



## Onsite Workshop Application

Please complete this form and return it via email to [Sara.Halpert@cambiumtech.com](mailto:Sara.Halpert@cambiumtech.com) or fax it to 781-276-0643 Attn: CLT Training Manager

*Training cannot be scheduled until the completed application and PO are received.*

### Section A – Main Contact Information

Name:		
Title:		
School District:		
School/Organization:		
Address (no PO Boxes please):		
City:	State:	Zip:
Email:		
Work Phone:	Cell Phone:	

### Technical Contact – Person responsible for installing software in the training lab

Name:		
Title:		
School/Organization:		
Address (no PO Boxes please):		
City:	State:	Zip:
Email:		
Work Phone:	Cell Phone:	

### Section B - Training Lab Location

Facility/Location Name:	Lab Name/Room Number:
Contact who will meet Instructor at Training Location:	Phone:
Address:	
City:	State: Zip:
Can the instructor access your facilities to check the lab 45 - 60 minutes prior to the workshop start time?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
Who is available to show the instructor the lab?	
Where will this person meet the instructor to show them the lab?	

### Section C - Shipping Address for training materials if different from A

Attn:		
School/Organization:		
Address (no PO Boxes please):		
City:	State:	Zip:
Phone (if different from contact info):		

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### Section D - Your payment method

The cost for an Onsite Training for up to 20 attendees is \$2,500 per day or included in your software bundle purchase.

- ☐ PO# \_\_\_\_\_ has already been submitted including \_\_\_\_\_ day(s) of training.
- ☐ We will issue a purchase order in the amount of \$\_\_\_\_\_ for \_\_\_\_\_ day(s) of training.
- ☐ We will issue a check in the amount of \$\_\_\_\_\_ for \_\_\_\_\_ day(s) of training.

All Purchase Orders and checks should be payable to:

Cambium Learning Technologies  
24 Prime Park Way, 3<sup>rd</sup> floor  
Natick, MA 01760  
Fax: 781-276-0643

### Rescheduling Policy

If you reschedule a workshop less than 2 weeks prior to the confirmed date, you will be charged a \$250 Rescheduling Fee.

### Section E - Your Preferred Training Dates, Workshop Times

We need at least 30 days lead time to schedule a workshop and book a trainer.

First Choice: \_\_\_\_\_ Second Choice: \_\_\_\_\_

Comments: \_\_\_\_\_

**Note:** A workshop day is 6 hours of instructional time excluding lunch and breaks.

We recommend that lunch is provided to maximize instructional time.

Start Time: 8:30am Lunch Break: \_\_\_\_\_ End Time: 3:30pm

If you would like a different start time, please feel free to change this information.

### Section F – Workshop Theme

Please select ONE workshop theme for each day of training. Each workshop is a full 6 hours of training and is strictly limited to a maximum of 20 participants.

#### Kurzweil 3000 Training Options

- ☐ Foundations for Kurzweil 3000 Windows
- ☐ version 12
- ☐ version 12 Web License (It is mandatory that v12 Web License is installed on all training computers and each teacher attending the workshop has a VPORT login, password, and at least one class registered per teacher before training is delivered.)
- ☐ version 11
- ☐ Foundations for Kurzweil 3000 v4 Macintosh
- ☐ Curriculum Integration with Kurzweil 3000 (prerequisite: Foundations for K3000)

#### IntelliTools Training Options

- ☐ Foundations for IntelliTools Classroom Suite v4
- ☐ Foundations for Overlay Maker v3
- ☐ Early Childhood with IntelliTools Classroom Suite
- ☐ Teaching Literacy Through IntelliTools Classroom Suite
- ☐ Create Accessible Books with IntelliTools Classroom Suite

#### STAGES Training Options

- ☐ Foundations for STAGES
- ☐ Curriculum Integration for STAGES
- ☐ 2-day Blended Foundations and Curriculum Integration for STAGES
- ☐ Implementation Strategies for STAGES
- ☐ Certified Evaluator Workshop for STAGES



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### Section G - Tell Us About Your Participants

Workshops are strictly limited to a maximum of 20 participants. We limit our workshops to 20 to ensure a good training experience for the participants with significant hands-on support, and a manageable sized group for the trainer.

How many people will be attending? \_\_\_\_\_

Please describe the participants in terms of grade levels and content areas they are responsible for as well as job titles (Regular Ed; Special Ed Teacher; Paraprofessionals; AT Consultant, Information Technology).

