

Face2Face
Site Survey

Person completing this form:

Name: _____

Title: _____

Association: _____

Phone Number: _____

E-Mail Address: _____

Will you be the person who helps coordinate/execute the distance education program?

Yes No

If NO, please list the information for the person responsible

Name: _____

Title: _____

Phone Number: _____

E-Mail Address: _____

1. How many training rooms do you have at your location? 1 2 3

2. How many students can each training room hold?

Room 1 _____ Room 2 _____ Room 3 _____

3. How many students can the training rooms contain if configured in a classroom style?

Room 1 _____ Room 2 _____ Room 3 _____

4. Is there a dedicated computer (desktop or laptop) in the training room(s)?

Yes No

5. If not dedicated, is there a computer that can be used for all distance learning sessions?

Yes No

6. Computer Description

Computer Type: Desktop Laptop

Operating System: Windows XP Windows Vista Mac OSX Other:_____

CPU: _____

Memory (RAM): _____

Video Memory (VRAM):_____

Hard Drive Capacity: _____

7. How long have you had this computer? _____

8. Do you have a webcam for this computer?

Yes No

9. Have you used this computer to hold any WebEx conference sessions?

Yes No

10. If YES, did you use a webcam during the session?

Yes No

11. Is there a location the webcam can be placed so it can properly view the entire group of students?

Yes No

12. How is video from a computer displayed in the training room(s)

Projected onto a screen

Large Screen Display (Plasma, LCD) - What size screen? _____

Other

13. Is there an Internet connection available in the training room(s)?

Yes No

14. If YES, what kind of connection is available?

Room 1 - WIRED WIRELESS BOTH

Room 2 - WIRED WIRELESS BOTH

Room 3 - WIRED WIRELESS BOTH

15. Is there a speakerphone available in the training room(s)?

Room 1 - Yes No

Room 2 - Yes No

Room 3 - Yes No

16. What is the brand and model number of the speakerphone

Room 1 - Brand:_____ Model:_____

Room 2 - Brand:_____ Model:_____

Room 3 - Brand:_____ Model:_____

17. Does the speakerphone connect to a sound system in the training room(s)?

Room 1 - Yes No

Room 2 - Yes No

Room 3 - Yes No

18. Does the speakerphone have additional microphones that connect to the main phone and extend out from the base unit?

Room 1 - Yes No Are they: WIRED WIRELESS BOTH

Room 2 - Yes No Are they: WIRED WIRELESS BOTH

Room 3 - Yes No Are they: WIRED WIRELESS BOTH

19. Do you have dedicated technical support staff at your association?

Yes No

BEFORE SENDING THIS COMPLETED FORM - PICTURES REQUIRED!!!

Please take digital pictures of each training room that will be utilized for the distance-learning program. Please do so with the computer, webcam and speakerphone set-up as you would to hold a distance-learning course. Photos should be taken from all angles, especially that of the student's vantage point. When complete, please **e-mail them to chrisgt@car.org**, noting your association name, so they can be properly association with this site survey

Please e-mail or fax completed site survey to Chris Tellez
E-Mail: chrisgt@car.org /Fax: 213-739-7292