BSO OTN Fair
Guide for Organizers

A. Purpose of Fair
   • **Basic**: Offer a fun, non-intimidating way for LTCH management and staff to learn and practice basic OTN skills
   • **Intermediate**: Offer a self-directed learning approach for LTCH management and staff; and support personnel (e.g. mobile teams and Alzheimer Society staff) to learn about intermediate OTN skills and processes to support education and clinical events.
   • You may also use this as an opportunity to shine a spotlight on BSO activities, accomplishments and philosophy of care.

B. Tools to Support your Efforts
   i. Target Learner Groups and Stations Checklist
   ii. Planning and Promotion Checklist
   iii. Room Set-Up
   iv. Posters and Job Aids for Each Station
   v. Sample Promotional Messages

C. Planning: In Advance
   • Select a date and time (2-3 hours)
     o Consult with the organization to determine the best time for people to drop-in (e.g. during shift change, over the lunch hour, avoid mornings)
   • Book a room with the OTN drop
     o If it is a shared space, notify people about the event so they can make alternative work arrangements
   • Book the OTN equipment at the Fair site and at your Home site
   • Schedule an OTN event
   • Schedule 1 person to coordinate the Fair at the site; and 1 person to be at the Home site
   • Determine the target learner group(s) and decide which stations are the best fit (See Target Learner Groups and Stations Checklist)
   • Launch the promotional campaign (See Samples provided)
     o Write an announcement for the staff newsletter, staff meetings and/or video announcements
     o Put up posters
     o Ask managers/administrators to talk about with their staff
     o Personally invite people
     o Ask BSO and/or OTN champions to spread the word
     o Offer a small prize or recognition for the team that has the greatest percentage of staff participate
     o If permitted on the day of the event, do an overhead page
   • Make arrangements for beverages and/or food
Provide healthy snacks such as sparkling water with fruit juice, popcorn, almonds, dried fruit, and fresh fruit at the various stations

- Gather the materials needed for each station (See Target Learner Groups and Stations Checklist)
  - Use some inexpensive decorations and music to create a fair atmosphere.
  - You might also like to add some simple games such as tossing a Ping-Pong ball in a cup; mini-putt; ring toss, etc.

**D. Planning: Fair Day**

- Arrive at least 1 hour before the start time to give yourself stress-free set-up time.
- Consider the flow and set up the stations.
- Turn on the OTN equipment and ensure everything is working well. Connect with your Home site. If there are any issues, call the OTN Service Desk at 1-866-454-6865.
- Create a welcoming environment where people can practice, make mistakes and learn. Casually walk around to the stations. Provide feedback and supportive advice.
- Take a picture of your set-up so you can remember it for next time.
- Reflect on what went well and what you’d like to do differently next time.

**Planning: Follow-Up Activities**

- It would be great to schedule an OTN education event soon after the fair while OTN is top of mind.
- Send a thank-you email or call managers/administrators for their support.
- Write a short piece for the newsletter recognizing people’s willingness to try something new.
- At OTN meetings reinforce good OTN practices and “telepresence”.
# Planning and Promotion Checklist

**Location of Event:**

**Date of Event:**

**Time:**

Who is involved in the planning & contact information:

<table>
<thead>
<tr>
<th>ACTION (add additional details as required)</th>
<th>WHO</th>
<th>BY WHEN</th>
<th>✔</th>
<th>NOTES</th>
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<tbody>
<tr>
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BSO OTN Fair

Come one, come all to the OTN Fair – a fun way to learn at your own pace.

**Date:** February 17  
**Time:** Drop in between 11 a.m. and 2 p.m.  
**Place:** Multipurpose Room  
- Visit as many stations as you like in 15 minutes.  
- Free food and drink available.
OTN Fair

If you can use a t.v. remote, FaceBook, Skype or on-line banking you can OTN!

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People who use the Ontario Telemedicine Network (OTN) say they’re amazed by how much it helps them.

- We can get specialized support even during bad weather and outbreaks.
- In education sessions, I’ve learned great tips to help me work with residents who very anxious.
- We can get support from the BSO Mobile Team really fast.
- OTN saves me time and reduces my stress at work.