

# Facilities Management

IVC provides a comprehensive menu of facilities management options ranging from programme production down to basic equipment set up for small meetings. We can manage your conferences and meetings in house or off site on an annual, weekly, or per event basis.



## Client Industry Specific Staff

Upon appointment, IVC will arrange for our consultant to visit your premises to discuss and clearly understand your business, the way in which it functions and the objectives to be achieved.

The most appropriate staff from within IVC will be briefed or retrained, as applicable, to ensure that they are fully conversant with all aspects of your operation. This could also include transfer of your existing staff to IVC should you wish to out source this function.

## Asset Management

A full survey of the existing in house conference/meeting room's audio visual facilities will be carried out, following which a report will be prepared recommending any changes or additions that should be implemented.

An inventory of your existing AV equipment, along with the condition of all items, will be logged in an asset register and kept up to date with all future movements and changes.



IVC will provide a suitably qualified electronics engineer to ensure all equipment is properly maintained in good, safe, working order.

## Services Menu

IVC's facilities management can provide any or all of the following:

- Room booking system
- Programme production
- Meeting room(s) equipment set up for client operation
- Meeting room(s) equipment set up with IVC operators
- Webcast management
- DVD, CD, Tape duplication
- Content management and archiving
- Video and audio conferencing
- IPTV media streaming
- Media liaison and management
- Room signage management

## IVC Integration

The expertise within IVC enables you to concentrate on your own core business. We are able to integrate all technologies using our own in house dedicated experts.

Technology solutions are an every day part of effective communication, and are all interlinked. With IVC, you have the confidence that one organisation can take the responsibility for all this.

## Future Technology

IVC work with some of the worlds largest technology providers and we involve you with these organisations. We hold regular forums with you to discuss your future needs and aspirations.

## IVC Philosophy

- To work in partnership with our clients
- To truly understand their corporate & individual goals
- To provide solutions to achieve both
- To become one with our clients and to be there through the good and not so good times

We are not just about technology. We all work in a people environment, and this is the foundation of IVC philosophy - to create a team sharing spirit and to identify areas of opportunity that benefit from continued improvement.



For further information  
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