

# COURSE PREPARATION MATERIALS



## Head and Neck Anatomy and Evaluation (CBCT)

LVI Global  
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# Course Change and Cancellation Policy

Registration fees are non-refundable and must be exercised within two years. LVI Global, LLC ("LVI") reserves the right to cancel courses 30 days prior to the scheduled date of a course or activity. Should LVI cancel a course or activity, LVI will apply the full value of any deposits and fees related to said course or activity to future LVI course or activities. Should LVI cancel a course or activity, you may also have the option of having the deposits returned to you. Fees remain non-refundable but, may be reapplied to another course or activity. LVI will not be responsible for any other fees, costs or consequential damages associated with canceling this LVI course or activity. For courses requiring a live-patient, the treating Doctor must bring a patient of record. During courses conducted at LVI, I understand that photographs or video may be taken of me for educational and marketing purposes. I hold harmless LVI for any liability resulting from this production. I waive any right to inspect the finished production as well as advertising materials in conjunction with these photographs. I understand that I may receive marketing materials as a result of my attendance.

## **Change/Cancellation/Postponement Policy:**

- A change, cancellation or postponement of course date is not complete without your required signature and date.

## **The following do not apply if moving from TBD status to date selection**

- If change, cancellation, or postponement is received 60-90 days prior to registered course, 25% of the course fee will be forfeited.
- If change, cancellation, or postponement is received within 60 days, 50% of the course fee will be forfeited.
- If change, cancellation, or postponement is received less than 30 days prior to your registered class, 100% of the course fee will be forfeited.



# Required Materials

Please have the following with you for the course:

A mouse with a scroll wheel. This will make it a lot easier to review the scans.

- Laptop, USB drive and requirements below (if using a mac computer, Windows installation is required. E-mail [jhaggard@lviglobal.com](mailto:jhaggard@lviglobal.com) with questions):
  - Processor: Intel Core i5 (6th gen.) or better (i7 Desktop recommended)
  - RAM: 16GB
  - Graphics card: NVIDIA or AMD (dedicated GPU)
  - Operating system: (any of the below)
    - Windows 10 Pro (64 bit)
    - Windows 8.1 Pro (64 bit)
    - Windows 7 Pro (64 bit)
    - Mac OS X 64 bit
    - Romexis 5, Sierra/High Sierra
    - Romexis 4.5 – 4.6.2, Yosemite/Sierra



# Course Start Time

Please note all course times are in PACIFIC STANDARD TIME



# CE Information

## **How many CE hours can I expect to receive from this course?**

After completing this program, you will receive a CE form of the appropriate AGD approved continuing education credit hours. These credits represent the lecture and participation portion of the course.

## **When will I receive my CE credits?**

Your CE form will be presented along with your attendance medallion and/or letter. Please keep a copy of this form in your office records.

## **Does LVI submit my CE credits for me?**

We will submit your CE credits to the AGD if you provide us with your AGD number. It is your responsibility to keep the CE form indicating your credits on file in your office and, if necessary submit your CE hours to the appropriate organization(s) (i.e.: your state/territory, etc.).

## **What happens if I lose my CE letter?**

Once you receive your CE form, hold on to your originals and send copies when submitting your organizations. If your original letters are misplaced, LVI must charge a \$30.00, per course, processing fee for necessary research. Replacement CE letters can take up to 3 weeks to receive.

## **Educational Objectives:**

The educational objectives for this course are for the participants to be able to:

- Interpret Cone Beams
- Recognize normal architecture
- Recognize anomalies and where and when to refer

## Online Attendees Only Please Sign and Return



### Webinar Registration Requirements

The purpose of LVI is to educate and make sure that the attending doctors get the information. When at LVI we can be assured they are paying attention. When we give a webinar we have no idea if they are even listening to the lectures. To us, this is not about money or CE credits. To us it's about creating the best doctors in the world. Therefore we want everyone attending a webinar to treat it like they are in the lecture hall at LVI. If you cannot agree to that, do not register for the webinar.

Because of that there is to be no scheduling the webinar around patients. That's asking for trouble and you know it. In the past, too many have had to leave a webinar and missed VERY important information. Recently we had someone that missed 2/3rds of the webinar because he felt he had to see an emergency patient. Not only is that disrespectful to the presenter and all their hard work they have put into the presentation, as it's like getting up and walking out of their lecture, it means the person watching did not get the information and should not be awarded the CE credits for the course.

So we need you to agree to the following:

- I will not watch this from my office unless I need to be there for hands on like with the BioPAK or CBCT. *You can actually do those at home as well.*
- I will not leave the webinar for an emergency patient.
- I will be away from all distractions.
- I will not be on my phone and treat it like I'm at LVI.
- I will pay attention the entire time.

Please return to LVI: Email: [programs@lviglobal.com](mailto:programs@lviglobal.com) Fax: (702)583-6157

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Print Name

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Signature