

New NCTSN Learning Collaborative Informational Call Instructions for Presenters

Thank you for agreeing to hold this Information Call for Network members and their partners interested in joining a new NCTSN Learning Collaborative focused on implementation of your treatment intervention. Remember that this session will be recorded and put on our website so it may be more far reaching than just those on the call or in the Network.

Date and Intervention Confirmation

As a reminder, your Information Call is _____ (Your topic/time).

Purpose

This Information Call has two main purposes:

- 1) For you to have some time to very briefly exhibit the intervention that you want to disseminate to the NCTSN and beyond.
- 2) For potential Learning Collaborative Members to ask you questions about the methodology for adoption and implementation of your intervention.

You should be prepared to discuss:

- 1) The application requirements for this LC – both in terms of organizational resources required and past clinical experience needed for participating team members.
- 2) Expectations and time/energy commitment required - try to be as candid and straightforward as possible when discussing this.
- 3) Your projected timeline for the Learning Collaborative – including when you intend to start/end the application process as well as any potential dates you may be considering for Learning Sessions.

Presentation Format and Content

Introductions - You will probably want to begin by having participants on the call introduce themselves and say a bit about the population of traumatized children they serve at their site and/or their affiliation with the Network or a Network Center. You can have them add any information you wish that might be insightful as you later review the list of participants and their interests. Someone from the National Center will introduce you and take a roll call of sites/individuals on the call prior to introductions of participants.

Brief Overview of Intervention - If there are many centers or their partners present who are significantly unfamiliar with your intervention, you may want to give a

very brief overview of the treatment.

Intervention Learning Collaborative Discussion - Be sure to include in your discussion the information you want potential Learning Collaborative Teams/Sites to know about your program (what it is, why they might want to consider it in their sites, what it takes to implement, what they need to do first and any other prerequisites/contraindications). You can break up these presentation subjects with question/answer periods if you wish.

Application, Logistics, Dates, and Details – You should discuss the application process and the application itself if you have it completed. It is also important to include all of the details regarding LC expectations, pertinent dates, and requirements for participation that you know of at this time.

If you have any questions about the content of your discussion, please contact Jan Markiewicz at Jan.Markiewicz@duke.edu or (919) 682-1552 x261.

Materials

Please submit all materials you want distributed by _____ (date).

If you have not already given an Intervention Miniseries Presentation, you will want to complete the following.

- **Clear, concise, and numbered PowerPoint slides.**
- A completed fact sheet on your intervention.

Having these materials available to participants ahead of time will allow you to use the call time more efficiently. All of these materials will be posted on the NCTSN website along with the audio recording of your presentation.

A Few Guidelines

- Your **audience for the teleconference will be primarily other NCTSN members.** However, keep in mind that familiarity with the various trauma interventions and experience in using them amongst Network members will likely vary.
- During the Q&A, encourage people to identify themselves and/or where they are from to give you a better idea of sites interested in adoption and implementation of your intervention.
- Please prepare **only a few (3-8) key PowerPoint slides** on your intervention for your presentation. PowerPoint slides are NOT required for these calls. You may send a longer presentation or additional information for people to read ahead of or after the session.

Supplemental Materials

- If you would like to **share PowerPoint slides or post any other materials** that you think might interest teleconference participants, including unpublished manuscripts, bibliographies or reference lists, articles, case vignettes, and other resources - **PLEASE read the following statement regarding permission to post published materials on the website:**

If you would like to post previously published materials or materials that may be copyrighted by someone other than the author on NCTSN.org, the National Center must be provided with a copy of the publisher's/copyright holder's signed permission form or the publisher's/copyright holder's policy that would allow us to post the material. Please send this information to Cybele Merrick, Research Associate of the National Resource Center at Cybele.M.Merrick@Dartmouth.edu. If you are unsure about the status of your materials, please contact Cybele by e mail **or phone at 802.295.9363 x5902**. Cybele can also work with you to provide limited, copyright-compliant access to materials, through bibliographies or links to publishers' websites where appropriate. (rev. 3/2/2006)

If you have questions about posting published materials, please contact Cybele Merrick at Cybele.M.Merrick@Dartmouth.edu or (802) 295-9363 x5902.

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KEEP these to refer to on the day of your presentation!

PLEASE REVIEW the following logistical points and basic procedures:

- 1) **DIAL IN NUMBER & CODES:** A few minutes before your presentation time, you should dial-in using the following number/code.

**Code:
Dial-in Number:
Leader**

2) A National Center staff member at UCLA and/or Duke will initiate the call, facilitate introductions, and take a roll call. Participants will be instructed to mute their phone except when talking.

- 3) **IMPORTANT TIPS:** Some people have had trouble hearing some speakers in the past, so **try to be in a quiet room and please speak as loudly and clearly as possible. Please call-in using a land-line.** Also, use of the handset is **generally of better quality than the speakerphone.**

We may be producing an audio recording of the session to post on the website, so the **louder and clearer, the better.**

- 4) **POWERPOINTS:** If you have a PowerPoint presentation you submitted ahead of time for participants, feel free to refer to it during the session. **When referring to your slides, please specify which slide number you are talking about and indicate when you are proceeding to the next slide.**
- 5) The conference service has turned off the chime every time someone comes on or leaves the line, so there shouldn't be any noise distractions from that.
- 7) We will start the presentation as close to the scheduled time as possible and conclude promptly at the designated time.
- 8) We will have a moderator / timekeeper who will help you stay within your time limit.

The call will end after 60 minutes
Please let me know if you have any questions.