

Monthly Disease Surveillance Training Session Guidelines

Thank you for participating in the monthly disease surveillance trainings. We expect over 100 participants for any given session, so please be mindful of the information below. Click on the section you wish to review.

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FOR NEW PARTICIPANTS: Welcome! These trainings focus on surveillance and response topics at the local level. They will be held on the last Tuesday of every month, two times to accommodate different time zones and schedules – at 0900 and at 1500 EST.

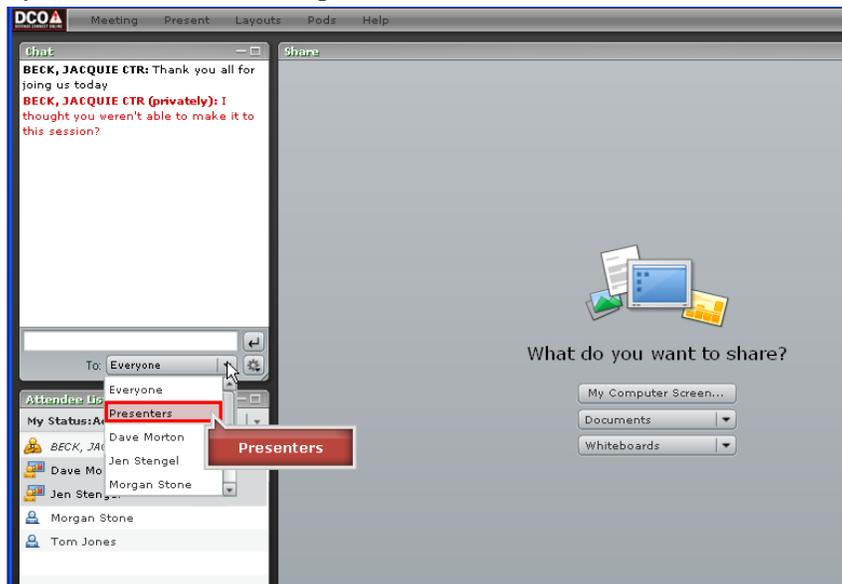
Lectures/presentations will be 20-25 minutes followed by 5-10 minutes of open discussion/questions on DCO Chat. Trainings are held and attended by all three Services. Presentations will usually be hosted by a single Service with much input from the other two Services. If you have any suggestions on future training topics, please let the POC of your respective surveillance hub know - I'll put their contact information on the DCO Chat box.

INTRODUCTION TO DCO (DEFENSE CONNECT ON-LINE): DCO allows us to host virtual meetings over the internet, where hosts/presenters can speak and present/share documents on-line and participants can view and hear the presentation on-line. Meetings can be live with real time presentations or recorded with participants viewing the recording at any time at their leisure.

ATTENDING A LIVE TRAINING THROUGH DCO:

1. All participants should connect to the live training via the DCO link provided (NOTE: you do not need a DCO account to get into these live meetings). Enter the room by typing in your name and service affiliation in the GUEST box (i.e. Asha Riegodedios (Navy)). The host will then accept you into the meeting. If your computer speakers work, you do not need to call in through the telephone, you can hear the training over the computer and
2. Use the DCO **CHAT** box on the left hand side of the DCO meeting window to communicate with speakers, hosts, and participants via DCO CHAT. To submit a question: select “Presenter” from the drop down menu, type your question and it will display in the CHAT box with your name beside the question (see example below). The presenter and other representatives from the three Service surveillance hubs are standing

by to answer submitted questions.



3. If you cannot get your DCO to work, a limited number of phone lines are available and/or a recording of the training will be available. Please email Tracey Thomas (tracey.thomas.ctr@med.navy.mil) and she will work with you to ensure you can access DCO for the next month's training.

DIALING IN THROUGH THE PHONE:

1. A limited number of phone lines will be available for participants who cannot access DCO or hear audio through their computers.
2. All participants on the phone should place their phones on **MUTE**; this prevents feedback while the presenter is presenting.
3. If you receive another phone call **PLEASE HANG UP** before answering the second line. Answering the second line without hanging up puts us in a hold status and all callers will hear your elevator music.
4. If you have a question, please hold it until the end of the presentation. You may also email your questions to Asha Riegodedios (asha.riegodedios@med.navy.mil) and Tracey Thomas (tracey.thomas.ctr@med.navy.mil).

ACCESSING A RECORDED TRAINING:

1. All training sessions are recorded and will be made available for anyone who would like to view the training at their leisure. If you have registered at any time for any of the monthly trainings, you will be provided with the link to the recording.
2. To view a previously recorded training you will need a DCO account. Go to <https://www.dco.dod.mil/>. On the top left hand corner of the home page, click on the green **REGISTER** button (NOTE: you must have a CAC and valid pin to register). Once you have an account (username and password) you will be able to access the recorded trainings.

3. To access a recorded training, click on the link to that training (this will be provided by Tracey Thomas or Asha Riegodedios via email). Once you enter your DCO username and password, you will be taken directly to that recording.