RIVERSIDE MEDICAL EDUCATION

POLICY ON
SLIDES/MEDIA SERVICES REQUESTS

This policy is to be followed when submitting materials for slides and other audiovisual requests to Media Services or Medical Education.

1. The Medical Education Department will pay for slides and other audiovisual materials to be utilized: 1) in educational conferences sponsored by Riverside; 2) in conjunction with the Riverside Regional Services conferences; and 3) for residents presenting at national conferences. Requests from attending physicians for conferences other than those listed above will be approved on an individual basis. **If an honorarium is provided to the physician, they will be responsible for the cost of their slides.**

2. If it is necessary to make duplicates of slides, etc., Medical Education will pay for one set of duplicates.

3. Any computer generated slides submitted to Media Services (566-4384) must be typed and submitted at least two weeks prior to the due date. **Any "rush" charges for late submittal will be charged to the requestor.**

4. Slides can also be produced by Grant Arthur in Medicine Education (566-4298). Turn-a-round time will be prioritized on an individual basis.

5. Physicians will receive an invoice from Medical Education for requests not covered in item #1.

   Please do not take slides to outside vendors as the charges are much higher. Medical Education reserves the right to refuse reimbursement for such requests.

6. To obtain special audiovisual equipment, report faulty equipment or obtain immediate assistance, please contact Media Services:

Ted Julian Supervisor, A/V Site Support	566-5611 or Pager 842-1075
Adam Zeyen Media Svcs. Coordinator	566-4384 or Pager 842-8517
Gary Wehr Media Services Manager Grant Campus	566-9418 or Pager 631-1611

If you have any questions regarding these guidelines, please feel free to contact the CME Manager at 566-5769, the Assistant Director of Medical Education at 566-4882 or the Director of Medical Education at 566-5775. Thank you for your cooperation.