

OTN Customer Care Centre: 1866-454-6861 / scheduling@otn.ca

My Site Name:

My OTN Site-System#:

Are you **organizing** an event?
Go to SECTION A

Are you **participating** in an Event?
Go to SECTION B

SECTION A: Organize an event

Tell OTN the details of your event at least 30 minutes before it starts.

1. Date	
2. Start Time / End Time	
3. Event Type: Clinical, Education or Meeting	
4. Title of the Event:	
5. Host Site & System number	
6. How other sites Register: - you add far-sites (add list of site/system#) - far sites self-register	

Example of what to say: 1866-454-6861 or scheduling@otn.ca:

*Please schedule a (type) _____ for (date) _____ to begin at _____ hrs and end at _____ hrs. The event title is “ _____ ”.
The host site/system number is _____. Far-sites can self-register their camera to join in the event.*

SECTION B: Participating in an event

a) RSVP to the organizing site asking them to add your site/system number.

****OR****

b) Tell OTN to add your site/system at least 30 minutes before the event starts.

Example: 1866-454-6861 or scheduling@otn.ca

*Please add site/system# _____ into event # _____
being held on _____ date, between _____ and _____ time,
entitled “ _____ ”*

You will receive an e-confirmation when the event has been scheduled.