



Host Site Questionnaire

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):			

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

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

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

Cadaver Lab:	
How many cadavers:	
Each cadaver requires 10 ft x 20 ft of space. Can you accommodate this: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Focus of cadavers:	
Discreet entry for setup: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Is room used for food preparation at any time: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Is additional AV equipment available for video capable scopes and/or videos: <input type="checkbox"/> Yes <input type="checkbox"/> 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: <input type="checkbox"/> Yes <input type="checkbox"/> No	
AC/Heat control available: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Can lab room temperature be adjusted the night before event: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Floor plan and/or pictures of room available prior to event: <input type="checkbox"/> Yes <input type="checkbox"/> 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:

Simulation:
Where will the simulation be held:
Full simulation including environmental agents (fire/smoke/debris) <input type="checkbox"/> Yes <input type="checkbox"/> 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: <input type="checkbox"/> Yes <input type="checkbox"/> 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: <input type="checkbox"/> Yes <input type="checkbox"/> No
Treatment area separate from simulation area: <input type="checkbox"/> Yes <input type="checkbox"/> 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? <input type="checkbox"/> Yes <input type="checkbox"/> No
Will event staff be available to assist with the simulation? <input type="checkbox"/> Yes <input type="checkbox"/> No

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

Meals provided for Paragon and all related staff: <input type="checkbox"/> Yes <input type="checkbox"/> No
Lodging provided for Paragon and all related staff: <input type="checkbox"/> Yes <input type="checkbox"/> No
Transportation provided for Paragon and all related staff (includes flight/rail/fuel/parking costs. Does not include truck): <input type="checkbox"/> Yes <input type="checkbox"/> No

Supplies provided: Yes No

Person responsible contact:

CME/CEUs provided by event: Yes No