

Instructions to Participate in the Webcast

2009 Adolescent Immunization Webcast

June 2, 2009

10:00 a.m. – 12:10 p.m

Minimum Specifications*

1. Sound capabilities on desktop or laptop
2. Internet browser-based interface e.g., Internet Explorer, Firefox, Safari or Netscape
3. Recommended resolution on your desktop is 1024 x 768 pixels for optimal viewing
4. The resolution can be adjusted by going to your desktop (right click on Properties). Under “Settings” you can slide the screen resolution to 1024 x 768.
5. Please follow the steps below to test your system **PRIOR** to the day of the event.

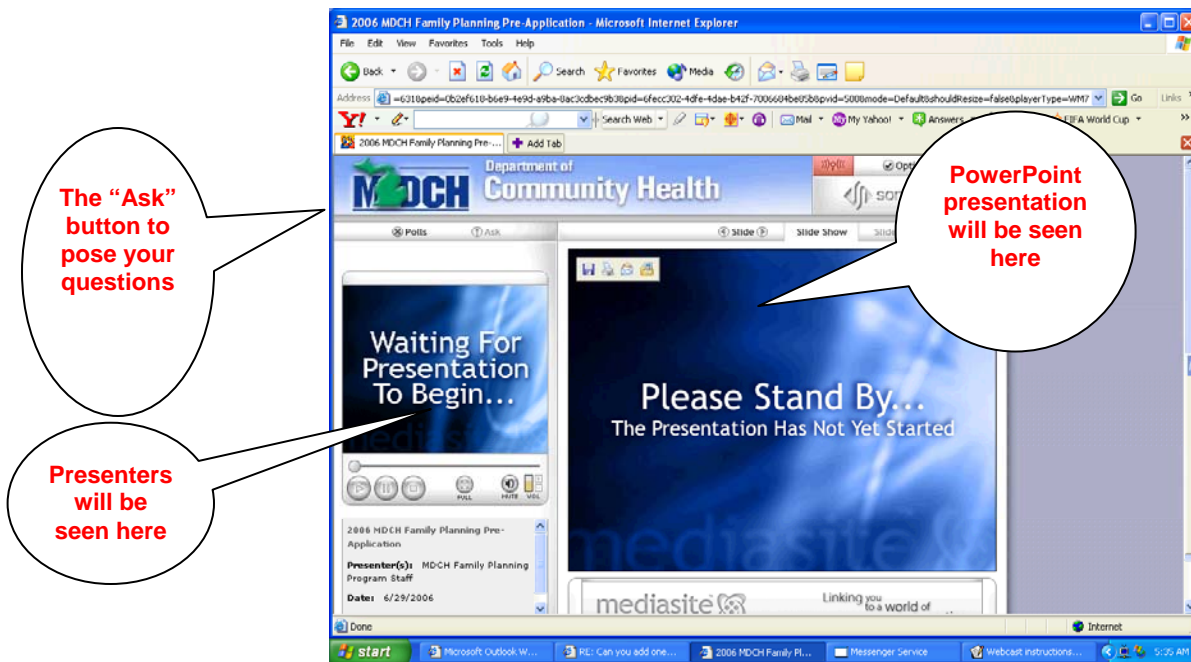
*For more detailed specifications, download the “Computer Configuration” document on the registration home page.

