

Department of Family Medicine and Community Health
Certificate Program in Primary Care Behavioral Health

***** FOR GROUPS USING A COMPUTER TO PARTICIPATE IN THE COURSE *****

Please complete and fax or email to: Amy Green, 774.441.7799, amy.green@umassmed.edu

Acrobat Connect Pro: Supported OS, browser, and additional requirements
Supported Operating Systems <ul style="list-style-type: none">• Microsoft Windows 2000 with Service Pack 4 or later (including XP SP2, all versions of Vista)• Mac OS X v10.4 or later
Supported Browsers <ul style="list-style-type: none">• Microsoft Internet Explorer 5.x or later• Mozilla Firefox 1.x or later•
Additional Hardware and Software Required <ul style="list-style-type: none">• Minimum bandwidth: 56Kbps (For best quality: at least 384Kbps)• Wired high speed internet (WIFI often gives an unsatisfactory picture)• Adobe Flash Player 8 or later• Built-in or external speakers• Microphone (contact us for recommendations for inexpensive microphones that will serve a group site)• Webcam/camera (optional)

Support Roles at Each Group Site

When things go well, hosting a successful workshop at distant sites seems fairly easy, can mostly be done in advance, and is almost invisible to participants. When things don't go well, it seems to be because there has not been clear enough communication about what needs to be done and by whom. The list below is designed to clarify the roles involved in making this course run smoothly at each of our sites.

Site Coordinator:

- Distributes applications and sees that participants have completed them
- Returns applications to PCBH@umassmed.edu or Amy Green, UMass Medical School, Benedict Bldg., A3-234, Worcester, MA 01655
- Prints, distributes and returns the sign-in sheets promptly after each workshop to Amy
- Recruits technical contact person to fill out the required UMass site application form (below)
- Encourages completion of workshop evaluations and reports any problems participants might have with receiving the electronic surveys

Technical contact person:

- Completes the site application and fax or email to: Amy Green, 774.441.7799, amy.green@umassmed.edu (Every physical site must have an application, even if under the same administrative umbrella as another site.)
- Develops system for turning on equipment on the workshop day
- Develops system for technical trouble-shooting on workshop in the event that there are problems

Site Coordinator
(for group users only)

1. First Name:	7. Approximate # of Participants:
2. Last Name:	8. Classroom Capacity:
3. Phone number (to reach during class):	9. Semester Applying For: FALL <input type="checkbox"/> SPRING <input type="checkbox"/>
4. Phone number (to reach other times):	10. Name of Organization:
5. Email:	11. City (this will be your "Site Name"):
6. Mobile/Pager:	12. State:

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Technical Contact
(for group users only)

1. First Name:

2. Last Name:

3. Phone number (to reach during class):

4. Phone number (to reach other times):

5. Email:

6. Mobile/Pager:

7. Conduct a Self-test of your computer at:

<http://www.umassmed.edu/adobetest.aspx>

8. The computer to be used at this site for all six workshops has passed the self-test

9. If your system fails please visit

<http://www.adobe.com/support/connect/> for additional support.