



CICSU FILMING STUDIO

Centre International de Conférences Sorbonne Université (CICSU)

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PRESENTATION OF THE FILMING STUDIO

Presentation

The CICSU is located on the Pierre et Marie Curie campus in the 5th arrondissement of Paris, in the heart of the Latin Quarter.

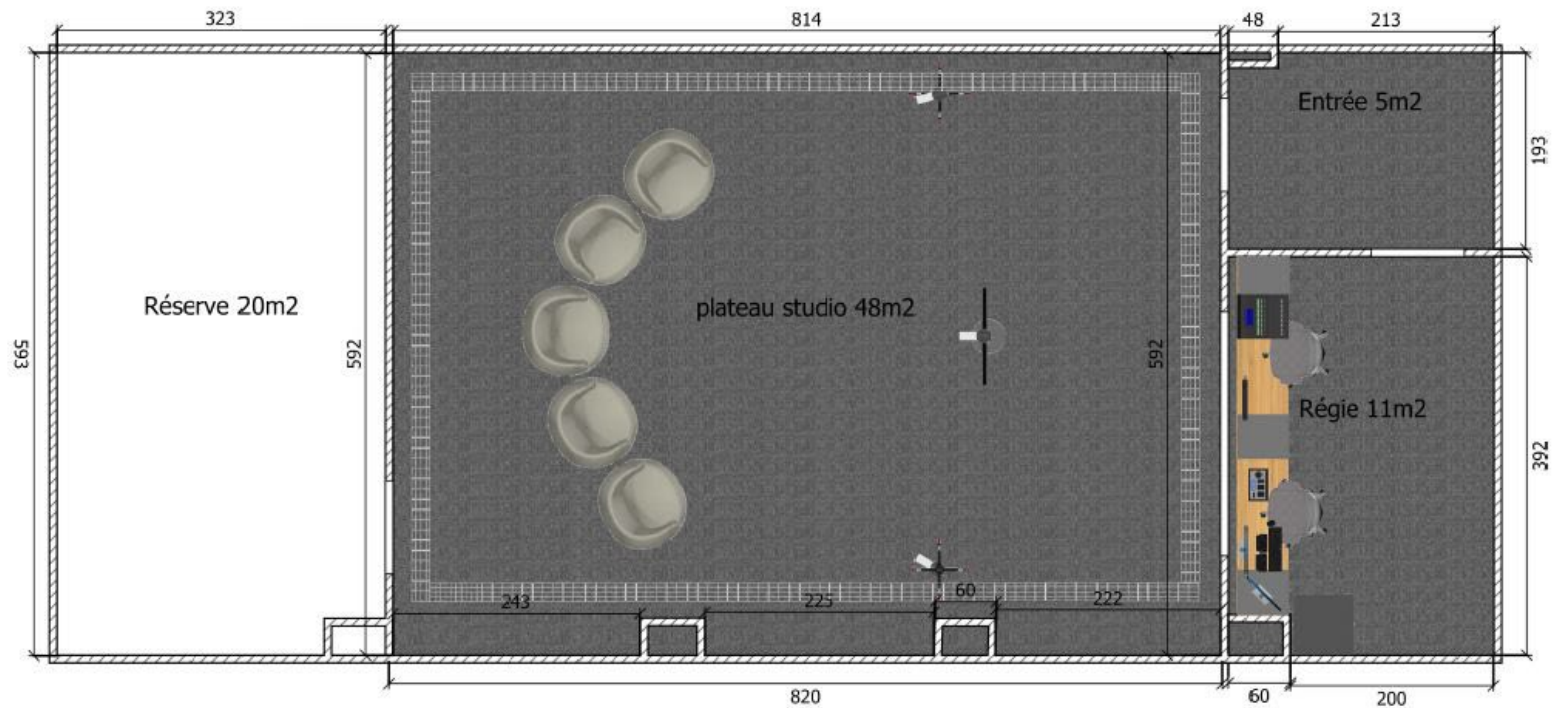
The studio is accessible by car and public transportation.

Days and times of availability:

- Monday to Friday, 8:30 am to 6:30 pm (including set-up and take-down)
- Saturday from 8:30 am to 6:30 pm on request (including set-up and take-down)



Plan



Measurement in cm

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FILMING STUDIO: TECHNICAL EQUIPMENT AND FURNITURE

FILMING STUDIO

- One studio, consisting of:
 - One 48 m² set
 - One 11 m² fully-equipped control room
 - One 20 m² storage space
- A 48 m² dressing room (on request), equipped with chairs, tables and racks
- Restrooms (M/F/PRM)
- Capacity limit: **19 people maximum**



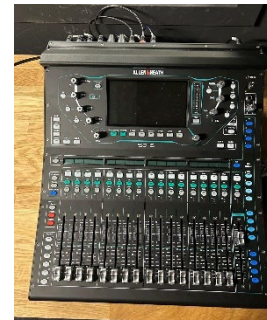
TECHNICAL EQUIPMENT

Video system: 1 VMIX server, 2 monitors, 2 streamdeck consoles, PTZ camera remote controller, 3 PTZ optics cameras

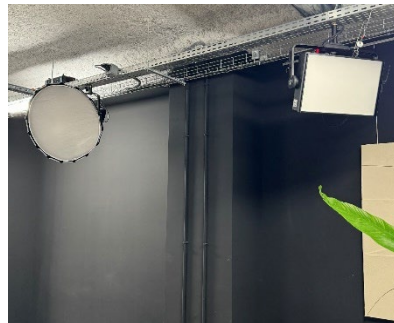


TECHNICAL EQUIPMENT

Sound system: SQ5 console, 4 HF microphones, 4 on-stage speakers and 2 monitor speakers



Lighting system: eurolight DMX move control 512 controller, 4 Aputure nova P300C1 panels, 2 Aputure LS300X4 panels



FURNITURE

Two furniture configurations available:

- A dynamic format with a talk-show stage equipped with 2 desks for up to 5 guests;
- A cozy lounge format (armchairs and coffee table) for up to 5 guests.



