Broadcast Training Program (BTP)

Logistic Requirements for Broadcast Training Venues

RIO 2016 OLYMPIC GAMES

INFORMATION AND INSTITUTIONAL RELATIONS

CREWING & TRAINING NUMBERS

Positions: **Broadcaster Support Officer**

Number of GT positions: 243

Number of trainees: 415

Number of weeks of training: 5

Number of groups: 10

Number of trainees per group: 40-45

Number of days: 2 (per group) x 2 workshops x 5 weeks = 20 total training days

Days of training: Sunday + Monday + Tuesday + Wednesday*

May need to extend training to Thursday + Friday for a third session.

Dates: Oct. 4-7, Oct. 18-21, Oct. 25-28, Nov. 1-4, Nov. 8-11

Number of trainers: 4 (only 2 at the same time)

FF&E REQUIREMENTS

- One large room required with seating for at least 70 for presentation and then to be adapted for role play sessions and then interviews

- Waiting area outside of room or in neighbouring room for interview staging

- Projector and AV equipment to connect to laptop for presentations required

- Depending on the room size, microphone may be required

- At least 10 tables and 20 chairs required for set-up of role play

OLIMPIC NEWS CHANNEL (ONC)

CREWING & TRAINING NUMBERS

Positions: **ONC Assistant**

Number of GT positions: 75

Number of trainees: 125

Number of weeks of training: 3

Number of groups: 6

Number of trainees per group: 21

Number of days: 2 (per group) x 2 workshops x 3 weeks = 12 total training days

Days of training: Sunday + Monday + Tuesday + Wednesday

Dates: Oct.4-7, Oct.18-21, Oct. 25-28

Number of trainers: 4

FF&E REQUIREMENTS

1 x Large Presentation Room (for up to 40 persons) for ONC Training presentation – including:

- • Seating and tables for 40

- • Presentation Screen/Projector System (including suitable audio system) for Lap top presentation (video & audio connected by single HDMI lead)

- • Audio system for presentation (including 3x wireless microphones (2 minimum)

- • White board or flip chart

2 x Small Rooms adjacent (to large Presentation Room) - each including:

• 4 x Seats (minimum)

• 4 x Tables (minimum)

1 x Waiting Area outside or near to these Rooms

• 8 x Seats (minimum)

SUPPORT SERVICES

CREWING & TRAINING NUMBERS

Position: **Logistics Runner**

Number of GT positions: 240

Number of trainees: 330

Number of weeks of training: 2

Number of groups: 6

Number of trainees per group: 60

Number of days: 1 (day per group) x 3 workshops x 2 weeks = 6 total training days

Days of training: Sunday + Monday + Tuesday (possibly Saturday vs Tuesday?)

Dates: Oct. 31- Nov. 2; Nov. 1-3; Nov. 8-10.

Number of trainers: 4

FF&E REQUIREMENTS

• One large room for presentation (up to 75 persons) with seating and tables for 75

• One room (tables and chairs) for interview for 15 persons (4 tables and 15 chairs)

• One room (chairs) as waiting area

• White board or flip chart, laptop projector, screen, speakers and DVD player for presentation

• Audio system for presentation (mic, amp & speakers)

• 1 power strip for laptop, speakers and DVD player

ARCHIVES

CREWING & TRAINING NUMBERS

Position: **Archives Operator**

Number of GT positions: 99

Number of trainees: 150

Number of weeks of training: 5*

Number of groups: 5

Number of trainees per group: 30

Number of days: 5 (per group) x 1 workshop x 5 weeks = 25 total training days

Days of training: Sunday + Monday + Tuesday + Wednesday + Thursday

Dates: Oct. 4-8, Oct. 18-22; Oct. 25-29; Nov. 8-12

Number of trainers: 4

May need to add one more week of training

FF&E REQUIREMENTS

We will need a training room exclusively dedicated to the BTP Archive training for the duration of the programme plus seven days before and after for installation and de-rigging that is big enough to comfortably host:

- 30 people between trainers and trainees

- 30 standard tables

- 30 chairs

- 2 foldable tables or similar

- Video server and signal distribution equipment

- IP Directors

- Video Monitors

- 30 laptops

- Whiteboard/blackboard

- Projector

- Wired Internet connectivity for remote support

- It is important that the training room does have enough power sockets on different power circuits to allow to safely power up all broadcast equipment and stations

- It is important that the training room does have a proper air conditioning system for a comfortable environment and to cool down the equipment

- The training room should be lockable to ensure security for the equipment installed when not in use.

