

The Gallery at Alan Baxter
A Users Guide
May 2022

The Gallery at Alan Baxter: a Guide for Users

1.0 Introduction

The Gallery at Alan Baxter is located at 77 Cowcross Street, very close to Farringdon station (Appendix A). Superbly connected to London's transport network, it is one of the foremost spaces in Central London for debate, discussion and exhibitions relating to the built and natural environment, architecture, urbanism and heritage.

Alan Baxter is pleased to make The Gallery freely available for meetings, lectures and exhibitions to:

- Organisations and individuals whose work is of particular relevance/interest to Alan Baxter and whose events are open for our staff to attend.
- Lodgers or other regular users of our building;

We prefer to keep a light touch approach to The Gallery. As such, users are responsible for managing all aspects of events and exhibitions in The Gallery and need to make themselves familiar with how it is run.

Covid-19 precautions

Although we hope that the worst of the virus is now behind us, we expect users to respect the following principles in order to protect themselves and other users of the building:

- To refuse admittance to anyone who has tested positive for the virus less than 7 days previously and has not had two consecutive negative lateral flow tests;
- To confine themselves to the Gallery and adjacent toilets, approaching The Gallery only through the Courtyard (unless they need to use the lift in reception);
- Encourage all users to use the hand sanitisers provided.

2.0 Availability and booking

The Gallery is generally available for use at any time between 9am and 9pm on weekdays, except between 12 and 2 on Monday, Wednesday and Friday when it is used for our staff lunches.

It can be booked for a whole day, for morning, afternoon or evening use, but the building must be fully vacated by 9pm.

The Gallery can also be booked for weekend use, though there is a charge to cover security.

To make a booking, please contact Sue Woods (thegallery@alanbaxter.co.uk). Please note:

- The Gallery is booked on a first come, first served basis;
- It is not normally possible to book for an event more than three months in advance.
- We expect users to make some tickets available to Alan Baxter staff.
- First time users should arrange to visit us in advance to see how The Gallery works.

3.0 Capacity and layout

The capacity of the Gallery and the associated Side Gallery depends on its configuration, which can be:

- | | |
|---|-----------------------------------|
| • Main Gallery theatre style (e.g. lectures) | 80-100 |
| • Main Gallery cabaret (e.g. seminars/conference) | 56 with presentations, 80 without |
| • Main Gallery standing (e.g. reception) | Maximum 130 |
| • Side Gallery boardroom (e.g. meeting) | 18-22 |
| • Side Gallery standing (e.g. reception) | Maximum 50 |

Note that the default layout is theatre style for the Main Gallery and boardroom for the Side Gallery. If users need an alternative layout, it is up to them to change it (using furniture provided) and to restore it to the default at the end of their event.

In addition, for smaller meetings, the Front Basement meeting room can be booked (mrb@alanbaxter.co.uk). This has a capacity of 20 (boardroom).

4.0 IT

The Gallery is equipped with the following facilities:

- WiFi
- Audio/Visual (projector, screen, microphones) which can be used either for the audience in The Gallery or for basic live-streaming via Teams/Zoom, etc (Appendix 2). It is necessary for users to provide their own laptop (and, if an Apple, relevant adaptors). If planning live streaming, it is **essential** for new users to come in advance of their event, to try out the system, as we are unable to offer IT support for events.
- A flip chart can be provided with advance notice (but users must bring their own paper/pens).

5.0 Exhibitions

Exhibitions, on themes relevant to the overall purpose of The Gallery or by local groups, have long been a feature of The Gallery.

Exhibitions usually last for one month and are seen by all users of The Gallery, including Alan Baxter staff and other building users. Private views can also be booked, but note that unrestricted outside access to The Gallery is not possible. Opening times for outside visitors must be booked in advance and must be invigilated by the organiser.

We provide a rod hanging system which must be used. It is for the organiser to cover all insurances. We can accept no liability for any items lost or damaged.

Enquiries about potential exhibitions should be made to Sue Woods, as above.

6.0 Catering and other facilities

There is a servery, with an urn for providing hot water, a fridge for drinks, basic washing up facilities and recycling/rubbish bins, but currently no cooking facilities. Users can bring their own catering (no red wine) and cutlery, and are responsible for clearing up afterwards.

There are two gender neutral toilets adjacent to The Gallery; one is also accessible. Further toilets are on the ground floor.

7.0 Publicity

All users are asked to refer to 'The Gallery at Alan Baxter' in all publicity material and social media posts (#TheGalleryAtAlanBaxter).

Events open to the public are advertised on The Gallery page of our website: (<https://alanbaxter.co.uk/the-gallery-at-alan-baxter>).

