

CE Caffè' Lecture Series Spring 2003  
**Distance Learning Site Contract**

The University at Buffalo, School of Dental Medicine, office of Continuing Dental Education agrees to present six lectures to be transmitted via ISDN distance learning. *Please note that lectures begin at 6:00pm and end at 9:00pm on WEDNESDAYS this semester.*

- Since we are invoiced by the bridge for port charges and bridge technician fees, we must ask that NON UCT SITES have a **minimum enrollment of 6 paid registrants to participate** in a DL lecture. Any participating site will be invoiced a minimum of \$330 (6 participants @ \$55 tuition per person).

Each distance learning site agrees to fax a preregistration list to UB/CDE one week prior to a scheduled lecture, download and/or receive and distribute course materials, oversee attendance and participant sign-in, collect and mail sign-in sheets and course evaluations to UB/CDE.

- We must have your registration list **faxed to our office ONE WEEK PRIOR** to each scheduled lecture. We cannot prepare and ship course materials for sites the week of a scheduled lecture.
- Each site agrees to pay \$55 tuition per person per lecture to UB upon receipt of invoice following each lecture. *(Please have checks made payable to UB Foundation and mailed to address above.)* Any participating site will be invoiced a **minimum of \$330** (6 participants @ \$55 tuition per person).

**New on-site host guidelines:**

- **All site coordinators must be available on site for any technical difficulties that arise**
- **Site coordinators are responsible for following troubleshooting guidelines. These guidelines are made available for each conference and are also posted on the web.**
- **Site coordinators are responsible for checking connection continuity at the beginning of each class (verifying that they can hear and see the host site)**
- **If site coordinators leave the workshop at any time, they are responsible for providing an alternate technical contact. A technical support person must be reachable within 2 minutes of any problem, either in person, or through cell phone/pager contact.**

Signed: \_\_\_\_\_ Site: \_\_\_\_\_ Date: \_\_\_\_\_  
(Site coordinator)

**Please check information on attached contact sheet and technician document.  
Please fax or mail to UB/CDE.**

\_\_\_ **No changes**

\_\_\_ **New Site**                      **Phone:**                      **Fax:**                      **E-mail:**

**Shipping address** (to receive course materials):                      **Billing address** (for tuition invoices):

