



# How to Schedule a Multipoint Event



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# Business Rules

- **You can schedule or modify your multipoint event up to 5 minutes before start time. Restrictions for non-member and ISDN systems still apply.**
- **You cannot schedule multipoint events to occur outside of OTN's regular business hours, which are 7 am to 7 pm. If you do need to schedule an event outside business hours, please contact the Scheduling Services by dialing 1-855-654-0888.**

## Requestor and Speaker/Chair Section

Welcome to Ncompass, Larry learner

Calendar

- Today
- This Week
- View My Events

Non-Clinical Events **1**

- Create Multipoint**
- Create Point-to-Point

Clinical Events

Requests

- Request Clinical
- Request Non-Clinical
- View Saved Requests
- View Sent Requests

Resources

- Public Events
- Reports
- Documents

Message of the day

**What's New:** Finding it slow opening certain fields in Ncompass? [Click here](#) to see how you can resolve known Internet Explorer performance issues.

Create Multipoint Non-Clinical Event

New (Unsaved) | Unscheduled | Sched

**Requestor and Speaker/Chair** **2**

Please select yourself as the event's organizer.

Organizer: Mr. Larry Learner **3**

The name of the event's speaker/chairperson can be free-typed into this field.

Speaker/Chair:

Date and Time

**Date of Event:**  
You cannot schedule multipoint events to occur outside of business hours. Multipoint events must 30 minutes before they are scheduled to occur.  
 dd-mm-yyyy

**Closing Registration Date:**  
Participant registration must end at least 30 minutes prior to an event's scheduled occurrence.  
 dd-mm-yyyy

**Event Start and End Times:**

Setup Starts	Event Setup:	Scheduled Event:
11:00	<input type="text" value="0"/> Setup (Minutes)	<input type="text" value="1100"/> Start Time*:
		24 Hour Format, HHMM

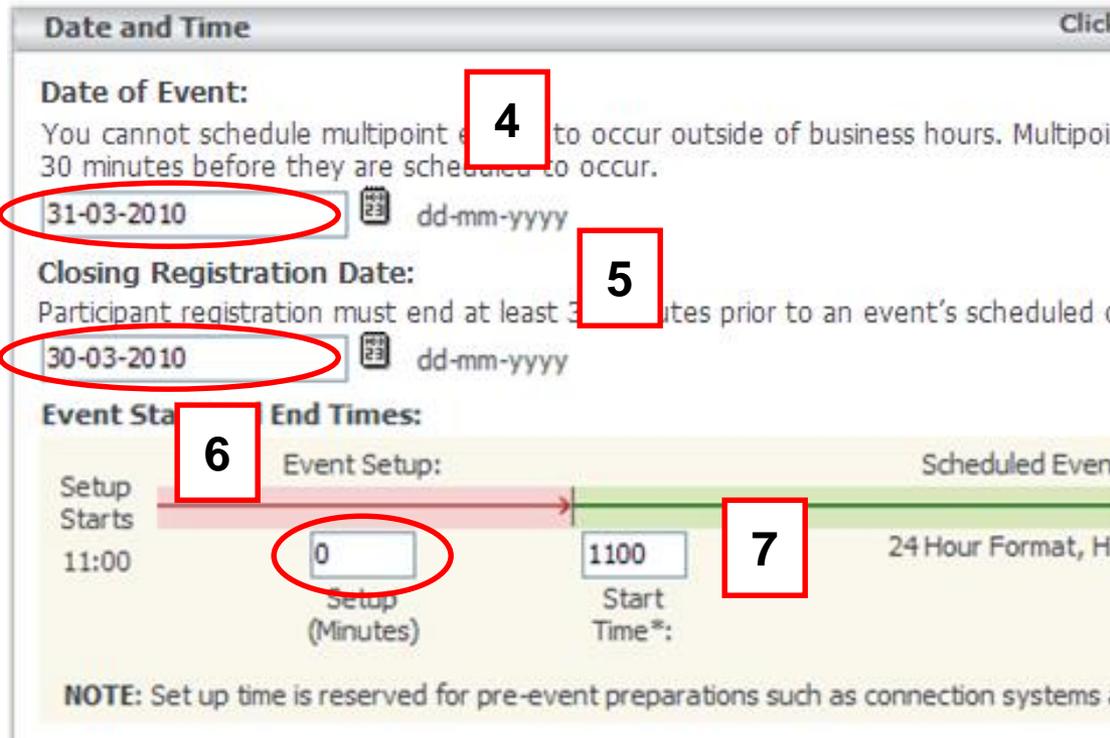
**NOTE:** Set up time is reserved for pre-event preparations such as connection systems and roll-call.

**[1]** In order to create a multipoint event, select “Create Multipoint” from the navigational menu bar under the Non-Clinical Events heading.

**[2]** Select the Organizer by clicking the select contact button and type the first few characters of your last name in the last name field and click search. Select your name from the displayed list. This will now pre-fill the Organizer field.