8.0 Other matters

Fire extinguishers (red for paper fires, black for electrical fires) are provided. There are evacuation notices at the front and rear of The Gallery and users should make sure that all attendees are aware of what to do (see Appendix 3). If the fire alarm sounds, the lift must not be used.

In absolute emergency only (fire, flood or similar), please contact Reception during the day, or:

- 1) Harrison Dokubo 07592 504610 (after 5pm)
- 2) Kevin Burke 07703 465336
- 3) Islington Police 020 7704 1212 or 999

If you have any comments or suggestion, please let us know.

Appendix 1: How to find The Gallery

Appendix 2: Guide to the Gallery AV system

Appendix 3: Guide to the Side Gallery AV system

Appendix 4: Fire Instructions

1. How to find The Gallery

77 Cowcross Street

London EC1M 6EL

020 7250 1555

thegallery@alanbaxter.co.uk

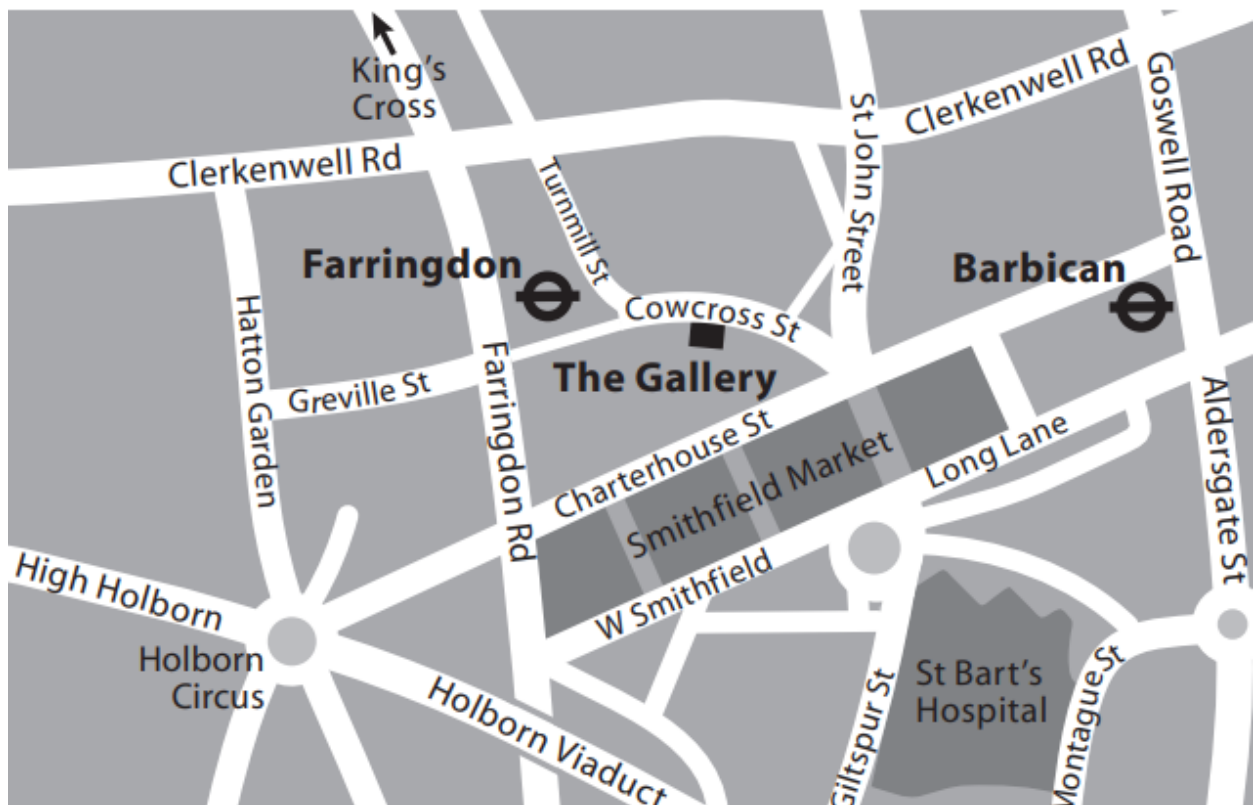
[Google Maps](#)

[What3Words](#)

THE
GALLERY
AT ALAN BAXTER

Nearest station

Farringdon for Elizabeth Line, Thameslink, Hammersmith & City, Circle & Metropolitan lines



2. Guide to the Gallery AV System

Key stages for connecting a laptop

Note: The connection instructions refer to a PC laptop

If your laptop is an Apple then you may need to provide the relevant adapters to connect to the system. Depending on the age of your Apple laptop you may need a mini Display Port to HDMI adapter or a USB-C to HDMI adapter.



