



## MassBioHub Virtual Meeting Packages

We've all gotten accustomed to social distancing and holding our events and meetings virtually, but as employees slowly return to work, our needs have changed. As office and lab space is reconfigured to support social distancing, hosting a small meeting or event becomes near impossible due to space constraints. And as participants start to experience Zoom fatigue, ensuring your virtual event is engaging and professional is more important than ever. The MassBioHub is here to address all of your evolving business needs.

From 1:1 interviews to large scale conferences, the MassBioHub is available exclusively to members and equipped with state-of-the-art audio-visual technology to help you produce a seamless and successful virtual event, or hold a small meeting safely and without added stress.

Learn more at [hub.massbio.org](https://hub.massbio.org) or contact Suzanne Curran at [hub@massbio.org](mailto:hub@massbio.org)

### MEETING PACKAGES

#### SELF-HOSTED 1:1 MEETING: Starting base price \$500

Utilize the MassBioHub premium space and technology to host a meeting of your own

- Waltham, Lexington, or Watertown huddle rooms (Max 2 people)
- Ideal for interviews and 1:1's
- Use of own laptop required (not provided)
- Virtual meeting support:
  - Large monitor with audio (Waltham & Lexington only)
  - HDMI / digital connection to mobile display
  - High speed and redundant internet (separate providers to ensure there is no downtime)
  - On-site AV support
- Additional charge of \$250/hr for more than 4 hours

#### HUB-HOSTED MEETING: Starting base price \$1,500

MassBioHub will provide both physical and virtual space to host your most important meetings

- Use of MassBioHub meeting space in either U-Shape, theater, classroom, or boardroom style setup (Max 10 people)

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- Ideal for board meetings, investor calls, important sales meetings
- Virtual meeting support:
  - High quality, secure video conferencing
  - Multiple monitors with high quality web camera capability
  - Technology hookups and connections
  - High-speed and redundant internet (separate providers to ensure there is no downtime)
  - Dedicated A/V support staff

### **WEBINAR: Starting base price \$3,000**

Deliver high quality, live, or pre-recorded content to your audience

- Ability to host in keynote, panel, and fireside formats
- Speaker and/or panel delivers a presentation to an online audience
- Audience can engage and interact via virtual chat or Q&A
- Meet and collaborate in real-time
- Graphics / presentation included
- Additional branding while being posted as a MassBio event
- Virtual meeting support:
  - High quality, secure video conferencing provided
  - Built-in audio with microphones
  - Technology hookups and connections
  - High-speed and redundant internet (separate providers to ensure there is no downtime)
  - Dedicated on-site support and meeting management
- Add streaming platform service - single platform (YouTube, Facebook, Twitch, etc.) - \$1,000
- Enhanced audio and video production services available for an additional fee

*(Starting price based on a single event up to 2 hours)*

### **CUSTOMIZED VIRTUAL CONFERENCE: Starting base price \$10,000**

The MassBioHub can transform and host your large-scale meeting or conference into an engaging and customized virtual environment

- Ability to host in keynote, panel, and fireside formats
- Speaker and/or panel delivers a presentation to an online audience
- Audience can engage and interact via virtual chat or Q&A
- Graphics / presentation included
- Pre-recorded sessions available
- Professional backdrop, lighting and room setup

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- Includes streaming platform service – single platform (YouTube, Facebook, Twitch, etc.)
- Additional branding while being posted as a MassBio event
- Virtual meeting support:
  - Multi-room breakout support
  - High quality, secure video conferencing
  - Built-in audio with microphones
  - Technology hookups and connections
  - High-speed and redundant internet (separate providers to ensure there is no downtime)
  - Dedicated on-site support and meeting management
- Additional streaming platforms - \$200 each
- One hour of networking post-event - \$250
- Enhanced audio and video production services available for an additional fee

*(Starting price based on one full day. Additional fees may apply for multi-day event)*

## **OTHER**

- Basic in-room office supplies upon request (*additional fee may apply*)
- Catering options available (*additional fee*)
  - Boxed breakfast and/or lunch
  - Individually wrapped snacks

## **ADDITIONAL CUSTOMER SUPPORT**

- Virtual tours of meeting space in lieu of site visits
- Custom social distancing floorplans
- Dedicated event and AV professional to help assist with event
- Production company available to provide a high-end look and feel to your meeting (*additional fee*)
- Thorough cleaning of all high-touch surfaces and AV equipment before / after each use

