

February 15, 2002

To colleagues interested in coordinating viewing sites:

Thank you for your interest in coordinating or facilitating a viewing site for CDC's satellite broadcast on April 25, 2002-- Update on CDC's "Revised Recommendations for HIV Screening of Pregnant Women."

Your role is very important to us. We encourage you to do the following as early as possible:

1. Review the broadcast fact sheet which may be obtained from the web site at <http://www.cdcnpin.org/broadcast> or the Fax Information System. To retrieve the fact sheet by fax, call **888-CDC-FAXX** and, when prompted, enter Document Number **130036** and a return fax number.
2. Reserve and register your viewing site(s) as soon as possible. This helps viewers locate a place to view. Some states work with university systems to set up sites at county extension offices, and local health departments advertise the sites.
3. Widely advertise the broadcast and your viewing site(s) to the target audience described in the fact sheet. Many organizations advertise to all community partners including Ryan White programs, hospitals, and schools of medicine, nursing, and public health. Space is provided at the bottom of the fact sheet to add information about local viewing.

Many site facilitators use additional activities to enhance or expand the viewing experience.

Here are some examples:

- Videotape the program for use with staff training, orientation, and community partners. If you tape the broadcast, be sure to set your VCR to record for at least two hours.
- Provide a display table and ask your staff and invitees to bring samples of materials used in HIV prevention education.
- Prior to the broadcast, provide instructions regarding public transportation and parking at viewing sites.
- Offer attendees water and, if possible, simple refreshments.
- Advertise the broadcast as an opportunity to meet and network with community partners.
- Organize a staff or community partner/planning group meeting around the broadcast.
- Welcome the audience and introduce yourself. Before or after the broadcast or during the break, ask audience members to introduce themselves and discuss training or resources for HIV prevention.

We plan to mail **broadcast materials** to registered viewing sites beginning **March 1**. The packets will include the fact sheet, site facilitator questionnaire, participant evaluation, answer forms, and a postage-paid envelope for facilitators to use when returning answer forms. When you receive your packet, please photocopy enough materials for your number of anticipated viewers and distribute these at the broadcast. You may want to make a few extra copies to have on hand. By **May 3**, please (1) **complete and fax** your site facilitator questionnaire and (2) **mail** all completed **Scantron** answer forms in the return envelope provided. If you need additional answer forms, please call 800-458-5231 by **April 15** to ensure delivery by the broadcast date.

Thank you for serving as a site facilitator!



A CDC/Public Health Training Network Satellite Broadcast



“ Revised Recommendations for HIV Screening of Pregnant Women”

Thursday, April 25, 2002

Instructions for Site Coordinators to Register a Viewing Site by FAX

1. Please fill out all 15 sections of the “FAX Registration Form for Viewing Sites.” Please print clearly and do not use acronyms. Do not fill out the grey box at the bottom of the form. The form will be FAXed back to you and the grey box will contain your confirmation.

Incomplete forms cannot be processed.

2. By April 15, FAX the registration form to the CDC National Prevention Information Network at 1-888-282-7681. Call the CDC National Prevention Information Network at 1-800-458-5231 if you wish to register after April 15. *Please register as soon as possible, so that your viewing site location may be listed on the broadcast web site for potential viewers.*
3. You will receive a confirmation of your site registration by FAX within 3 working days.

REMINDER: Only those individuals who wish to register a VIEWING SITE by FAX should follow these instructions. Those simply wishing to view the broadcast do not need to register with CDC or the National Prevention Information Network.

You may also register on-line at the Broadcast Web site listed below. There is no need to FAX in your registration if you have already registered on-line.

<http://www.cdcnpin.org/broadcast>

“Revised Recommendations for HIV Screening of Pregnant Women”

Thursday, April 25, 2002 1:00-3:00pm est

Fax Registration Form for Site Coordinators to Register as a *Viewing Site Only*

Instructions:

Please complete every numbered section of this form. Print clearly or type and please do not use acronyms. Do not write in the grey box.

