

Pedi Express - VIDEOCONFERENCE REQUEST

Please provide the information below via email gwen.fosse@devoschildrens.org. You will then be contacted regarding technical support. The sign in sheet, handouts & evaluation cards, etc. will be emailed to the contact person by Gwen Fosse.

Each site must:

- Reserve the appropriate space for receiving the videoconference.
- Identify the coordinator to be the contact at the site. The coordinator will be responsible for:
 - Before the session:
 - Provide communication/posting of flyer to notify potential participants.
 - Determine a registration process for your site
 - Receive the handouts, sign in sheets, evaluations and any other necessary documents and arrange to have appropriate numbers of each document for the participants at that site.
 - Verifying the attendance
 - After the session: Fax the completed sign in sheet & evaluations to Gwen Fosse at (616) 391-5520 or mail them to Gwen Fosse at HDVCH, 100 Michigan NE MC#114, Grand Rapids, MI 49503.
 - The certificates then will be mailed to the site coordinator to distribute to the participants as verification for their continuing education.
- Identify the Technical Support Coordinator for making connections.

Date/Time of Videoconference:	
Title of Videoconference:	
Site Coordinator Name:	Phone:
Email address:	
Hospital:	
Address:	
Technical Contact (Include E-mail or Phone Number):	
Technical Site Information (If known):	