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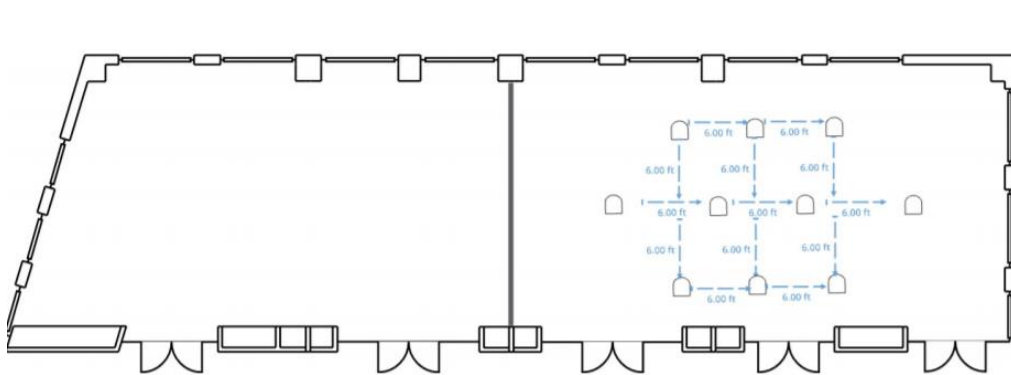
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## ROOM SETUP STYLES & CAPACITY CHART

Room Name	Sq Ft	Dimensions	Rounds	U-Shape	Theater	Classroom	Board Room
The Hub Conference & Business Center	9,910						
Cambridge Room (Rooms Joined)	2646	98'x27'					
Tech Square	783	29'x27'	-	10	10	10	10
Kendall	540	20'x27'	-				
Alewife	560	20'x28'	-	10	10	10	10
Central Square	783	29'x27'	-				
Boston Room (Rooms Joined)	1160	58'x20'					
Longwood	580	29'x20'	-	9	8	6	8
Seaport	580	29'x20'	-	9	8	6	8
Worcester (Suite)	340	17'x20'	4	-	-	-	-
Waltham (Huddle)	100	10'x10'	2	-	-	-	-
Lexington (Huddle)	100	10'x10'	2	-	-	-	-
The Commonwealth Café	-	-	-	-	-	-	-

## THEATER

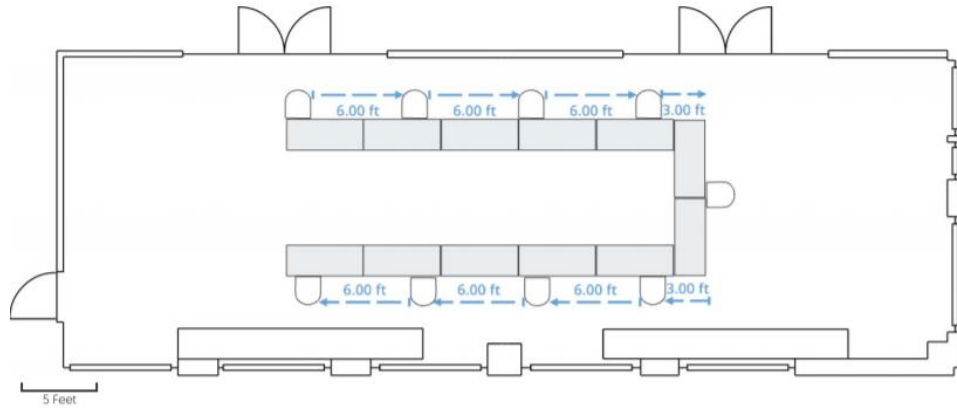


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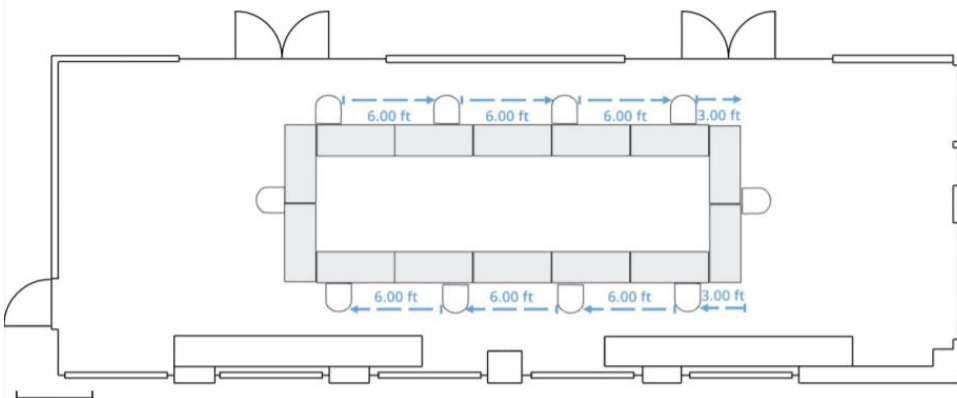
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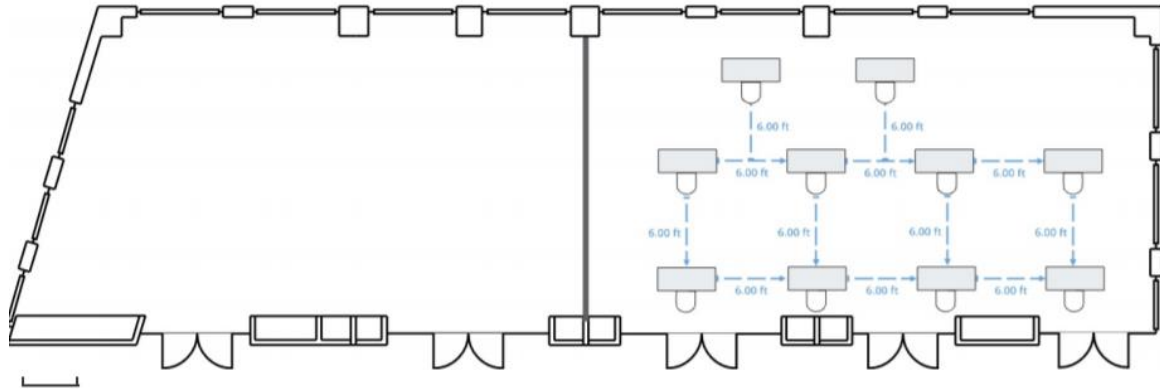
## U-SHAPE



