

How to Host a Videoconference

Scheduling the Event:

- ✓ Book all the rooms needed for the event. Remember, booking the system in Ncompass does not mean that you have booked the room.
- ✓ Obtain the Participant's site and system identification so you are able to book their system in Ncompass. If a Participant is registering for the event themselves, you will need to email them notification.
- ✓ Log into Ncompass by launching web browser and typing www.otn.ca in the address area. Click on the Members link, and then the Ncompass button. This will take you to the Ncompass login page. Alternatively, you can type <https://schedule.otn.ca> to go directly to the Ncompass. We suggest bookmarking this as a favorite for future ease of access.
- ✓ In order to create a multipoint event, select "Create Multipoint" from the navigational menu bar under the Non-Clinical Events heading. When clicking on the "Create Multipoint" link, a page entitled "Create Multipoint Non-Clinical Event" will appear. This page contains all the fields required for creating a multipoint event.
- ✓ Always book more time than you need in case your meeting lasts longer than expected.
- ✓ Send an agenda and any other documentation related to the event to Participants prior to the start of the event.
- ✓ Send Participants the event number for the videoconference. Ensure that you have the event number handy before your videoconference begins.
- ✓ Always show up for your event early to ensure that your system has been turned on.