1. Location of Viewing Site (Organization, Building and Room #): _____

2. Street Address of Viewing Site: _____

3. City: _____ 4. State: _____ 5. Zip: _____

6. Organization coordinating the viewing: _____

7. Name of Viewing Site Coordinator: _____

8. Coordinator’s Mailing Address (where we will send your materials packet for you to photocopy for viewers):

9. City: _____ 10. State: _____ 11. Zip: _____

12. Phone: _____ 13. FAX: _____

14. Anticipated number of people who will view from the site: _____

15. Is this site open to outside viewers (guests)? ___ Yes ___ No

We STRONGLY REQUEST that you list your site as “open” to guests so community partners may have a viewing location to access this important broadcast. By registering as a site open to guests, your viewing location will be listed on the web site as soon as you register.

16. Do you want to be on a mailing list for future broadcasts? ___ Yes ___ No

Please FAX this form by April 15 to the National Prevention Information Network at:

1-888-282-7681

Registration Confirmed by CDC National Prevention Information Network

Date: _____

Initials: _____



CDC Satellite Broadcast
April 25, 2002 1:00-3:00pm est

This is a Thursday.



“Revised Recommendations for HIV Screening of Pregnant Women”

Frequently Asked Questions (FAQ) About the Broadcast

Q1. Do I need to register if I simply wish to view the broadcast?

A1. No, you do not need to register with CDC or the National Prevention Information Network to view the broadcast. Please check with the coordinator at a registered viewing site near you to ensure that seating is available for you there.

Q2. How do I find information about the broadcast including a place to view?

A2. You may obtain information in one of three ways:

- 1. View or print a fact sheet about the broadcast from the satellite broadcast web site at <http://www.cdcpin.org/broadcast>**
- 2. Call the CDC Fax Information System at toll-free 888-CDC-FAXX; when prompted by the recording, enter Document Number 130036 and your return fax number.**
- 3. Call the CDC National Prevention Information Network at (800) 458-5231 and ask to speak with a health information specialist.**

Viewing sites: The satellite broadcast web site includes a list of registered viewing sites. This list is updated daily as sites register; you may want to visit the web site at least once per week to see if more sites in your area have registered. You can also obtain information about viewing sites by speaking with a health information specialist at the CDC National Prevention Information Network at 1-800-458-5231.

Q3. How do I register a viewing site (as a site facilitator/coordinator)?

A3. Visit the broadcast web site or CDC Fax Information System (see A2 above).

Please register your site as soon as possible after February 15 and no later than April 15 if possible to be listed as a viewing site and receive any handouts by mail in time for the broadcast.

Q4. How do I submit questions for the speakers?

A4. You may submit questions by fax before, during and after the broadcast. Information on when and how to submit questions is provided on the fact sheet about this broadcast. (See A2 above).

Q5. Will continuing education credits be offered?

A5. No. This broadcast is an information update instead of a course of instruction; therefore, we do not plan to offer continuing education credits. We may provide this as an option during future broadcasts.

Q6. Will videotapes of this broadcast be available?

A6. Yes. This information and tips about taping the broadcast at your site are provided on the fact sheet available on the broadcast web site or from the CDC FAX Service.

Q7. I am helping set up a viewing site and have technical questions including “what are the satellite coordinates?”

A7. We are often unable to obtain coordinates earlier than one to two weeks before broadcasts. The coordinates will be added to the fact sheet as soon as available. You are encouraged to check the web site and CDC Fax Information System (Document Number 130036) about one week before the broadcast to obtain the coordinates. Satellite coordinates for both C and Ku-band will also be available at 800-728-8232 as soon as they are available. Thank you for your patience.

Q8. What can we do to improve satellite reception?

A8. To ensure the best satellite reception possible, we *strongly* encourage (1) training or hiring a technician to operate the satellite equipment and (2) having that person participate in the Satellite Test Signals on the day before the broadcast and the day of the broadcast. Participation in both test signals is especially important if your site experienced a technical problem with a previous satellite broadcast. The dates and times for the two Satellite Signal Tests are listed on the fact sheet about this broadcast.

