

Telemedicine Engineering Training (TET) at APAN48 in Putrajaya, Malaysia July 21 (Sun) - 26 (Fri), 2019

- Outline for **Trainees** -

Program by	Local Engineering Team, APAN Medical Working Group
Aim	<ol style="list-style-type: none">1. How the telemedicine event is realized (Flow of all staff: doctors, engineers, coordinators and all)2. Required quality level for telemedicine3. Teleconferencing systems4. Technical preparations and teamwork5. How to work on problems6. To deepen friendship in medical community
Requirements	<ol style="list-style-type: none">1. Attend online meeting which will be held before APAN.2. Answer all questionnaires by deadline.3. Attend venue setup.4. Attend all Medical sessions .5. Attend the engineering workshop on Jul. 25&26 (Thu&Fri) as a chairperson/ commentator/ speaker.6. Make the report (A4 size paper) with photos about your achievement in the training.
Schedule	<p>Jul. 20 (Sat) or 21 (Sun) morning : Arrive in Putrajaya, Malaysia Jul. 21 (Sun) : Venue set up at 9:00 a.m. Jul. 22 (Mon) – 26 (Fri) : Join medical working group sessions Jul. 25&26 (Thu&Fri) : Join the workshop Jul. 26 (Fri) night or 27 (Sat) : Leave Putrajaya, Malaysia</p>
Support	<ol style="list-style-type: none">1. Round-trip airfare (discounted, economy)2. Per diem (Accommodation, Ground transportation) *under certain conditions3. Registration fee

- Contents of Training -

1. Check your team

The training program will be held in groups. All trainees and trainers will be a member of a specific team. 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 carryout hands-on training including technical support in telemedicine sessions.

At the venue, badges to identify teams will be distributed.

Please put the badges on.



Team badges



TET online meeting

2. TET online meeting

All TET trainers and trainees need to join TET online meeting.

3. Team schedule

During APAN week, all team will be assigned roles for supporting telemedicine sessions. All telemedicine session will be leaded by its own “chief engineer”, and he will contact all connecting institutions/hospitals and establish videoconferencing connections. Each connecting institution will be lead by a local engineers. “APAN venue local engineer” will take charge at the APAN venue.

TET participants are assigned for supporting the APAN venue local engineer such as network, audio and visual supporters.

Please check your team schedule.



Network support



Audio support

EYE	9:00-10:30, Aug 31 Thu.			
Chair	Chief	Venue	NW(streaming)	Audio/Image
-	Minh(HCH)(remote) Minh(VINAREN)	Thai, Loan	Red	Blue
Dental 2	11:30-12:30, Aug 31 Thu.			
Chair	Chief	Venue	NW(streaming)	Audio/Image
-	Tunggul, Kuswindarto (remote)	Yanustan, Pogy, Aqsa, Aria	Red	Green
AIG	13:30-15:00, Aug 31 Thu.			
Chair	Chief	Venue	NW(streaming)	Audio/Image
-	Satya, Mohan(remote)	Thai, Loan, Minh	Red	Green
MIS	9:00-10:30, Sep 1 Fri			
Chair	Chief	Venue		
-	Wirapon(remote) Chiang, Chakaphan	Nesj, Pramod, Alexei, Qay, Zahir		



Team schedule

Role	To do
Local venue engineer	<ul style="list-style-type: none"> ● Communicate with chief engineers ● Share presentations (if needed) ● Understand how to connect ● Join test session ● Communicate among engineers during session
Chief engineer	<ul style="list-style-type: none"> ● Communicate with organizer ● Contact to all local engineers ● Gather presentation files in advance ● Share presentations (if need) ● Decide how to connect and announce ● Conduct test sessions ● Control MCU ● Communicate among engineers during session

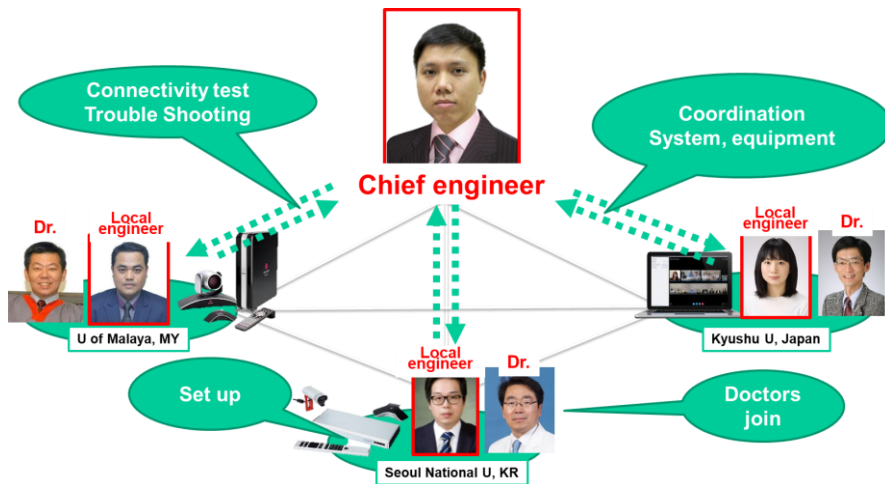
Role of local venue Engineer

- Contents of Training -

4. Sessions in Charge

You will be assigned to the “APAN venue local engineer” to support telemedicine sessions which will be demonstrated during the 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 of the 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 between sessions because each sessions will be lead by its own chief engineer. Details will be discussed at the TET online meeting.



Engineers in a Program

Engineer's workflow (ideal)

- | | |
|------------------------|--|
| ~1 month before | <ul style="list-style-type: none"> - Chief engineer and local engineer will be decided. - Chief engineer decides the system to be used. - Engineers start to communicate. |
| ~1 week before | <ul style="list-style-type: none"> - Chief engineer makes a technical announcement. - Connectivity tests will be conducted. |
| APAN week | <ul style="list-style-type: none"> - 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 with each other and mix around.
- If you have any worry, please ask trainers of your group.

