

Greetings,

We at the APEC EINet are delighted with your participation in the videoconference, **Pandemic Influenza Preparedness and Response: Information Sharing through a Virtual Symposium**. This videoconference, which will take place on Friday 20 January 2006, 02:00 – 07:00 UTC, will explore how each economy is preparing for, and planning to respond to, pandemic influenza. The videoconference is scheduled to last approximately 5 hours. We request strongly that no mass media be present at the videoconference.

We request that your team submit a brief presentation proposal in a Word document by December 30, 2005. This proposal should be less than 600 words and should indicate: 1) the title of your presentation 2) the presentation format (live PowerPoint presentation, pre-recorded video<sup>1</sup>, or other appropriate media), 3) and a brief summary highlighting the content of the presentation. Topics of interest may include, but are not limited to: tabletops or other preparedness exercises/drills, enhanced surveillance, surge capacity, business continuity and critical functions, stockpiling, and public education on pandemic influenza. We also request that the presentations be emailed to [apecein@u.washington.edu](mailto:apecein@u.washington.edu) by Friday 13 January 2006. Both the proposal and presentation will be confidential and will not be available for citation.

For each economy's representative speaker, we request that a large name placard be present for easy identification. All presentations will be conducted in English and should be 10 minutes or less. After each presentation, we will have a brief moderated question and answer session (6-8 minutes). All economies will be given the opportunity to ask questions during this time. As one of the goals of this virtual symposium is to enhance information exchange without compromising integrity, content that entail sensitive security issues (e.g. specific information on isolation and quarantine, particular bureaucratic challenges faced in the process of enhancing preparedness, etc.) will not be requested. However, we do ask economies to follow up on any unaddressed or unanswered questions which are deemed important and appropriate by the international steering committee. The key findings and lessons learned--regarding both the technological, networking issues and the preparedness content issues--will be reported in our summary report.

No formal publication will occur without the consensus of all participants. No media will be present at any of the sites during the videoconference session.

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<sup>1</sup> As an example, South Korea has generously offered their preparedness video to EINet: <http://depts.washington.edu/einet/about.html?a=about&sub=docs>.