

**OTN Customer Care Centre: 1866-454-6861 / [scheduling@otn.ca](mailto: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](mailto: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](mailto: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.**