Testing Your System

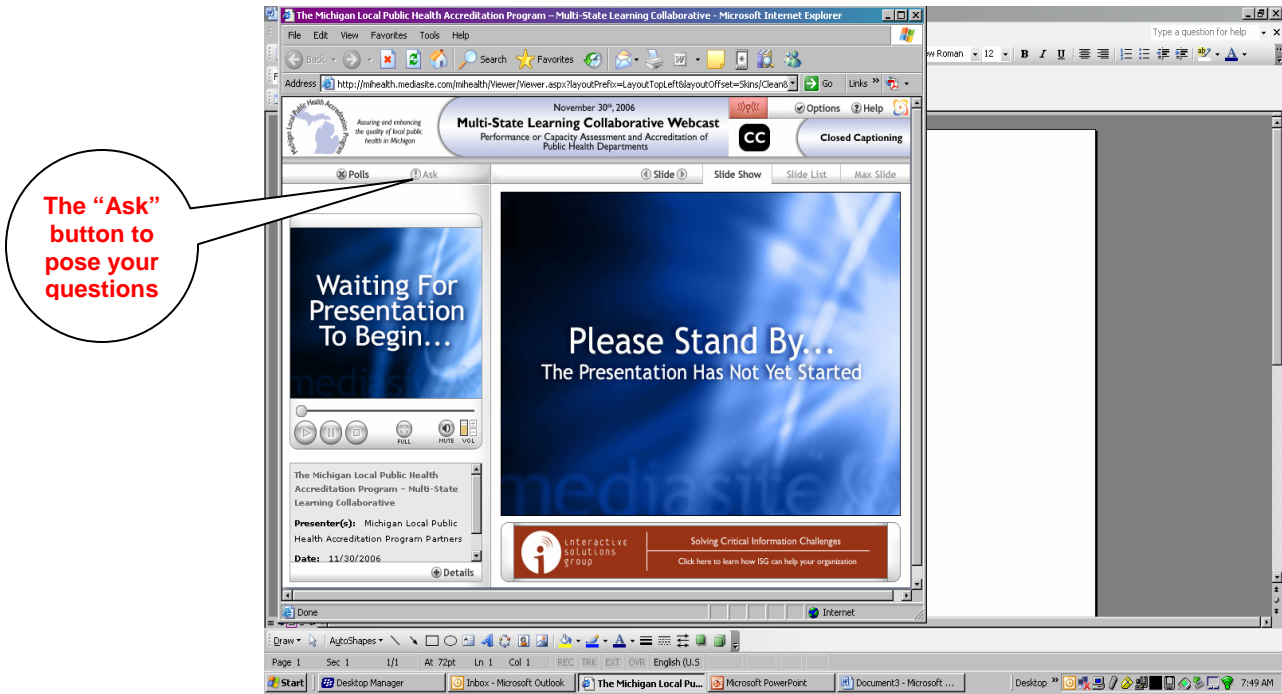
1. **If you have more than 2-3 colleagues logging into the site from the same organization, we strongly recommend that all of you participate in a centralized location.** Doing so will greatly reduce the impact of the live streaming on your organization’s bandwidth. A list of Webcast viewing sites for the 2009 Adolescent Immunization Webcast can be downloaded on the main registration page at <http://adolescent.mihealth.org/ListofViewingSites.pdf>.
2. **CLOSE ALL OTHER APPLICATIONS** prior to clicking on the Webcast URL link.
3. **TURN ALL SPEAKERS ON AND UP OR UNMUTE YOUR SYSTEMS TO ALLOW SOUND.**
4. This event is a live Webcast; therefore, you can only participate via the web using a desktop or laptop computer. There are physical audiences at viewing site locations. A list of Webcast viewing sites for the 2009 Adolescent Immunization Webcast can be downloaded on the main registration page.
5. The program will begin promptly at **10:00 a.m. and end at 12:10 p.m. EST, on June 2, 2009.**
6. To prepare, we ask that you open your internet browser at least **10-15 minutes prior to the start** time.
7. Go to your internet browser and enter this URL:
<http://learning.mihealth.org/mediasite/adolescentwebcast/>. If you are not able to access the Webcast by clicking on the link below, we recommend that you copy and paste the URL address into your browser instead of typing the URL in its entirety.

Once opened, you will see a similar image below (see page 2). The presentation has not started.