Q9. What is the last date to register a viewing site for the satellite broadcast?

A9. You can register a site until the day of the broadcast; however, we request that all sites register by April 15 if possible so that we may list your site on the web site to assist callers inquiring about viewing locations in their area. Site coordinators who register a viewing site after April 15 may not receive their site coordinator materials in time for the broadcast unless they provide a Federal Express or UPS charge number.

Q10. What material will be sent to each site coordinator after they register a viewing site?

A10. Each site coordinator will receive a packet with the following material:

- 1. The fact sheet about the broadcast**
- 2. This set of Frequently Asked Questions**
- 3. A participant (viewer) evaluation questionnaire**

4. Enough copies of the machine-readable answer form (participant evaluation) for the number of viewers anticipated (indicated by each site coordinator who registers a site)
5. A self-addressed, stamped envelope for site coordinators to return answer forms
6. A cover memo to colleagues facilitating a viewing site
7. A site facilitator questionnaire
8. A viewer handout (broadcast agenda and important phone numbers and websites)

Q11. Is it OK if we photocopy the machine-readable answer (bubble) forms?

A11. No. CDC can use only originals of the bubble forms. If you need extra copies, we can send them to you by calling the CDC National Prevention Information Network at 1-800-458-5231. Please ask to speak to a health information specialist.

Q12. I am a site coordinator and haven't received my materials packet. What do I do?

A12. If you haven't received your packet within a week of the broadcast, call the CDC National Prevention Information Network at 1-800-458-5231 and speak with a publication specialist. If you registered after April 15, we cannot guarantee delivery without a Federal Express or UPS charge number.

If you do not get your packet before the broadcast, we ask that you encourage viewers to email or fax feedback to the addresses provided in the fact sheet about this broadcast.

Most of the items can be downloaded from the web site or CDC Fax Information System.

Frequently Asked Questions About Past and Future Satellite Broadcasts

Q13. When is CDC's next satellite broadcast on HIV prevention and how may I obtain information such as topic and how to register?

A13. The next broadcast after the one on April 25 of this year is scheduled for November 21, 2002. We plan to announce the topic and time during the satellite broadcast on April 25, 2002.

Q14. How may I submit topics or other feedback regarding future broadcasts?

A14. Please submit input by FAX at (404) 639-0944 or e-mail at hivmail@cdc.gov. If we may call you to discuss your idea, please include name, organization, telephone number.

Q15. How may I obtain a videotape of the HIV prevention broadcasts?

A15. While supplies last, videotapes may be ordered from the CDC National Prevention Information Network by calling 1-800-458-5231.

Q16. How do I obtain a copy of these guidelines (HIV Screening of Pregnant Women) and also CDC's *Revised Guidelines on HIV Counseling, Testing and Referral*?

A16. You may link now to both guidelines from the satellite broadcast web site or I can give you the direct web site address <http://www.cdc.gov/hiv/ctr>

This information will also be in the viewer handout available on the CDC Fax Information System after March 1. And during the satellite broadcast, we will provide information on how to obtain a copy of the guidelines.

Q17. What is the broadcast web site address?

A17 The satellite broadcast web site address:

<http://www.cdcnpin.org/broadcast>

Q18. How do I get the reading list handout from the fax system?

A18. The viewer handout with reading list will be available after March 1 on the web site and the CDC fax system at 888-CDC-FAXX. When prompted by the recording which says enter your document number, you'll need to enter document # 130038, followed by your fax number.

Q19. Can I receive the guidelines on line?

A19 Yes, you can link from the satellite broadcast web site.

Q20 Can I receive the guidelines by fax?

A20 No, because the document is too long.

Q21 Can I receive a copy of the guidelines by mail?

A21 Yes, we can send you one. What is your address, please?