



Instructions to participate in the

Family Planning Clinical Update *Addressing Key Issues of HIV Disease in Michigan* March 26, 2009, 9:00 - 12:00 p.m. (LIVE WEBCAST)

Minimum specifications

1. Sound capabilities on desk top or laptop
2. Internet browser-based interface e.g., Internet Explorer, Firefox, Safari or Netscape
3. Recommend 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" and sliding the screen resolution to 1024 x 768.
5. Please follow the steps below to test your system *PRIOR* to the day of the event.

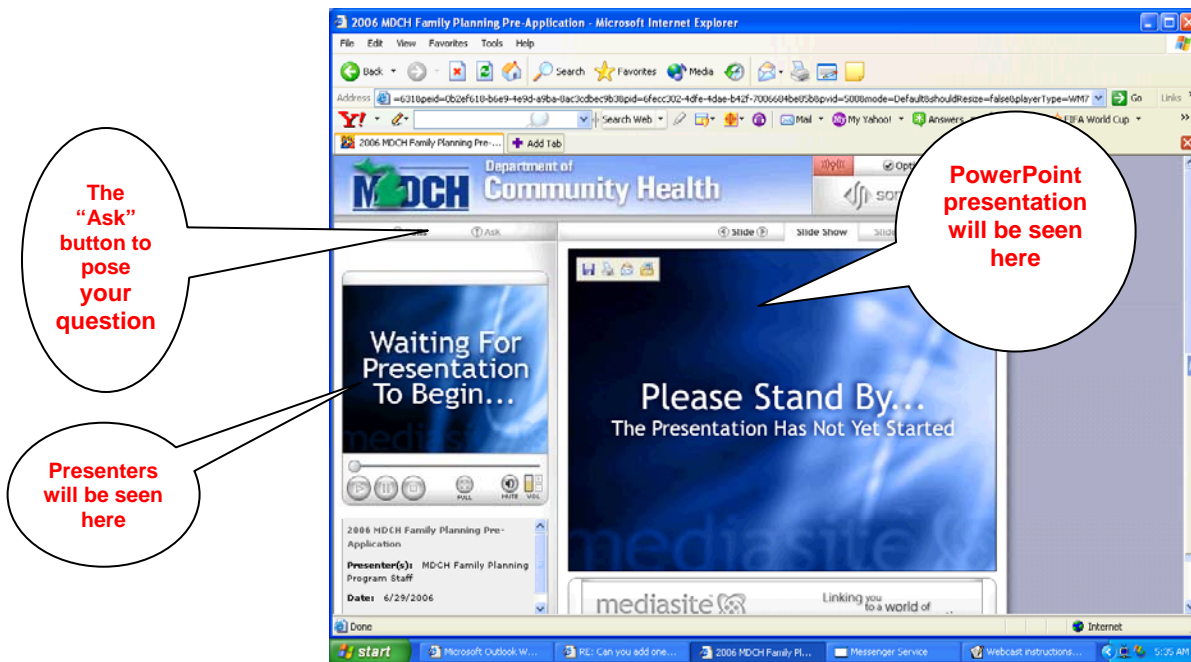
Steps

1. ***If you have more than 2-3 colleagues logging into the site from the same organization, we strongly recommend that you all participate in a centralized location.*** Doing so, will greatly reduce the impact of the live streaming on your organization's bandwidth.
2. ***PLEASE CLOSE ALL OTHER APPLICATIONS,*** prior to clicking on the webcast url link.
3. ***PLEASE TURN ALL SPEAKERS ON AND UP/OR UNMUTE YOUR SYSTEMS TO ALLOW SOUND.***
4. The event is a live web cast; therefore, you can only participate via the web using a desktop or laptop computer. There are no physical audiences at host or remote site locations.
5. The program will begin promptly at **9:00 a.m. and end at 12:00 noon EST, on March 26, 2009.**
6. To prepare, we ask that you open your internet browser at least **30 minutes prior to the start time.**
7. Go to your internet browser and enter this URL below: If you are not able to access the webcast by clicking on the link below, we recommend that you copy and past the URL address into your browser instead of typing the URL in its entirety.