- The training room should be located close to toilet facilities and snack point for drinks and foods.

- We need access to a copier/printer machine.

For the interview is required for three days for each seminar a separate small meeting room or similar space with a table and a couple of chairs.

Storage space should be allocated to store equipment and flight cases before the installation and empty boxes during the training.

It should be considered the possibility to easily reach the training location with public transportation.

Regarding the trainers a total of three people should be allocated for each workshop. At least one external contract should be activated for the purpose.

The first seminar might have more than three people as trainers to allow proper training of people contracted.

COMMENTARY SYSTEMS

CREWING & TRAINING NUMBERS

Position: **Commentary Systems Operator**

Number of GT positions: 145

Number of trainees: 200

Number of weeks of training: 5

Number of groups: 5

Number of trainees per group: 40

Number of days: 4 x 1 workshop x 5 weeks = 20 total training days

Days of training: Sunday + Monday + Tuesday + Wednesday

Dates: Oct. 4-7, Oct. 18-21, Oct. 25-28, Nov. 1-4, Nov. 8-11

Number or trainers: 4

FF&E REQUIREMENTS

- Space required:
    - Lecture area for 40 students and 2 trainers (100 sqm approx.)
    - Equipment area (120 sqm. approx.)

- AV/IT Equipment required:
    - Projector for PowerPoint presentations
    - Projection screen
    - Basic access to Internet
    - Access to printer and paper
    - Access to photo copier

- Other FF&E requirements
    - Lecture area:
        - Desks and chairs for 40 students

- Desk for trainers
- Desk/stand for projector
- Big size whiteboard with markers
  o Equipment area:
    - 12 (preferably folding) big tables and 24 chairs
    - Big size whiteboard with markers

- Power requirements
  o Lecture area:
    - Power distribution for trainer's laptop and projector
  o Equipment area:
    - Min. 6 power outlets, 1kVA each approx.

- Equipment area to be secured

- We need to receive details about the spaces in advance (draft layout drawing)

DATA & TIMING

CREWING & TRAINING NUMBERS

Position: **Data and Timing Technical Assistant**

Number of GT positions: 10

Number of trainees: 20

Number of weeks of training: 2

Number of groups: 2

Number of trainees per group: 10

Number of days: 2 (per group) x 1 workshop x 2 weeks = 4 total training days

Days of training: Sunday + Monday

Dates: Oct. 18-19 or 25-26 (TBC)

Number or trainers: 2

FF&E REQUIREMENTS

- 4 desks, 20 chairs, standard power for a couple of computers and monitors

- A 42+ inches monitor will be enough to connect our laptop for presentation

- 2 power strips for an Agile System and laptop + monitor, no especial power requirements

VENUE TECHNICAL PRODUCTION

CREWING & TRAINING NUMBERS

Positions: **Utility Camera Assistant** and **Audio Assistant**

Number of GT positions: 416 + 154

Number of trainees: 600 + 200

Number of weeks of training: 5

Number of groups: 15

Number of trainees per group: 24 + 8

Number of days: [1 general + (1 per group x 5 workshops)] x 5 weeks = 30 total training days

Days of training: Sunday (160) + Monday-event (32) + Tuesday-Event (32) + Wednesday-Event (32) + Thursday (32) + Friday (32)

Dates: Oct. 4-9, Oct. 18-23, Oct. 25-30, Nov. 1-6, Nov. 8-13

Number or trainers: 4

FF&E REQUIREMENTS

One large room/auditorium for AM presentation (up to 165 persons) – including:

- Seating and tables for 165 + Laptop (with DVD player), projector, screen and speakers. Audio system for presentation (mic, amp & speakers). One white board

Open space for PM practical training (TBD) – close to truck parking

One small room with table and four chairs for interviews

OBS will most likely rent an OB Van with 3 cameras. Alternatively if any of the universities have a small TV studio with 3 studio cameras that we may use for the training.