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ACCESS, OPERATING CONDITIONS AND HOURS

1. Visitor Directions

By foot:

4, place Jussieu – 75005 Paris

- Studio entrance via Tower 45, go down to basement level

By car on request (Monday to Friday):

10 bis, rue Cuvier – 75005 Paris

- Fill in the [access request](#) form

By public transportation

- Métro: Lines 7 and 10 (Jussieu stop)
- Bus: Lines 63 (Cuvier stop), 89 and 67 (Jussieu stop), 69 (Université Paris VI stop), 86 and 87 (IMA or Saint-Germain Cardinal Lemoine stop)

2. Deliveries

The organizer must be present to accept deliveries.

Entrance: 7, quai Saint Bernard – 75005 Paris

- From Monday to Sunday, within the defined space availability times
- Campus access with purchase order
- Maximum vehicle height: 3.20 meters
- For delivery trucks only (light vehicle deliveries must be made at 10 bis, rue Cuvier - 75005 Paris)

Delivery access rotunda 45 freight elevator

Take the freight elevator down to the basement level (SS)

3. Hours

- Space access
 - **Monday to Friday, 8:30 am to 6:30 pm** (including set-up and take-down)
 - **Saturday from 8:30 am to 6:30 pm on request, including additional fees.**
- CICSU staff are responsible for opening, starting up and closing down the facilities.
- The schedules defined by the organizer and validated by CICSU, including set-up, operation and take-down, must be respected by the organizer. Any overrun will be billed.

4. Use of the studio

- The organizer engages into receiving all participants and service providers.
- As part of our responsible and ecological approach, we no longer supply single-use cups. We encourage the use of recyclable water bottles and cups.
- **Posting (i.e., with glue, nails, etc.) on studio walls is forbidden.**
- **No food is allowed in the filming studio.**

5. Safety and security rules

Safety

- **It is imperative that occupants comply with the capacity limits of the used spaces.**
Failure to comply with this rule will result in evacuation of the studio.
- Any changes to the studio layout must be submitted to the CICSU studio manager for approval before implementation.
- Safety and evacuation instructions are displayed at the entrance of every room. When entering the premises, the organizer must read and understand these instructions, and share them with all participants in their group.

Security

- The event's security service must be provided by the organizer, who undertakes to inform the CICSU studio manager of any incident, in compliance with the laws and regulations in force.
- At the organizer's request, CICSU can set up a specific security system for an event (please contact us for a quotation).

6. Clean-up and restoration

Clean-up and restoration at the end of the event

- **Areas must be left clean at the end of the event** (small items of garbage in the garbage cans, equipment belonging to the organizer and exhibitors must be removed by the organizer).
- Equipment provided by CICSU must be returned in its entirety and in good condition.
- The organizer will be billed a fixed fee for clean-up and restoration at the end of the event if the clean-up and restoration rules have not been respected.

7. Space layout, furniture and handling

Space layout

- Spaces are offered in their usual layout by default.
- The organizer must submit their requests for studio layout and/or a detailed plan of the desired layout to CICSU's studio manager for approval prior to the event.

Furniture

- The CICSU makes its furniture available to the organizer.
- The organizer may rent their own furniture if necessary, subject to approval by the studio manager.

Handling

- The CICSU does not assist with handling the organizer's equipment, only its own. Handling fees apply for any specific space arrangements that require significant manipulation.

8. Technical equipment and services

Technical services

- The technical management fees (**1 director or 1 video technician + 1 director**) are billed to the organizer based according to the established pricing grid.
- **The organizer may be exempted from the cost of technical management if they are accompanied by a professional technical team; subject to approval by the CICSU teams and prior location scouting.**
- A management coordination fee will be charged on Saturdays.

Technical equipment

- The studio is offered, by default, with the equipment provided (see above).
- The organizer may add to the equipment subject to approval by the studio manager.
- The organizer must submit their technical requirements to the studio manager for approval prior to shooting.
- Public WiFi access:
 - ☐ SU internal users on request via the [form](#).
 - ☐ External organizers on request from the CICSU.

It is up to the organizer to provide the necessary computers and adapters for their shoot.

9. Event cancellation

Cancellation policy

- The organizer **may cancel their reservation free of charge no later than 31 days prior to the event date.**
- Later than 31 days prior, the university will charge the following fees:
 - **50% of the total cost of the reservation** if the cancellation is made 30 days or more before the first day of use, **except in cases of force majeure.**
 - **100% of the total cost of the reservation** if the cancellation is made 15 days or more before the first day of use, **except in cases of force majeure.**

Terms and conditions

- **The organizer must notify by email:** pole-event@sorbonne-universite.fr

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CONTACTS

Contacts

Events and Space Promotion Department

Pierre and Marie Curie Campus
4, place Jussieu
Barre 44/54 1st floor office 108
75005 PARIS

Mon. to Fri. 9:30 am-12:00 pm / 2:00 pm -
5:30 pm

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Manuel Mayer
Studio manager
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Information request:
pole-event@sorbonne-universite.fr

Reservation request:
[Reservation form](#)

