



Accreditation Council for
Graduate Medical Education

Preparation and Arrangements

- The remote site visit will be conducted using Zoom. Each participant should have a computer, laptop, iPad equipped with a camera, or a smartphone, to participate in the meeting(s). It is imperative that everyone be familiar with Zoom video functions and that each individual have their own device for use in a private location.
- An Excel Spreadsheet with a proposed schedule is provided. **(Attachment #1)** Feel free to suggest alternative approaches, given any unique needs within your institution.
- After confirming each participant's availability, please enter the requested contact information in the appropriate sections of the spreadsheet and return to me. This will allow each individual participant to be included in the Zoom invitation.
- Zoom invitations will be sent (approximately 2-4 days) prior to the site visit. Each participant should "Accept" or indicate "Yes" to the invitation.
- On the day of the visit, each participant should access Zoom through the link on the invitation and arrive on-line at least 5 minutes prior to their scheduled meeting.
- Please follow instructions in the Site Visit Announcement letter from [REDACTED] which indicates the list of any documents that should be available, no later than [REDACTED].
- In advance of the remote site visit I invite you to participate in a brief trial Zoom session to assure the effectiveness of technology. This would include yourself and the Institutional Coordinator. Proposed date: [REDACTED]
If this is not convenient feel free to suggest an alternate date/time.

Please send the following information to me as soon as possible, but no later than [REDACTED]
[REDACTED]

- ☐ **Completed Site Visit Schedule and Contact Information**
(Excel spreadsheet)
- ☐ **Cell phone numbers** of the DIO & Institutional Coordinator to contact in the event of an unforeseen circumstance.
- ☐ **Confirmation of date and time for Trial Zoom Session**