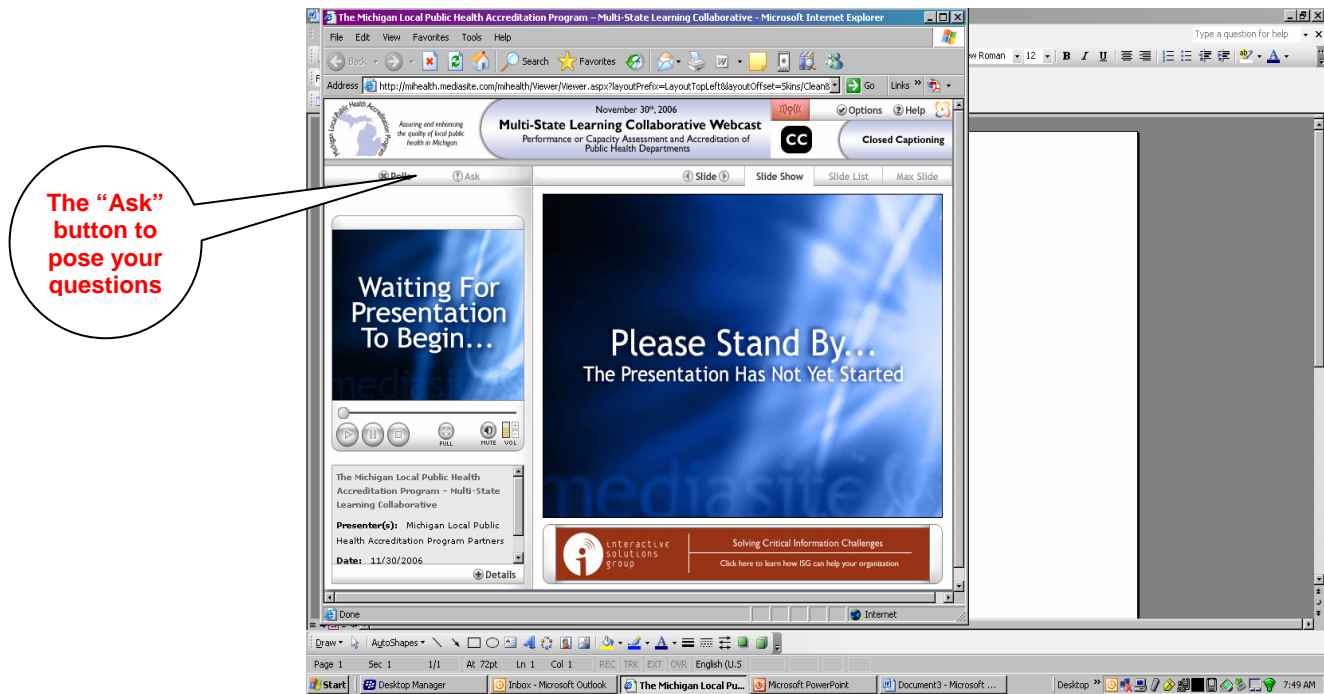
<http://learning.mihealth.org/mediasite/clinicalupdate2009/>

Once opened, you will see a similar image on the following page. The presentation has not started.

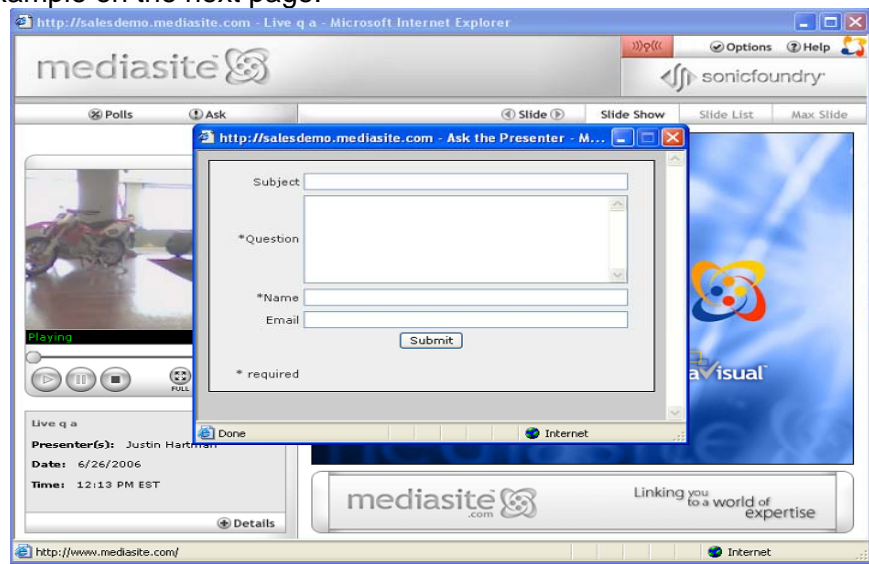
NOTE: If you are testing your system, which is strongly suggested, you will not see a presentation, you will see a test page.



8. Once the program has begun, you will see a video run in the left hand corner box and a presentation in the center viewer box. You have the option to maximize the presentation box by double clicking on the box. If this option is chosen, the PowerPoint slides will not be able to be viewed. To disable this option and view the PowerPoint slides along with the video presentation, you may double click the screen again or press "escape".
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 begun, 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 be able to submit questions via the web only.
13. You will have several opportunities to submit questions throughout the webcast. The facilitator will read off the questions to the speaker during specified times during the presentation.
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 on the next page.

