

# Chapter Contact: Chapter Name:

# VENUE ASSESSMENT FOR INTERNET CONNECTIVITY

This document should be shared with the IT/technical contact at your venue, so that he or she can fill in the necessary information to evaluate if your venue has adequate Internet bandwidth and wireless connectivity, and is therefore suitable for using Greater Giving’s online registration tool, GoTime. If your event will also include mobile bidding, you will want to share those needs with the venue as well.

|  |  |
| --- | --- |
| **Event Details  (to be completed by JDRF staff)** | |
| Event date: |  |
| Name of venue: |  |
| Number of guests: |  |
| Number of laptop Registration stations: |  |
| Printer(s) needed? |  |
| Number of iPads: |  |

**NEEDS:** Internet bandwidth at the venue should be sufficient to support the number of devices (laptops and/or iPads) that will be connected to the network. *SSID and Password provided in advance by venue.*

* **4-6 devices:** Dedicated\* bandwidth of at least 6 mbps download and 4 mbps upload
* **6-10 devices:** Dedicated\* bandwidth of at least 12 mbps download and 7 mbps upload
* **10 or more:** Dedicated\* bandwidth of at least 20 mbps download and 10 mbps upload  
  *\*not shared or public*

**Wireless Network Equipment**

We recommend one commercial-grade wireless access point. Access points should:

* Have multiple radios to support both 2.4 GHz and 5 GHz connections
* Be installed near the ceiling above check-in for maximum coverage
* Have line-of-sight to their users

**Wireless Network Access**

We recommend you verify with venue the following items:

* Is there an additional cost associated with using the venue’s wireless network?
* Will they need to enter an access code?

|  |  |  |
| --- | --- | --- |
| Venue &  IT Contact: |  | |
| **Wired Access** | | |
| Amount of dedicated bandwidth to be provided: |  | |
| Price per single drop: |  | |
| Is a switch/router available? |  | |
| **Wireless Access** | | |
| Amount of dedicated bandwidth: |  | |
| Password to access network: |  | |
| Price for Wi-Fi access: |  | |
| Are there any dead spots? |  | |
| **Connectivity Speeds  (**[**http://speedtest.net**](http://speedtest.net)**)** | | |
| Upload Speed: |  |
| Download Speed: |  |
| **Total Cost:** |  |

*Please note: Even with the above recommendations being met, issues may occur if the wireless network equipment is not configured properly; the event space has materials in the walls or ceilings that make a wireless network degrade; or the event space has wireless interference.* ***If we use a wireless connection and there is an issue the day of the event, the venue must guarantee that a drop and switch will be provided at no cost.***

# CHAPTERS USING MOBILE BIDDING

BidPal will be working with you on your mobile bidding and the type of mobile bidding you will use at your venue.

**The options are:**

**Cellular** –guests use their cell phones/3G/4G service to access bidding

[BidPal Venue Check - Cellular](https://oneplace.jdrf.org/Interact/Pages/Content/Attachment.aspx?id=95177&contentdoc=1)

**Hybrid** – a hardline drop is needed for BidPal to create a network for the devices and Password Protected Wireless Venue Internet Connection is needed also, in order to connect the laptops for Registration (wired connection preferred), Checkout, Scoreboard, Kiosks and the BidPal headquarters.

[BidPal venue check - Hybrid](https://oneplace.jdrf.org/Interact/Pages/Content/Attachment.aspx?id=95179&contentdoc=1)

*Please note: Even with the above recommendations being met, issues may occur if the wireless network equipment is not configured properly; the event space has materials in the walls or ceilings that make a wireless network degrade; Internet bandwidth is consumed by non-auction related activity; or the event space has wireless interference. Please consult a local wireless expert if you’re concerned about these issues.*