

- Incomplete forms will be returned.
- A minimum of three business days is required for processing.
- Requestor accepts responsibility for payment of invoice (*if not requestor then indicate person responsible*).
- Fees waived for clinical events within Canada and within business hours.

## Inter-Network Connection Request Form

Please submit completed form to Contact Centre				Email <a href="mailto:customerservice@otn.ca">customerservice@otn.ca</a> or Fax: 1-866-454-6867	
<i>Note: mandatory fields are indicated with an asterisk (*)</i>					
<b>1. Requestor</b>			<b>2. Connection</b>		
*Name & Organization:			*Name & Organization:		
*Telephone:	*Email:		*Telephone:	*Email:	
*Address:			Address:		
*City, Province & Postal Code:			City, Province & Postal Code:		
If Requestor is OTN Member, please indicate site and system #'s:					
Please provide connection details:					
Bridge:	Dialing Alias:		ISDN #:		
Reservation #:	IP Address:		Bridge Contact Information:		
<b>3. Event Details</b>					
*Name of Event:		*Speaker/Presenter Name:		TSM # if known:	
*Date of Event:		*Start Time: (Eastern Time):		*End Time: (Eastern Time):	
<b>4. Host Information</b>			<b>5. Additional Information attached (i.e. poster)</b>		
*Location:			Yes		
*Contact:			No		
<b>6. Fees</b>					
See OTN's <a href="http://otn.ca/en/services/contact-centrescheduling">Premium Services</a> pricing sheet at <a href="http://otn.ca/en/services/contact-centrescheduling">http://otn.ca/en/services/contact-centrescheduling</a> for a list of fees.					

**Quotes must be returned to OTN prior to your event connection!**