General Handout
Select Agent Rule Update

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: OCT-20-2004 (Wednesday)

CALL TIME: Dial in 12:45-1:00 PM (EDT), the program begins promptly at 1:00 PM (EDT)

TOLL-FREE NUMBER: 888-282-0170

PASSCODE: SELECTAGENT

DURATION: 60 minutes

LEADER: DENISE KORZENIOWSKI (core-zen-os-key)

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

COURSE MATERIALS

BEFORE THE TELECONFERENCE
1. Print speaker handouts and duplicate for participants.
2. To enhance the teleconference:
   a. use a speakerphone.
   B. load the speaker's PowerPoint 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 12:45 PM (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, state and the number of participants at the site.
5. The teleconference will begin promptly at 1:00 PM (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. Brokoff 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 November 20, 2004. **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: **SELECT**
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, email the NE NLTN office at neoffice@nltn.org. More detailed instructions will be provided.