

General Handout

TELEPHONE CONNECTION:

A telephone, preferably a speaker phone, is required to participate in this conference. Participants must call the toll-free number listed below. Please use one phone line per site.

CALL DATE: February 10, 2004

CALL TIME: Dial in 12:30 – 1:00 (EST), teleconference begins 1:00 p.m. (EST)

TOLL-FREE NUMBER: 888-606-5936

PASSCODE: Microscopy

DURATION: 60 minutes

LEADER: Denise Korzeniowski (core-zen-os-key)

Please note: The phone number is a "listen only" conference bridge.

BEFORE THE TELECONFERENCE

1. Print speaker handouts and duplicate for participants.
2. To enhance the teleconference:
 - a) use a speaker phone.
 - b) load the PowerPoint speaker's presentation on to a computer connected to a LCD projector, if available.

ON THE DAY OF THE TELECONFERENCE

1. Participants are encouraged to dial in early. It may take a few minutes for the connection to become active. The toll-free dial-in number will become active at 12:30 p.m. (EST).
2. All of the participants must sign the sign-in sheet.
3. Please use one phone line per site.
4. The operator will ask for the leader's name, passcode, site location and the number of participants at the site.
5. The teleconference will begin promptly at 1:00 p.m. (EST).
6. To enhance the teleconference synchronize the PowerPoint handout displayed on your computer with the teleconference.
7. If time permits, a 10-minute question and answer session will end the program. The operator will instruct participants to:
 - a. Dial *1 with a question
 - b. Dial *2 to withdraw a question.
 - c. The operator will introduce callers by first name. Please do not provide additional personal information.
8. If a question is not answered during the broadcast, please email the question to neoffice@nltm.org. Dr. Wiedbrauk will respond by email.

AFTER THE TELECONFERENCE

An online system will be used to process course evaluations and distribute certificates of attendance. This process requires access to the World Wide Web. A valid email address is also required. A personal email account is not necessary. For individuals without a personal email address, a valid laboratory or institutional email address is acceptable. The evaluation/CEU URL will be activated at the conclusion of the conference and will be available until **March 10, 2004**. **Please note:** NLTN and PHTN will not fax, mail or email certificates of attendance.

1. Each participant must register and complete an evaluation form. The registration and evaluation process takes several minutes. For returning participants, the evaluation process is even shorter.
2. To register, each participant must log on to: www.phppo.cdc.gov/phtnonline

Click on "New Participant" to enter demographic information.

OR

Click on "Participant Login" if returning to this website.

3. Follow the prompts through the registration and evaluation process
4. Course verification code: **Microscope**
5. At the end of this process each participant will be able to print a certificate of attendance.
6. If participants encounter problems with this process, email the NE NLTN office at neoffice@nltn.org. More detailed instructions will be provided.