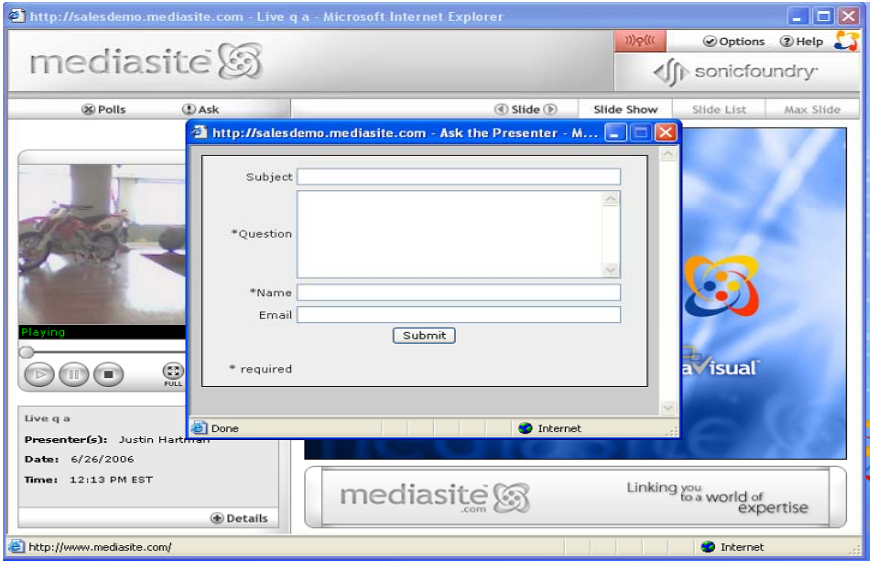
NOTE: If you are testing your system, which is strongly suggested, you will not see a presentation, you will see a test page.



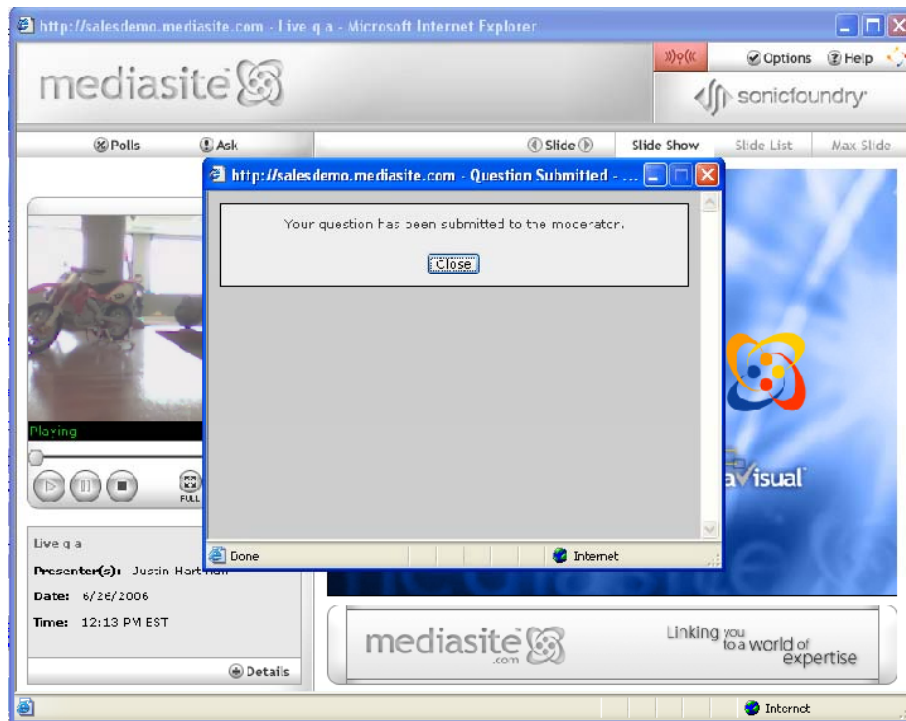
8. Once the program has started, you will see a video running in the left-hand corner box and a presentation in the center viewer box.
9. Your video window will go through an initializing, buffering and will then play.
10. You will only see and hear the presenters. You will view their presentation to the right of the screen.
11. Once the program has started, please test your volume and adjust accordingly.
12. There is not an audio conference connection for this Webcast, therefore, once the program has started, you will only be able to submit questions electronically.
13. You will have several opportunities to submit questions throughout the Webcast. The moderator will read the questions out loud to the speaker during specified times during the program agenda.
14. **The steps below must be followed in order to submit questions properly.**
15. Click on the “Ask” button, which is located above the video viewer box. This will enable the dialogue box. An example screen is below.



- Once you click on the “Ask” button, a dialogue box will appear, requesting for you to enter text. See example on the next page.