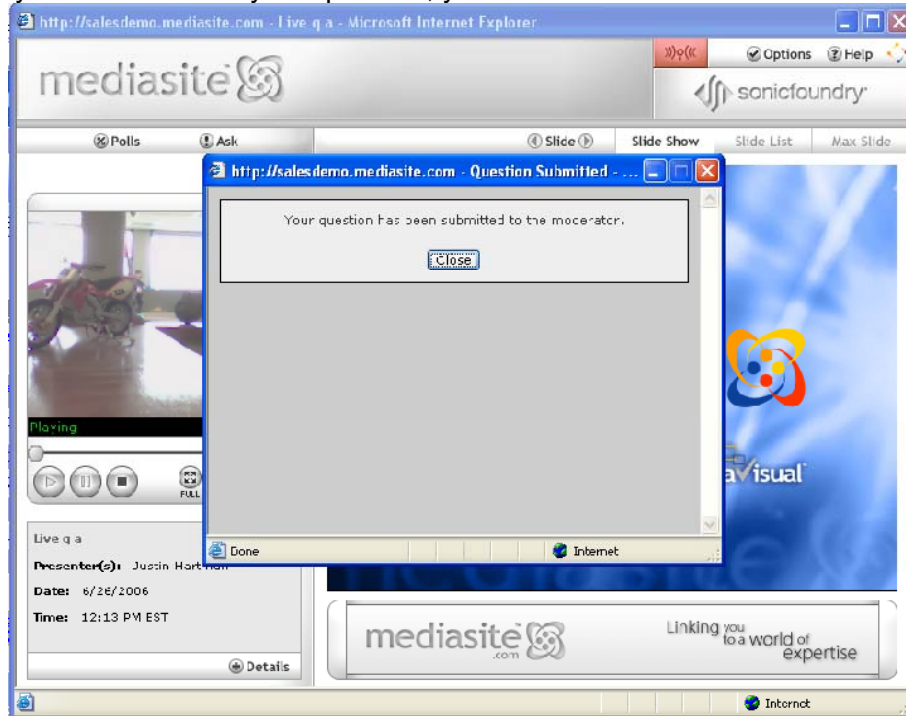


- Once you click on the "Ask" button, a dialogue box will appear, requesting for you to enter text. See example on the next page.



- To prepare the facilitators and panel members, you are **REQUIRED** to enter the **SUBJECT** your question pertains to. Please use the following categories:
 - **Statistics**
 - **Reporting**
 - **Recommendations**
 - **Prevention and Treatment**
 - **Testing Sites**
 - **General**
- An additional required field is "Name" (you may use your first name only, agency name, or state for anonymity purposes). The person's name and agency will not be used when presenting the question to the presenter.

- 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.

16. If you experience technical difficulties, pertaining to audio or video during the event, please email Hope Rollins at hrollins@mphi.org or call (517) 614-9472 **(March 26th ONLY)**.


17. The PowerPoint presentation and any additional handouts will be downloadable at least one day prior to the event. It can also be retrieved once your viewer box is open, by clicking on [Click here for Presentation Resources](#) located in the upper right corner.

18. An Evaluation form will be sent via email following the presentation from Survey Monkey.

NURSING CONTACT HOURS REQUIREMENTS

1. All nurses seeking nursing contact hours are required to have registered and complete the Survey Monkey evaluation form post the training.
2. Your certificate will be sent to you after verification that all the necessary requirements have been met.

TROUBLE SHOOTING GRID

PROBLEM	What to Do?	Who to Call or email
I want to know if I have capabilities to view a webcast	Please view these sample webcast events to check your system's capability. http://learning.mihealth.org/mediasite/familyplanning/	Contact your System IT Administrator
How do I login into the webcast?	The webcast can be viewed by logging into http://learning.mihealth.org/mediasite/clinicalupdate2009/	517-614-9472 (March 26, 2009 only) or hrollins@mphi.org
My system is running very slow	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? If so, join in one centralized location.	517-614-9472 (March 26, 2009 only) or hrollins@mphi.org
I don't have audio	Make sure to turn on and up your volume on your speakers and your sound card is operable. Also, make sure the webcast audio it is on un-mute.	Contact your System IT Administrator
I don't have video or its very choppy	Potentially the bandwidth is slow at your facility. If you have more than two persons viewing the webcast, it is best to view from a single source in a conference room for many to view.	Contact your System IT Administrator
My video and audio is very choppy	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.	Contact your System IT Administrator
I have the correct link, but I still don't see or hear anything	You may need to contact your IT Department to open up ports temporarily in order to stream live video.	Contact your System IT Administrator
How do I download the presentation	Please click  and follow the prompts	517-614-9472 (March 26, 2009 only) or hrollins@mphi.org

THANK YOU FOR PARTICIPATING!