PROJECTION

The screen is ceiling mounted and needs to be lowered using the remote control if it is not already in the down position.



Up-Down buttons

Point the remote control to the top left of the screen and press the down arrow button. This may need to be done several times as it can be temperamental. The screen will slowly lower. Press the up arrow button to raise the screen.

Plug laptop into the power socket and connect laptop to the system via the HDMI, Displayport or VGA lead provided.



HDMI



Displayport



VGA

The Epson projector is ceiling mounted.



On-Off button

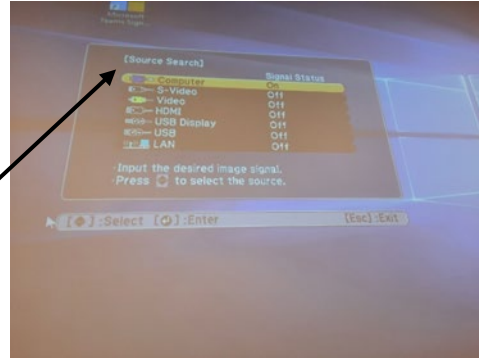
Turn on power at the wall socket. A blue light on the projector indicates that it is on. It may be necessary to use the On-Off button on the remote control to activate the projector for use.

The projector may automatically recognise the laptop connection as HDMI, VGA etc but if not, it can be changed by using the Source button on the remote control.



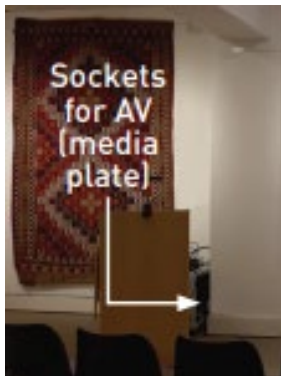
Source button

Source button dialogue box – select connection – usually HDMI



SOUND

The sound system will normally be switched on at the wall but if isn't the power socket is located on the wall.



Mixer top - Amp bottom

Turn on mixer and amp



Mixer – power on (red light)



Amp – power on (blue light)

There should be no need to adjust the mixer or amp levels.

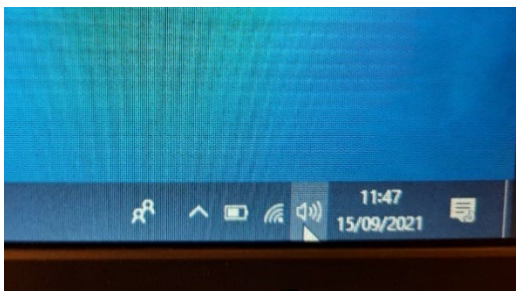
To connect to the Gallery speakers and microphone plug the audio lead into the headphone socket on the laptop.



Sound levels can be adjusted from the laptop.

Your laptop may not automatically select the Gallery speakers as the option for sound but default to the Epson projector.

This can be changed by selecting the correct option on the laptop.



Click on the sound icon



Select this option

Then select the Realtek option – not Epson.



Control sound volume on laptop

Once connected the microphone on the lectern is 'live'.



The lectern microphone has an on/off slide switch.

MICROPHONES

In addition to the lectern microphone there are two others:

Wireless handheld microphone

The on-off switch is on the front – the display indicator will show the number seven. Note there is a delay of a few seconds before the microphone becomes 'live' once it is switched on.



Display indicator

On-Off switch - slide

Snowball microphone

This microphone connects via USB



The switch on the back needs to be in position 1 or 3 – see note below

Setting 1 = hear the speaker in front of the microphone

Setting 3 = hear the whole room

1. Position 1,
 - Setting: Cardioid (capsule),
 - Applications: speech, vocals, podcasting
 - Picks up sound from the front, ideal for podcasting, game streaming or recording vocals and instruments
2. Position 2
 - Setting: Cardioid (capsule) with -10dB pad
 - Applications: live music, loud sound sources
 - Reduces mic sensitivity so loud instruments or vocalists come in crystal clear and distortion free
3. Position 3
 - Setting: Omnidirectional (capsule)
 - Applications: conferences, interviews, environmental recordings
 - Picks up sound all around the mic, perfect for conference calls or recording a group of musicians

3. Guide to the Side Gallery AV System

Key stages for connecting a laptop

Note: Connection instructions

Whether your laptop is a PC or Apple, if your laptop does not have an HDMI port you will need to provide the relevant adapters to connect to the system via the provided HDMI cable (e.g. USBC to HDMI adapter). If you have an older Apple laptop you may need a mini-Display Port to HDMI adapter.



