

Guidelines For Participants

In-Service Training via Meet-Me-Conference Call

The following guidelines will allow the meet-me conference call in-service training to run smoothly. We appreciate your cooperation!

Before the training dates

The training website, <http://fyics.ifas.ufl.edu/foodsafety/2006/index.html>, provides speaker information, the presentations and readings needed to take part in the training. Participants must visit the website before the training dates to print out this information.

Training evaluations will also be made available via the website.

On the Training Days:

Please call in on time: between 1:20 pm and 1:29 pm **EDT!** We will begin promptly at 1:30 pm. If everyone calls in prior to 1:29 pm, it will eliminate distractions (beeps) during the presentations. Have your handout pages ready for you to take notes on the day's agenda items. Please alert office staff to hold all calls and post a sign on your door to avoid distractions during the in-service training.

Please use a speakerphone and keep it on MUTE except when you are asking a question. Turn it back to MUTE immediately after asking your question. It's very annoying to listen to people breathing into a hand held telephone, or hearing people moving papers around or "double-tasking," so please arrange to use a speakerphone.

Please do not leave the call early as this also creates an annoying sound on the call. If you need to leave the room, maintain the connection and keep the telephone on MUTE.

Thanks! Following these simple guidelines will help the conference call training to run smoothly and will minimize distractions. The entire training team is looking forward to having you participate. Feel free to call or email Amy Simonne (352/392-1895 x232) or Kathy Septer at (352/392-1895 x301) if you have questions.

Calling Information

Time: 1:20 - 4:30 pm [EDT](#) (April 13, April 20 and May 4)

	April 13 Thursday	April 20 Thursday	May 4 Thursday
Suncom	291-5230	291-5230	291-5230
Non-Suncom	850-921-5230	850-921-5230	850-921-5230
Lines Available	150	150	150
Confirmation Number	Z150 1003	Z150 1003	Z150 1003