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:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Event Title</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Event Topic</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Presenter Name/Title</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Date of Training</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Start Time / End Time</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Modality</strong></td>
<td><strong>Check technologies:</strong></td>
</tr>
<tr>
<td></td>
<td>• In-Person</td>
</tr>
<tr>
<td></td>
<td>• Videoconference</td>
</tr>
<tr>
<td></td>
<td>• +live webcast</td>
</tr>
<tr>
<td></td>
<td>• +Live and Archive webcast</td>
</tr>
<tr>
<td></td>
<td>• +Archive Only webcast</td>
</tr>
<tr>
<td><strong>Host Site Location (address, room)</strong></td>
<td></td>
</tr>
</tbody>
</table>

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](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](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](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