with two-way audio and video on platforms like Zoom or Microsoft Teams. It’s a simple way to include participants who can’t be there in person.

Web Streaming

Stream sessions live or make them available on demand with synced audio, video and slides — extending the reach of your meeting or conference beyond the venue.

Audio Recording

Turn your session into a podcast or save discussions for future reference. Choose in-room recording with a dedicated audio technician or remote recording managed from our master control room.

Broadcast Camera Recording

Capture professional-quality video of your meeting, with formats ready for online platforms, internal use or future promotion.

Main Screen Recording

Get a HD capture of your main screen content — ideal for multi-speaker presentations, panel discussions, and events with slides, videos and live feeds.

Synchronised Content Recording

Record both presenter and presentation together with synced audio, video and slides — creating a polished resource to share with attendees.

Signage and Branding

Lectern Signage

Brand the lectern your way with a customisable LED screen. Add your event artwork for a polished, professional finish.

Digital Signage and Door Cards

Digital wayfinding signage is located throughout the venue to guide guests to your event space. Digital door cards display your event branding and session information outside your event space.

Banners

Make an impact and elevate your brand with hanging banner options available in meeting rooms, Melbourne Room, Plenary, Sovereign Room, and Goldfields Theatre.

LED Pillars

MCEC's owned and operated LED Pillars take the stress out of last-minute changes. Dynamic and moveable, they require no rigging – resulting in faster setup. Control content on the spot from a laptop or Wi-Fi app, even while the event is live.



Dedicated Support

Getting Started

At the start of your event, we'll guide you through the pre-installed AV setup and help load your presentation. Our in-house AV team is on hand throughout to troubleshoot and provide technical support.

Roaming AV Assistants

For larger or more complex events, roaming AV assistants can oversee multiple spaces and keep everything running smoothly.

Room Operators

For events with specific technical requirements, a dedicated operator can manage AV in one space for the entire event.



Additional Services

- Laser pointers and remote presenter controls — for smooth, confident presentations
- Q&A microphones — to involve your audience in discussions
- Whiteboards and flipcharts — for interactive sessions and workshops
- Lapel microphones — for hands-free presenting
- Head table microphones — ideal for panels or multi-speaker formats
- Presenter foldback screens — so speakers can see on-screen content without turning away from the audience