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What can you tell us about the skill levels(s) of your participants with Kurzweil 3000 and with computers in general?

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Are there any topics of particular interest from the workshop syllabus that our instructor should be aware of?

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### Section H - Instructor Travel Logistics

Nearest airport(s): \_\_\_\_\_

Please recommend lodging accommodations for the instructor near the training site.

Hotel:	Hotel Rate:
Address:	
City:	
Phone:	Fax:

What is the best route for our instructor to get from the hotel to the training site?

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## Onsite Workshop Application

### Section I - Training Lab Equipment Requirements

#### General Information

A detailed form will be sent to your Technical person with specific information and requirements for the training lab once the workshop has been scheduled.

What operating system is installed in the lab?

☐ Windows Computer Lab      ☐ Macintosh Computer Lab

How many computer stations are available in the lab? \_\_\_\_\_

#### The training lab requires:

- Trainer computer projected at the front of the room
- 1 Computer for each participant  
(each should comfortably seat one participant with room for training workbook and other materials)
- Speakers or headsets for each computer
- Internet access on each computer
- Software installed on each computer (may require loaner software or demo install)
- Latest patches installed
- Trainer informed of where teachers normally save their files
- Set up Webex practice session with trainer at least five days before the training
- At least 1 scanner in the room, connected to the trainer computer (for Kurzweil 3000 training only)

If you are running Kurzweil 3000 v12 Web License, your lab will also require:

- VPORT setup complete with all teacher logins and classes
- Provide login information for all teachers attending the workshop (login name/password)
- Teacher-level login for CLT Trainer (login name/password)

### Section J - Training Lab Equipment Requirements:

Do your training lab computers meet or exceed the minimum system requirements for the software found on our website?

Kurzweil 3000: <http://www.kurzweilededu.com/ki-3000-v12-windows-system-requirements.html>

or

Classroom Suite: [http://www.intellitools.com/resource\\_systemreq\\_classroom\\_suite.html](http://www.intellitools.com/resource_systemreq_classroom_suite.html)

**The instructor will need the following equipment. Please check the items you can provide.**

- ☐ Instructor computer station that meets all of the computer lab specifications
- ☐ Computer projection device with 1024 X 768 min resolution and projection screen -  
**Required: LCD Projector or Interactive Whiteboard**
- ☐ TWAIN-compatible scanner and scanner driver software (for Kurzweil trainings)
- ☐ External speakers
- ☐ MS Office (Word, Powerpoint); Internet access



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### Section K – Training Lab Installation and Set-Up :

It is your responsibility to install all necessary software, training files, and test the installation prior to the workshop.  
**It is strongly recommended that you install and test the software at least 2 weeks prior to the workshop.**

We can supply loaner software for all lab computers or to supplement your licensed software.  
It is expected that 20 computers with our software will be available for the workshop.

For Kurzweil 3000 Training	For IntelliTools Classroom Suite Training
Do you own Kurzweil 3000? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you own Classroom Suite? <input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Is Kurzweil 3000 installed in the training lab?</p> <p><input type="checkbox"/> Yes What product is installed in the training lab?</p> <p><input type="checkbox"/> Standalone <input type="checkbox"/> Network <input type="checkbox"/> Web License</p> <p>Version number: ____</p> <p># of Professional licenses: ____</p> <p><input type="checkbox"/> No Has the lab ever had the Kurzweil 3000 trial installed? ____</p> <p><i>Workshop requires the Pro Color install on all training computers We will supply additional licenses for the workshop if necessary.</i></p>	<p>Is Classroom Suite installed in the training lab?</p> <p><input type="checkbox"/> Yes What product is installed in the training lab?</p> <p><input type="checkbox"/> Standalone <input type="checkbox"/> Network Web License</p> <p>Version number: ____</p> <p># of Professional licenses: ____</p> <p><input type="checkbox"/> No Has the lab ever had the Classroom Suite trial installed? ____</p>

### Section L - Terms and Conditions

I agree to the terms and conditions discussed in this application.

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Please email or fax this completed form to our Training Manager at:

[Sara.Halpert@cambiumtech.com](mailto:Sara.Halpert@cambiumtech.com)

Phone: 781-276-0626

Fax: 781-276-0643

Feel free to call or email with any questions regarding this form, the lab setup or the workshop.

Your training cannot be scheduled until the completed training application is received.  
Please allow 30 days to process your training request.