

General Handout

" State Training Coordinators: Their Critical Networking Role"

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: April 13, 2004

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

TOLL-FREE NUMBER: 888-606-5936

PASSCODE: NETWORKING

DURATION: 60 minutes

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

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

COURSE MATERIALS

Site representatives can access course handouts and references by logging on to:

<http://www.phppo.cdc.gov/nltn/nphtcs/TBA04122004.asp>

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.
2. The toll-free dial-in number will become active at 12:30 p.m. (EDT).
3. Please use one phone line per site.
4. The operator will ask for the leader's name, passcode, the site representative's name, site location and the number of participants at the site.
5. The teleconference will begin promptly at 1:00 p.m. (EDT).
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 use your first name only to introduce the question.
 - d. When asking a question, please do not provide personal information.
8. If a question is not answered during the broadcast, please email the question to neoffice@nltn.org. Dr. Crouch 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/certificate of attendance URL will be activated at the conclusion of the conference and will be available until **May 13, 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: **NETWORKING**
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.

You are invited to participate in the
Spring 2004 Public Health Teleconference Series on Infectious Disease:

“State Training Coordinators: Their Critical Role”

April 13, 2004
1:00 to 2:00 pm (EDT)

ROOM: _____

Sponsored by
National Laboratory Training Network
in cooperation with
State Public Health Laboratories
and
Virginia Department of General Services, Division of Consolidated Services

Speaker

Norman Crouch, Ph.D.
Director, Public Health Laboratory
Minnesota Department of Health
Minneapolis, MN

Moderator

Rebecca T. Perdue, BF, CLS(NCA), MT(ASCP)
Group Manager, Quality Assurance, Safety, Training
Virginia State Training Coordinator
Division of Consolidated Laboratory Services
Department of General Services
Commonwealth of Virginia
Richmond, VA

Objectives

At the conclusion of this program, participants will be able to:

- Recognize the value and importance of collaboration between public health laboratories and laboratories in the private sector to detect, identify, and investigate threats to the public's health
- Recognize the role state training coordinators have in establishing the networks necessary for effective inter-laboratory collaboration and developing and implementing training and education programs that assure quality laboratory practice and emergency response capability and capacity

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The National Laboratory Training Network is a training system sponsored by sponsored by the Association of Public Health Laboratories (APHL) and the Centers for Disease Control and Prevention (CDC).