Checklist for Videoconference Organizers using Ncompass

Tips for a successful educational videoconference

Prior to the event:

☐ **Confirm event details** such as date, time, presenter, etc. the OTN Poster Template may serve as a reference (available in the Member Resource Library at otn.ca).

☐ **Reserve videoconference-enabled rooms** at host and participating sites.

- 🟢 Rooms and videoconference systems may require separate bookings;
- 🟢 Bookings should be cleared with other TMCs or administrators.

☐ Access **Ncompass Self-Scheduling Portal** from otn.ca.

- 🟢 Under **Non-Clinical Events** heading, select "Create Multipoint" or "Create Point-to-point";
- 🟢 Enter event details;
- 🟢 Indicate **Open** or **Closed** Event in the notes field;
- 🟢 For Open Events click on **Manage Publication** to post to **Learning Centre** and/or **Ncompass Public Events**
- 🟢 Click **Save** to generate a Request ID (TSM) number;
- 🟢 Copy the link to the event.

☐ Create a **promotional poster** using the OTN Poster Template

- 🟢 For **Open Events**, click on **Manage Attachments** to include poster in **Learning Centre**.
- 🟢 For **Closed Events**, email poster to target audience with the Ncompass link to allow self-registration by Telemedicine Coordinators;

☐ Once registration has closed (i.e. reached maximum capacity, deadline has expired or all invitees have responded):

- 🟢 Access Ncompass and **confirm the session is scheduled.**

In the event of a technical problem, contact the OTN Service Desk at 1-866-454-6861 or servicedesk@otn.ca immediately and have your Event ID Number ready.

Additional resources are available in the Member Resource Library at otn.ca or the Training Centre.

OTN.
Telemedicine's Leader