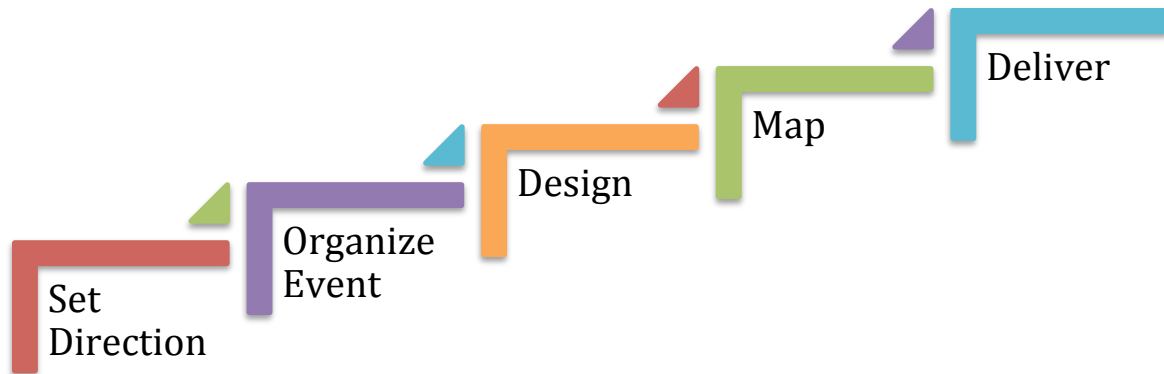**WORKSHEET**
Phase: Organize the Event

Why this phase is important
- **Confirms the logistics of the event, people, places and resources**
- **Communicates about the learning opportunity and how to access it**
- **Ensures People are in the right place at the right time for the right Training**

Plan your Event:

Event Title	
Event Topic	
Presenter Name/Title	
Date of Training	
Start Time / End Time	
Modality Check technologies:	In-Person Videoconference +live webcast +Live and Archive webcast +Archive Only webcast
Host Site Location (address, room)	

Book your Rooms
- Ensure the room at the presenting site location is OTN enabled for videoconferencing.
- Learners will be responsible for booking their own rooms at their own organizations

Schedule video systems and any other technology.
- o Host organization is responsible for scheduling the videoconference
  - o Ask someone to help you schedule through Ncompass

- - Communicate directly with OTN Customer Care Centre
    - RESOURCE Job Aid (how to schedule OTN…)
- **Will you require Webcast?**
  - Live
  - Archived
  - Live & Archived

- **Communicate how learners register to participate in Training?**
  - **RSVP to host with name, site & System number**
    - Host then adds site/system to video event

    OR

  - **Register own video system**
    - via Ncompass
    - via OTN Customer Care Centre

- **Will you need any other technologies?**
  - Projector
  - Telephone line
  - webconference

Confirmation of videoconference ID#_____

Communicate:
- **Create promotional poster**
  - RESOURCE: OTN Poster Template
- Post to OTN Learning Centre https://learning.otn.ca
  - Via Ncompass
  - Via OTN Customer Care Centre
- **Create e-mail for distribution to learners**

Resources:

OTN Organizer Checklist:
https://otn.ca/sites/default/files/vc_event_organizer_checklist.pdf

Setting up a Webcast:
https://training.otn.ca/pluginfile.php/40/mod_resource/content/11/webcast/setting_up_a_webcast.html

Registering For An Event with Ncompass:
https://training.otn.ca/pluginfile.php/40/mod_resource/content/11/schedule/registering_for_an_event.html

Your Notes

Set
Direction

Organize
Event

Design

Map

Deliver