

Teleconference General Handout

Being Prepared: Having a Continuity of Operations Plan (COOP)

CALL INFORMATION

Please note that the phone number is a “listen only” conference bridge.

CALL DATE	October 18, 2006
PASSCODE	COOP
TOLL FREE #	888-399-7388
LEADER	Denise Korzeniowski (Core-zen-os-key)
DURATION	1 Hour
CALL TIME	Call in between 12:30 p.m. – 12:55 p.m., the program begins promptly at 1:00 p.m. (ET).
HANDOUT URL	http://www.phppo.cdc.gov/nltn/nphtcs/beingprepared111506.aspx

BEFORE THE TELECONFERENCE

1. Download the speaker’s presentation and handouts before the teleconference; they will be posted one week before the program at:

<http://www.phppo.cdc.gov/nltn/nphtcs/beingprepared111506.aspx>

2. Print speaker’s handouts, and duplicate for participants.

ON THE DAY OF THE TELECONFERENCE

1. Due to heavy call volume, 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. (ET).
2. Please use **one** phone line per site.
3. The teleconference will begin promptly at 1:00 p.m. (ET).
4. To enhance the teleconference synchronize the PowerPoint handout displayed on your computer with the teleconference.
5. 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.
6. 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, but must 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 each teleconference and will be available for one month. **Please note:** NLTN and PHTN will not fax, mail or email CEU certificates.

1. Each participant must register and complete an evaluation form by November 17, 2006. 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

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: **COOP**
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.

CEU Statement

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