Webcasting Rounds During COVID-19

In Effect until December 31, 2020

OTN has received requests from our member sites to have webcasts of events such as 'Grand Rounds' during the COVID-19 response period recorded. In order to accommodate this request during this period, we advise the following be undertaken by member sites wishing to record these sessions:

	OTNhub Services Connect with a Patient at Home Seau an evaluat with a pulser in their home. enter patient email Con Kenn mare		Make a Video Call Connect to an OlMuus member or noon-based system.			
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Log in to otnhub.ca, click Schedule in the bottom navigation bar.

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Under Non-Clinical Events, click Create Multipoint and fill in event details. Schedule at least a day in advance to be able to webcast.

 <u>Oreate Point-to-Point</u> 	Date and Time	Click here for help w	with this section
Clinical Events	Date of Event:		
Resources	Multipoint events can be scheduled between 0 Multipoint events must be created at least 5 n	05:00 - 20:00 EST; however, OTN support is available during t minutes before they are scheduled to occur.	business hours only
 Public Events 	20-03-2020 dd-mm-yyyy		
Reports	Closing Registration Date:		
- Documents	Participant registration must end at least 5 mil	inutes prior to an event's scheduled occurrence.	
- Directory	20-03-2020 dd-mm-wow		
	Event Start and End Times:		
 Scheduling Models 	Event Setup:	Scheduled Event:	
Request Update	Starts		
To request an update on site / system /contact information, contact Contact/updatesPiotn.ca	13:45 15 Setup (Minutes)	1400 24 Hour Format, HHMM Start Time* (EST)	1500 End Time* (EST)
What's New	NOTE: Set up time is reserved for pre-even	nt preparations such as connection systems and roll-call.	
New Features in Ncompass and Directory			
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Ncompass and Directory The following features have been introduced to help support your work flow: Visual prompts for site and oystem information (mushing support, system	Event Category*: Administrative (Event Title*: Indirect Cinical Event Event Type*: Respiratory Other Description:	Educational	with this section

Make sure you include at least a 15-minute setup time. Select Administrative as the Event Category, and note Indirect Clinical Event in the Event Title.

eduling conflicts were detected, this request has been successfully schedule st cleaned View Befreith This Page Event #27/227541 Time Unichested Scheduled	d Registration Open	Scheduling Hodels Request Update To request an update on site	Email: huhou@oth.ca Phone Number: 416446110x4094	YOUR IMMEDIATE ATTENTION IS REQUIRED - OTN Webcasting Agreement Form.
Event #170237541	Registration Open		Phone Number: 4164464110x4094	
	Registration Open			OTN Webcasting
		/ system /contact information, contact ContactUpdatesilioth.ca	Webcast Organizer: (if different from Requester) Organizer Email:	Thrunding, March 10, 2020 at 12:42 PM Zhou, Hulyuan Deen Denis
ils Click here far help with this section	O Event Text Day	What's New	Name Of Organization*: ABC hespital	Dear Presetter,
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Once scheduled, click the Request Webcast button on the right side to fill in the details.

Make sure to enter the **Presenter Name** and **Email**. Select Live and Archived or Archived Only to record the event. Select Yes for Password Protection and create a Username and Password for viewer webcast access.

After hitting Submit Request, the presenter will receive an OTN Webcasting Agreement Form email. The presenter must click on the link in the email to consent to the recorded session being posted to the Webcast Centre.

Best Practices

- Noting Indirect Clinical Event in the Event TItle enables OTN to identify webcasts that have been archived. These will be removed after the pandemic period is lifted (working assumption is 90 days from time of event).
- The username and password for webcasts should not be shared with anyone who is not on the meeting invitation.
- Privacy is a joint responsibility; please advise those attending the webcast that they are not to record the event on their mobile device.

