

General Handout

Prevention of Tick-borne Diseases on a Shoestring

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.

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

CALL DATE: April 20, 2005 (Wednesday)

CALL TIME: dial in 12:30 PM (EDT), teleconference begins 1:00 PM (EDT)

TOLL FREE NUMBER: 888-396-9185

DURATION: 1 hr

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

PASSCODE: TICK

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 the leader's name, passcode, the site representative's name, state 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. 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. The speaker will respond by email.

AFTER THE TELECONFERENCE

An online system will be used to process course evaluations and distribute CEU certificates. California and Florida CEU certificates are also available and can be requested in the evaluation process. 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 certificate URL will be activated at the conclusion of the conference and will be available until **May 20th**. **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.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: **TICK**
5. At the end of this process each participant will be able to print a CEU certification.
6. If participants encounter problems with this process, contact PHTN:
 - a. Email: 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.