



GDLN Asia Pacific DLC SITE INVENTORY SURVEY

Material No. 7

DLC NAME _____

Your Name _____

Your Position/Title _____

Your email address _____ Work Phone _____

What date was your VC equipment installed? _____(month) _____(year)
(this will help calculate when to replace)

1. How many VC rooms does your site have? ____ 1 ____ 2 ____ 3

2. How many participants can be seated in VC Room 1: ____ Room 2: ____ Room 3 ____

3. How many cameras are in the main VC room? ____ 1 ____ 2 ____ 3

4. Do they all work? ____ Yes ____ No _____

5. How do you control your cameras? ____ Remote Control ____ Video Mixer

6. Do you have a document camera? ____ Yes ____ No

7. How many microphones in the VC room? _____

8. How many microphones work at any given time? ____ All ____ # ____ %

9. Can you turn microphones off individually or just "all or none?" individually
- All or none

10. Can you control the volume of the audio your VC room sends out over the network?

Yes No

11. If yes, please explain how:

12. Does your VC room have a P.A. system as well? Yes No

13. Can the P.A. system be turned off during a VC? Yes No

14. Can you provide Simultaneous Language Interpretation at your site?

Yes No

15. What size screen are participants viewing the VC?

Very large wall screen Large Television

How many screens? 1 or 2

16. Can you connect a PC (computer) into the videoconference equipment and show Powerpoints from your site?

Yes No

17. Are there computers for participants in the VC room? Yes No

If yes, how many computers in the VC room ?

18. Can you play DVD's or CD-ROM's in the VC room for all participants to see?

Yes No

19. Do have a videotape or DVD recorder in your VC room? Yes No

20. Do you have a video camera at your disposal? Yes No

21. Have you ever edited video? Yes No

22. Who maintains your site's VC equipment (cameras, microphones, etc)?

Yourself? Local contractor? ISG? No one

If you checked "Yourself", do you have a background in IT/electronics?
 Yes No

23. Which most closely describes your professional background:

- IT/Computer
- Television/Video Production
- Administration
- Education
- Other

Explain other: _____

24. Do you have more than simple off/on control of the VC room lights? Yes No

25. Are there windows in the VC room? Yes No

If "Yes", is sunlight coming through the windows a problem? Yes No

26. If you can change the lighting in the VC room, could you please describe the different lighting conditions you can control?

27. For a VC, is it your practice to set the camera before the VC begins and then try not to have to adjust the camera shot again during the VC?

Yes No

28. During the VC, do you: Remain in the VC room? Yes No

Remain in a nearby office? Yes No

- Move about near and far? Yes No
29. During the VC, do you: Operate the camera(s)? Yes No
- Ask participant to operate camera? Yes No
- Operate the Microphones? Yes No
- Monitor the Connection? Yes No

30. Do you have "other duties" at the DLC (or associated institution) other than providing technical support during VC's?

Yes No

31. Can these other duties take you away during a VC?

Yes No

32. Can you please briefly describe your other duties?

33. Can you be reached by phone inside VC room during VC's ? Yes No

34. Do you have computer access during a VC (for monitoring email or IM) that is located close to or inside the VC room?

Yes No

35. At a future time, could you provide the following items to be shared by all on the AP GDLN website:

- a drawing of your DLC floorplan (with seating)? Yes No
- 3 or 4 digital photographs of your DLC rooms? Yes No
- 1 or 2 photographs of your DLC exterior? Yes No

- individual photographs of your DLC staff? Yes No
- map and description on how to arrive at your DLC Yes No

36. In the near future, would you be interested in participating in a regular series of VC's just for the technical staff of the AP GDLN to discuss technical issues, administrative items, new product reviews, etc. ?

Yes No

37. In the near future, would you be interested in receiving training via VC, e-learning, and face-to-face workshops on the following topics:

A) How the VC system works: A full explanation on VC Technologies in simple terms.

Yes No

B) Advanced Television Techniques: How improved use of the VC camera, microphones, and lighting can make your DLC look like the BBC or CNN.

Yes No

C) Creating blended learning products from VC's (CD-ROMs, DVDs, web sites, e-learning applications, discussion groups, etc.).

Yes No

D) Working in Front of the Camera: How to successfully moderate and participate in a high-level.

Yes No

Thank you for participating in this survey.

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