Are you organizing an event? [ ] Are you participating in an Event? [ ]
Go to SECTION A 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: 1-866-454-6861 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: 1-866-454-6861 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.