Asia-Pacific Advanced Network │ Medical Working Group

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Telemedicine Engineering Training (TET) at APAN45 in Singapore
March 25(Sun) - 29 (Thu), 2018

- Outline for Trainers -

Program by	Local Engineering Team, APAN Medical Working Group
Aim	1. To train engineers as a chief engineer by working together for establishment a telemedicine program 2. To help on problems for all medical sessions as group leader 3. To help trainees for deepening friendship in medical community
Requirements	1. Attend online meeting which will be held before APAN. 2. Attend venue setup. 3. Make the report (A4 size paper) with photos about your achievement in the training program. 4. Attend the engineering workshop on Mar. 29 (Thu) as a chairperson/ commentator/ speaker. 5. Attend all sessions
Schedule	**Mar. 24 (Sat)** : Arrive in Singapore **Mar. 25 (Sun)** : Venue set up **Mar. 26 (Mon) – 28 (Wed)** : Join medical working group sessions **Mar. 29 (Thu)** : Join the workshop **Mar. 29 (Thu) night or 30 (Fri)** : Leave Singapore
Support	1. Round-trip air fare (discounted, economy) 2. Accommodations 3. Registration fee 4. Visa supplication fee

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1. Check your team

The training program will be held in groups. All trainees and trainers will be make belong a member of teams. Local Engineering Team, APAN Medical Working Group (LET) will inform you the team members one month before APAN.
Each team includes trainers and trainees.
Trainers will make trainees hands-on training for technical support telemedicine session.
At the venue, badges for identify team will be distributed.
Please put on the badges.

Team badges

2. TET online meeting

LET will organize the online meeting for TET trainees twice before APAN week. Please join.

TET online meeting

3. Team schedule

During APAN week, all team will be assigned as some role for supporting telemedicine sessions. All telemedicine session will be read by its own "chief engineer", and he will contact all connecting institutions/hospitals and establish videoconferencing connection. Each connecting institution will be lead by local engineers. "APAN venue local engineer" is the one who take in charge for APAN venue.
TET participants were assigned for supporting the APAN venue local engineer as network, audio and visual supporters. Please check your team schedule.

Network support

Audio support

Team schedule

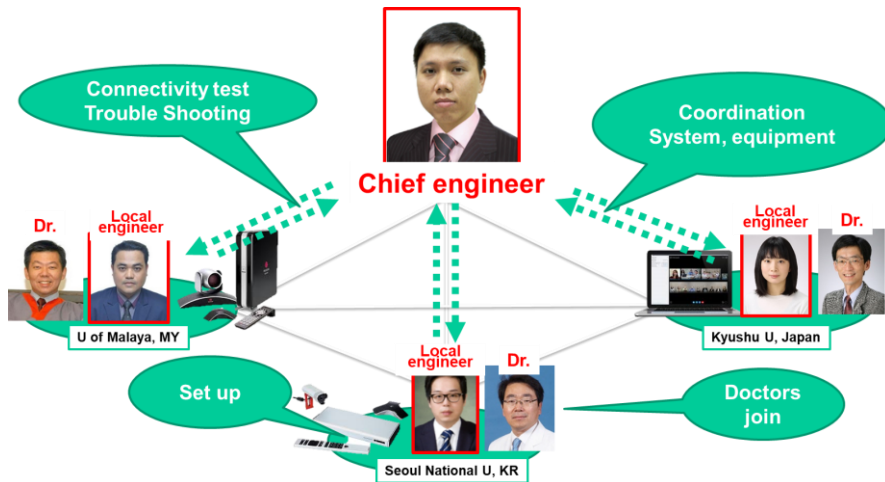| Role	To do
Network (Streaming)	● Monitor the connectivity, streaming ● Test (Ping, routing etc.) ● Troubleshoot
Audio/visual	● Join the communication test ● Check the audio quality (Balance, echo, noise, smoothness) ● Check the image quality (Noise, smoothness, brightness) ● Troubleshoot

Role of Supporters

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4. Sessions in Charge

You will be assigned to the "chief engineer" and/or "APAN venue local engineer" to support telemedicine sessions which will be demonstrated during APAN week.

"Chief engineer" will lead and establish audio-visual connection with all connecting sites. "APAN venue local engineer" is the engineers who take in charge APAN venue by communicating with the chief engineer of the session. Please check the following figure and ideal work flow. Systems and actual workflow will be different by sessions because each sessions will be lead by its own chief engineer. Details were discussed at the TET online meeting.

Engineers in a Program

Engineer's workflow (ideal)

~1 month before	- Chief engineer and local engineer will be decided. - Chief engineer decide the system to be used. - Engineers start to communicate.
~1 week before	- Chief engineer make technical announcement. - Connectivity test will be conducted.
APAN week	- Venue setup (Network, Audio and Video System control) - Prepare and work for technical support.

5. To deepen friendship in medical community

- Please be positive, communicate each other and mix around.
- If you have something worry about, please ask trainers of your group.

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