

We are beginning logistics preparations for our SACSCOC Visiting Team in April, and our JMU computing technology folks will be helping us to keep the Team's workroom up and running while they are here. I believe we decided on the Harrison (or Monroe?) room and have that reserved for April 1-4. So that we can let our folks know what we need from them, could you please give us a bit more detail by answering the questions below with your IT person on staff?

1. Name and contact of hotel IT person.
2. Dates and times that we have the room reserved:
 - a. When is the earliest our IT personnel can enter the room and begin set-up?
 - b. And by what date and time do we need to have the room cleared?
3. What is the wireless capability in the conference room?
4. Is there wired connectivity in the room in the event we want to add our own wireless access point?
5. Who is the internet provider?
6. What is the proximity of access points to the workroom?
7. What is the speed of the internet service?
8. Does the room come equipped with a projector and a screen?
9. What power options are available in the room (i.e. how many outlets and circuits)?
10. What is the security of the room? I believe we discussed the keycard entry when we visited last year.
11. What is the support process if the internet is not working (for both the conference room and the guest rooms)?