Unlimited Data Internet Services

Free WiFi

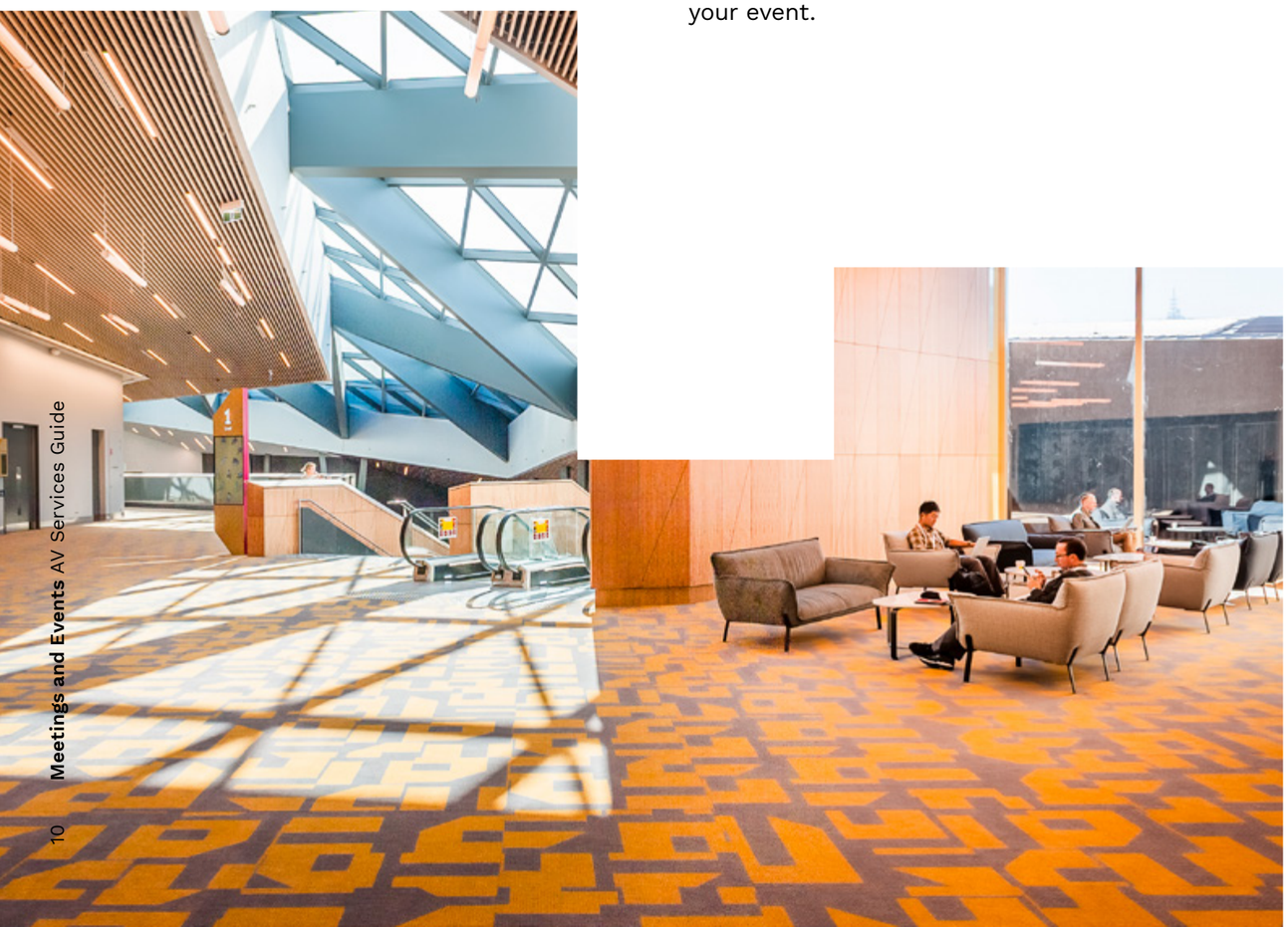
MCEC's complimentary venue WiFi offers limited bandwidth and timed access for tasks like email checking and light web browsing. However, it is not suitable for event delivery due to time and bandwidth restrictions, and there is no on-site support available. For event WiFi, consider one of our internet packages designed for seamless event delivery.

Internet Services

Our internet services are designed with the success of your event in mind. We understand unexpected issues can arise, so we've incorporated resilience and redundancy into our internet offerings. Our network and providers have backup services to ensure your event runs seamlessly. You can choose from various connectivity packages, whether wired or wireless access.

Key features of our internet packages include:

- Unlimited data, so you won't have to worry about data usage charges.
- Customisable landing pages to tailor the web experience for your event.
- Onsite support to assist you during your event.



Settings and Configurations

We offer unrestricted internet access for both wired and wireless services, utilizing automatic DHCP addressing. If needed, public IP addressing can be provided upon request. Our WiFi networks are powered by the latest 802.11ac technology.

Security

We provide WPA2 encryption for WiFi networks to ensure your data is secure.

Wireless Internet

	Daily price (excl. GST)
Up to 3 devices	57
Up to 10 devices	152
Up to 20 devices	222
Up to 50 devices	415
Up to 100 devices	510
Up to 200 devices	635
Up to 500 devices	1,020
Up to 1000 devices	1,780
Up to 2000 devices	2,545

Custom packages available for +2000 devices

Wired Internet

	Daily price (excl. GST)
10Mbps	65
20Mbps	115
30Mbps	155
50Mbps	270
70Mbps	350
100Mbps	520
200Mbps	800
300Mbps	1,170
500Mbps	1,620

Ready to meet? Let’s plan your AV

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0565_9 October 2026