OTN Customer Care Centre: 1-866-454-6861 / 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: 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.