

# **General Handout**

## **Influenza 2005:**

### **The Laboratory's Role in Pandemic Preparedness and Response**

#### **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:** December 6, 2005

**CALL TIME:** Dial in 1:30 PM (EST), the program begins promptly at 2:00 PM (EST)\*

*Call in between 1:30 – 1:45 PM EST to avoid connection delays.*

**TOLL-FREE NUMBER:** 888-455-9639

**PASSCODE:** FLU

**DURATION:** 90 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.
2. The toll-free dial-in number will become active at 1:30 PM (EST).
3. Please use one phone line per site.
4. For security reasons, the passcode and the leader's name will be required to join your call.
5. The teleconference will begin promptly at 2:00 PM (EST).
6. For technical difficulties with the telephone connection during the teleconference, the site representative should stay on the line and dial \*0.
7. To enhance the teleconference, synchronize the PowerPoint handout displayed on your computer with the teleconference.
8. 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. When asking a question, please do not provide personal information.
9. If a question is not answered during the broadcast, please email the question to [neoffice@nltn.org](mailto:neoffice@nltn.org). The speaker will respond by email.

#### **AFTER THE TELECONFERENCE**

An online system will be used to process course evaluations and distribute CEU\* certificates. 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 January 6, 2006. **Please note: NLTN and PHTN will not fax, mail or email CEU certificates.**

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.cdc.gov/phtnonline](http://www.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: **FLU**
5. At the end of this process each participant will be able to print a CEU certificate.
6. If participants encounter problems with this process, contact PHTN:
  - a. Email: [CE@cdc.gov](mailto:CE@cdc.gov)
  - b. Fax: 404-639-0800
  - a. Phone: 1-800-41-TRAIN (press 1 then 5) or 404-639-1292, during business hours (Monday-Friday) 8 am - 4:30 pm E.T. After hours, you may leave a voice message. You will be contacted the next business day.

\*CA and FL CEUs are available and can be requested on the evaluation form.

### **Disclosure Statement**

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Presentations will not include any discussion of the unlabeled use of a product or a product under investigational use.