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**Host Site Questionnaire**

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| Contact Name: | Position: |
| E-mail address: | Phone: | Ext: |
| Training site name: | Cell: |
| Street Address: |
| City: | State: | Zip: |
| If necessary can items be shipped? |
| Shipping address (if different): |

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| Parking: ☐ Onsite ☐ Offsite ☐ Free ☐ Paid  | Any other parking restrictions: |
| Will event provide parking spaces for instructor vehicles?☐ Yes ☐ No |
| Secure parking for a refrigerated box truck: ☐ Yes ☐ No |
| Is there issue with a diesel generator running all the time (ie. Enclosed parking structure): ☐ Yes ☐ No |
| Is there electric connection available (240v “shore power”) ☐ Yes ☐ No |
| Access to discreet loading/unloading of materials/supplies: ☐ Yes ☐ No |
| If elevator is needed can it accommodate a hospital sized stretcher: ☐ Yes ☐ No |

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| Event type: ☐ Pre-conference ☐ Conference ☐ Individual Training Event |
| Length of event: ☐ ½ day ☐ Full day ☐ Multiple day |
| Student focus: ☐ EMT ☐ Paramedic ☐ Nurse ☐ Physician ☐ Law Enforcement ☐ Other |
| Estimated # of attendees: |
| Education type: ☐ Lecture ☐ Cadaver Lab ☐ High Fidelity Simulation |
| Space available for vendor items: ☐ table ☐ banner only |
| If yes, are giveaway items permitted: ☐ Yes ☐ No |
| If yes, are sale items permitted: ☐ Yes ☐ No |

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| Lecture Space: (please confirm technical questions with your event IT/AV personnel) |
| Computer available on site: ☐ Yes ☐ No |
| If yes, computer setup: ☐ desktop ☐ laptop |
| If yes, Operating system: ☐ Windows 7 ☐ Windows XP ☐ Windows Vista ☐ Other: |
| If yes, MS Office version: ☐ Office 2010 ☐ Office 2007 ☐ Office 2003 ☐ Other: |
| Turning point capable: ☐ Yes ☐ No |
| Microphone available for lecture: ☐ Yes ☐ No |
| Room type: ☐ Auditorium ☐ Classroom | Maximum Capacity: |
| Seating: ☐ Moveable ☐ Fixed | Tabletops: ☐ With ☐ Without |
| Lecture area separate from Lab/sim areas: ☐ Yes ☐ No |
| Time restrictions on room (ie. Shared lecture space): ☐ Yes ☐ No |
| Lecture focus(es): |
| Will lecture presentation(s) need to be provided beforehand: |

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| Cadaver Lab: |
| How many cadavers: |
| Each cadaver requires 10 ft x 20 ft of space. Can you accommodate this: ☐ Yes ☐ No |
| Focus of cadavers: |
| Discreet entry for setup: ☐ Yes ☐ No |
| Is room used for food preparation at any time: ☐ Yes ☐ No |
| Is additional AV equipment available for video capable scopes and/or videos: ☐ Yes ☐ No |
| What times is the room available the day prior to the event for set up: |
| Will assistance be available for removal/storage of unneeded furniture: ☐ Yes ☐ No |
| AC/Heat control available: ☐ Yes ☒ No |
| Can lab room temperature be adjusted the night before event: ☐ Yes ☐ No |
| Floor plan and/or pictures of room available prior to event: ☐ Yes ☐ No |
| How many event staff will be available to assist lab participants with PPE and help with rotations/time keeping in laboratory? |
| How late will we be able to access the lab room after event for clean up: |

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| Simulation: |
| Where will the simulation be held: |
| Full simulation including environmental agents (fire/smoke/debris) ☐ Yes ☐ No |
| Who is responsible for providing these agents: |
| Number of simulators desired: |
| Focus of simulation: |
| What groups do you wish to include in your simulation (hospital/ems/bomb squad/tac squad/law enforcement): |
| Do you want moulaged actors: ☐ Yes ☐ No |
| Who is responsible for acting recruitment? |
| If Paragon is responsible can you provide the names of EMT/Nursing/Medical Assistant/Theater programs/Interested special interest groups (Explorers, High school class, CERT volunteers) in your area: |
| Who will be responsible for supplying patient assessment/treatment/movement equipment: |
| Do you wish to incorporate actual evacuation of patients: ☐ Yes ☐ No |
| Treatment area separate from simulation area: ☐ Yes ☐ No |
| How many rooms are available for simulation? |
| What times will the room be available for setup the day prior to event: |
| Floor plans and/or pictures of room(s) available prior to event? ☐ Yes ☐ No |
| Will event staff be available to assist with the simulation? ☐ Yes ☐ No |

Paragon is happy to provide the following services, however if you are able to assist, these items may reduce overall cost.

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| Meals provided for Paragon and all related staff: ☐ Yes ☐ No |
| Lodging provided for Paragon and all related staff: ☐ Yes ☐ No |
| Transportation provided for Paragon and all related staff (includes flight/rail/fuel/parking costs. Does not include truck): ☐ Yes ☐ No |
| Supplies provided: ☐ Yes ☐ No |
| Person responsible contact: |
| CME/CEUs provided by event: ☐ Yes ☐ No |