The Side Gallery (off the Main Gallery) is set up with a TV to enable a laptop to be connected to show presentations etc on a large screen to a smaller group.

Using the remote control turn on the TV.



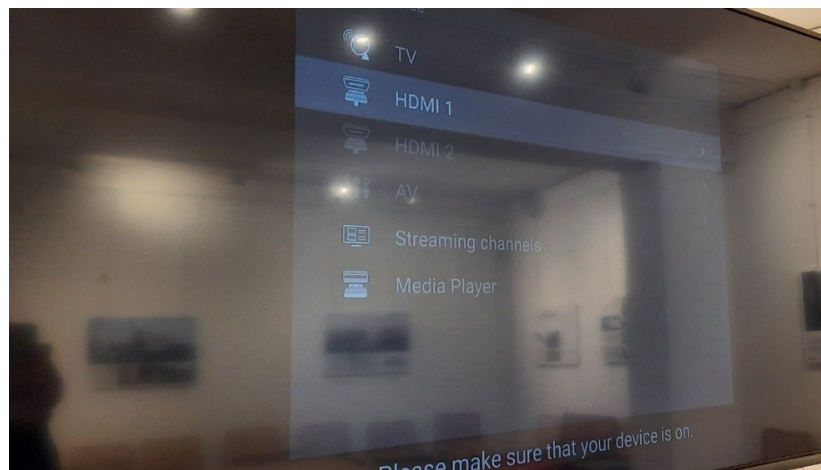


The default screen as above.

Use the remote control and select the Source button



The following screen appears



Scroll down to HDMI 2 and select



Connect the HDMI cable to laptop



The HDMI cable is plugged into the HDMI 2 socket at the rear of the TV and should not be removed.

INTERNET

If you have visited before, your laptop may automatically connect wirelessly to the ABA guest wi-fi but if not use the following:

Wi-fi login

Wireless network name: ABA Guests

Wireless network password: b4xt3rw1f1

The wi-fi log in details are available in the Gallery.

An internet cable is available to connect your laptop to the internet if it doesn't do so automatically.

Internet socket and cable



At the end of your event remember to turn off the projector, amp and mixer.

Do not remove any leads from the wall sockets

4. Fire Instructions

Fire Instructions for 14-16 Cowcross Street, 75 Cowcross Street, The Gallery at Alan Baxter

Fire instructions are displayed on notice boards and will indicate who is responsible for the following.

Fire Wardens or Deputies will take charge of the evacuation of each floor and will liaise with ABA senior management and the fire brigade during the evacuation. You must co-operate with them.

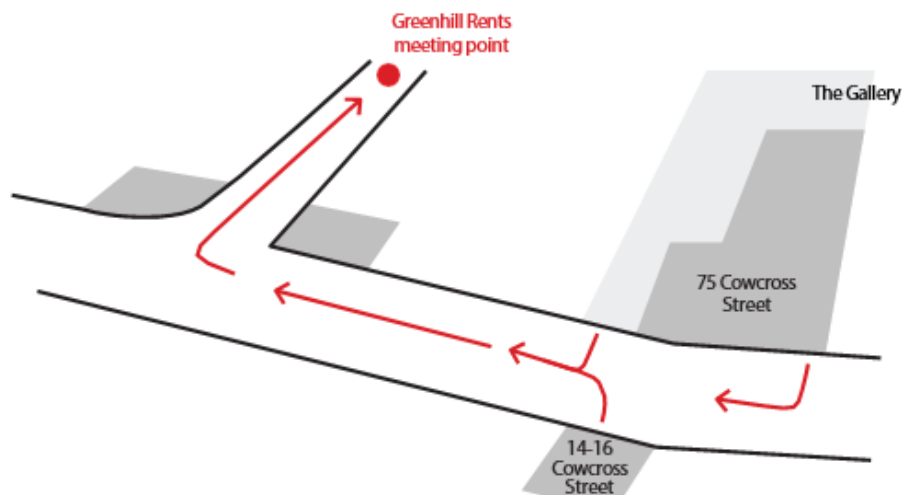
- Fire alarm signal is a continuous ringing
- Fire extinguishers and break glass call points are sited on all exit routes
- Exit the Gallery via the Courtyard
- Assembly point is Greenhill Rents – see plan

If you discover a fire:

- Sound the alarm
- Attack the fire, if safe to do so
- Close any doors leading to the fire if you can

On hearing the fire alarm:

- Evacuate the building using the nearest fire exit
- Assemble at Greenhill rents
- Fire wardens should report any missing persons to ABA senior staff or senior fire officer present
- Do not stop to collect personal belongs
- Do not re-enter the building



Prepared by William Filmer-Sankey
Reviewed by Sue Woods
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