## BOARDROOM



## CLASSROOM



### MassBioHub Audio Visual Technology

All user-friendly meeting & event spaces are equipped with user-controlled in-room technology & equipment

#### Cambridge Room (Four-way Combinable room)

Each room has the ability for digital content presentation with audio reinforcement of content and presenter

Video:

- Four 120" ceiling mounted diagonal LCD screen and projector
- HDMI / digital connection to room displays
- Direct connect to wall or Clickshare wireless

Video Conferencing:

- Includes two cameras, one in the front of the room and one in the rear with presenter tracking camera

Audio:

- One wireless lapel microphone & one wireless handheld microphone per space
- One Catchbox audience participation microphone
- Audio conferencing available

Production Capabilities (*additional fee*):

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- Director with gear
  - Switcher, switcher interface, comm system, laptop, cables, scopes
- Stream op
  - Encoders, laptop, cables, Q&A facilitation

Other:

- High-speed Wi-fi
- Ability to display your company's branding
- Technology support available
- Basic in-room office supplies available upon request

### **Boston Room (Two-way Combinable Room)**

Each room has the ability for digital content presentation with audio reinforcement of content and presenter

Video:

- One 90" monitor and one 120" diagonal LCD screen and projector
- HDMI / digital connection to room displays
- Direct connect to wall or use Clickshare wireless
- Ability to display your companies branding

Video Conferencing:

- Software-based video conferencing available

Audio:

- One wireless lapel microphone & one wireless handheld microphone per space
- Audio conferencing available

Production Capabilities (*additional fee*):

- Director with gear
  - Switcher, switcher interface, comm system, laptop, cables, scopes
- Stream op
  - Encoders, laptop, cables, Q&A facilitation

Other:

- High-speed Wi-fi
- Ability to display your companies branding
- Technology support available
- Basic in-room office supplies available upon request

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## Covid-19 Safety Response **Guideline Overview**



Conference Room Utilization & AV Equipment



Commonwealth Café & Common Areas

### **Social/Physical Distancing:**

- Event attendees are expected to follow 6 ft. social distancing requirements
- All room layout chairs are spaced at a minimum of 6 ft apart or greater (*if requested*)
- A maximum of 10 event attendees total are allowed in an assigned event space
- Only one event will occur simultaneously in each area of the Conference Center to avoid cross-traffic and uphold social distancing measures
- Maximum occupancy signage posted to acknowledge social distancing and capacity requirements
- Visual markers or furniture adjustments have seating and people spaced at 6-feet apart or greater in areas where congregating can occur

### **PPE, Hygiene, Cleaning & Sanitation:**

- PPE is always required to be worn in all event spaces by event attendees, vendors and personnel
- On-site support will provide routinely scheduled 2-hour disinfection of common area equipment including high touch areas (fixtures, light switches, appliance handles, and buttons), appliances, equipment, and machine surface wipe downs with sanitizing wipes
- Sanitizing wipes and/or hand sanitizer will be provided in each event space for event attendee to wipe down surfaces or personal items in contact with at their discretion
- Dedicated AV on-site will wear PPE (mask, gloves, eyewear) and is trained to adhere to social distancing measures
- All audio-visual equipment will be disinfected thoroughly adhering to strict cleaning & sanitation protocols before and after event space usage
- Above standard supplies or equipment requested will be provided exclusively for the event and properly cleaned & sanitized before and after usage
- Disinfectant wipes will be provided in Café close to Bevi & coffee machine for clients to self-sanitize after usage

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- Signage will encourage handwashing and utilization of hand sanitizer in-between hand washing with encouragement to carry sanitizer when possible.



#### **Catering Services:**

- Any catering requested will be provided as an individually portioned boxed meal
- Catering service provider is expected to follow 6 ft. social distancing requirements
- Catering service provider will always wear PPE when on-site
- Delivery can be staggered to avoid contact with event attendees

**Get in touch with us today! Learn more at [hub.massbio.org](https://hub.massbio.org) or contact Suzanne Curran at [hub@massbio.org](mailto:hub@massbio.org).**

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