- To help facilitate the responses to the Q & A, please be sure to list a **topic** or **speaker’s name** in the subject line. This will help us get the questions to the appropriate speakers.
- An additional required field is “Name” (you may use your first name only, agency name, or viewing site name for anonymity purposes). Please note that the person’s name and/or agency will not be used when posing the question.
- Once you have entered your question, you will see this screen.



- After a 7-10 second delay, the facilitator will receive, organize, and review your incoming questions. Once accepted, the facilitator/panel member will respond accordingly based on the format of the agenda.
- You can submit questions at any time during the Webcast, however, questions will only be answered during the Question and Answer segment of the program.

16. If you experience technical difficulties pertaining to audio or video during the event, e-mail Larry Doele at ldoele@mphi.org or call (734) 476-0689.

17. The PowerPoint presentation and any additional handouts can be downloaded at: http://learning.mihealth.org/mediasite/adolescentwebcast_resources. Presentations and related materials may also be retrieved once your viewer box is open, by clicking on [Click here for Presentation Resources](#) located in the upper right-hand corner.

18. An evaluation form will be made available on the "Presentation Resources" site, as well as sent via e-mail following the presentation. For those participants watching the Webcast at a viewing site, hard copy evaluation forms will be distributed.

TROUBLE SHOOTING GRID

PROBLEM	What to Do?	Who to Call or e-mail
I want to know if I have capabilities to view a Webcast	<p>Please view this sample Webcast event to check your system's capability. Another sample Webcast is available on page 6.</p> <p>http://learning.mihealth.org/mediasite/familyplanning/</p> <p>Click the title of the Webcast listed above the presenter names to test your capability to view.</p>	Contact your System IT Administrator
How do I log-in into the Webcast?	<p>The Webcast can be viewed by logging into http://adolescent.mihealth.org/</p>	Larry Doele (ldoele@mphi.org)
My system is running very slow	<p>Make sure all other applications are closed before logging into the Webcast. Are there several other colleagues in your organization logging into the same Webcast?</p>	Larry Doele (ldoele@mphi.org)
I don't have audio	<p>Turn all speakers on and up or unmute your system to allow sound. Ensure your sound card is operable.</p>	Contact your System IT Administrator
I don't have video or it's very choppy	<p>Potentially the bandwidth is slow at your facility. If you have more than 2 persons viewing the Webcast, it is best to view from a single source in a conference room for many to view.</p>	Contact your System IT Administrator
My video and audio is very choppy	<p>Make sure you have closed down all other applications. If the video or video freezes, try to refresh your browser. Also, you may try to close the Webcast and re-login to the Webcast.</p>	See your System IT Administrator
How do I download the presentation?	<p>Please click Click here for Presentation Resources and follow the prompts</p>	Larry Doele (ldoele@mphi.org)

Sample Webcast on Pandemic Planning

To view another sample Webcast, visit <http://www.mphi.org/Webcasts.aspx> and click on “Pandemic Planning Webinar for Michigan Colleges and Universities.” You will need to enter some brief contact information, but that should only take a few moments.

As you can see, the PowerPoint is available in the middle/right-hand side of the screen, and the video of the speaker is available in the left-hand portion. If you go to the upper right-hand corner of the screen, you will see a box that says “Click here for presentation resources.” This is where you will find resources such as presentation slides, related websites, and other materials.

If you have any difficulty accessing this Webcast, refer to the chart on page 5 and contact the appropriate person based on the problems you are having.

The screenshot displays a webcast player interface. At the top, there is a navigation bar with the MDCH logo and the text "Department of Community Health". A red button in the top right corner says "Click Here for Presentation Resources" and "Powered by MPHI - ISG". Below the navigation bar, the main content area is split into two sections. On the left, there is a video player showing a dark screen with a "Playing" status and a timestamp of "00:04/02:59:33". Below the video player, there is a title bar that reads "Pandemic Planning Webinar for Michigan Colleges and Universities" and "Multiple Individuals Presenting". On the right, there is a presentation slide with the text "Welcome" in large purple letters, followed by "Eden V. Wells, MD, MPH", "Medical Epidemiologist", "Bureau of Epidemiology", and "Michigan Dept of Community Health". A decorative graphic of colored dots is on the right side of the slide. The bottom of the player shows the date "12/11/2007 11:18 AM CST", the length "Length: 02:59:33", and a "More..." link.