**[3]** In the Speaker/Chair field, type the presenter’s name.

## Date and Time Section



**Date and Time** Click

**Date of Event:**  
 You cannot schedule multipoint events to occur outside of business hours. Multipoint events must start at least 30 minutes before they are scheduled to occur.

dd-mm-yyyy **4**

**Closing Registration Date:**  
 Participant registration must end at least 3 days prior to an event's scheduled start date.

dd-mm-yyyy **5**

**Event Start and End Times:**

**6**  **7**

Setup Starts 11:00

Event Setup: [Timeline bar with arrow]

Scheduled Event: [Timeline bar]

24 Hour Format, H

**NOTE:** Set up time is reserved for pre-event preparations such as connection systems.

**[4]** Complete the Date of Event field by clicking on the calendar icon and selecting the appropriate date.

**[5]** In the Closing Registration Date provide a date that is no later than one business day prior to the event's scheduled date. This means that participants will not be able to register for the event based on the date you have provided.

**[6]** Input a Set-up time if you intend to begin the session with a roll call.

**[7]** Input a Start and End time using the 24 clock in the Scheduled event fields.

## Event Details Section

Event Details [Click here for help with this section](#) ?

Event Category\*:  Administrative  Educational **8**

Event Title\*: Hypertension Workshop

Event Type\*:  **Select Type** **9**

Other Description:

Short Description:

Event Access:  Only the Requestor can register systems  Participants can self-register  
 Participants can arrive late and depart early

**Participating Systems**

Allowed to Attend\*:  Currently Registered: 0 Still Available: 60  
(\*number between 2-60)

Accredited Event:  Yes  No

Conference Mode:   Lecture Mode

**Conference Layout Preview**

Participant(s)	Host

If selected, the participant(s) will always see the host in the largest area of their screen.

Initiating System:  Host  Participant

Start Call Auto:  Yes  No

Host System [Click here for help with this section](#) ?

You can only select systems that are not ISDN

System Name\*:  **Select System**

Participant Systems [Click here for help with this section](#) ?

	System Name:	Contact Name	Email	Tel. Number	
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<b>Search</b>

**[8]** Enter the name of the meeting in the Event Title field

**[9]** The “Event Type” field is mandatory and needs to be selected when creating Non-Clinical event. In addition, the Event Type field enhances the Ncompass reports as well as assist potential participants in identifying the type of information that will be covered during the session. The event type selected will be visible on the public events page, my events page, event detail page and your Ncompass calendar. Select the Event Type by pressing the Select Type button.

## Event Details Section

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### Event Types

- Event Types
- Allergy
- Cardiology
- Cardiovascular Surgery
- Dentistry
- Dermatology (includes wound care)
- Endocrinology (includes diabetes)
- ENT (Ears Nose Throat) (Includes Sleep disorders)
- Gastro-Enterology
- General Surgery (if selected, confirm is the only suitable surgery option)
- Genetics
- Gynaecology
- Hematology
- Immunology
- Infectious Diseases (includes pandemic)
- Mental Health (Psychiatry, includes addictions behaviour, addictions substance)
- Nephrology (includes Dialysis)
- Neurology (includes movement disorder, Telestroke, TPA-Stroke)
- Neurosurgery
- Newborn (includes fetal monitoring)
- Obstetrics
- Oncology
- Ophthalmology
- Oral Surgery
- Orthopaedic Surgery
- Other
- Palliative Care
- Physical Medicine and Rehabilitation (Physiatry)
- Plastic Surgery (includes burn, previous Teleburn)
- Podiatry
- Primary Care (family medicine & general practice)
- Respirology
- Rheumatology
- Thoracic Surgery
- Transplant Surgery (includes all organ transplant types)
- Trauma
- Urology

**[10]** After clicking Select Type a listing of Event Types will be made available. Please choose the most appropriate selection from the listing.

## Event Details Section

**Event Details** [Click here for help with this section](#)

**Event Category\*:**  Administrative  Educational

**Event Title\*:**

**Event Type\*:**  [Select Type](#)

**Other Description:**

**Short Description:**

**Event Access:**  Only the Requestor can register systems  Participants can self-register  Participants can arrive late and depart early

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**Participating Systems**

**Allowed to Attend\*:**  **Currently Registered:** 0 **Still Available:** 60  
(\*number between 2-60)

---

**Accredited Event:**  Yes  No

**Conference Mode:**    Lecture Mode  
If selected, the participant(s) will always see the host in the largest area of their screen.

**Initiating System:**  Host  Participant

**Start Call Auto:**  Yes  No

**Conference Layout Preview**

Participant(s)	Host

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**Host System** [Click here for help with this section](#)

You can only select systems that are not ISDN

**System Name\*:**  [Select System](#)

**[11]** Provide details such as the audience who should attend the event. Please note, it is always good to provide as much information as possible .

**[12]** In Event Access, select whether the participants can register or deregister their own systems from your event. The organizer can choose whether or not users can register for an event with a late start and/or early departure time. If you select Only the organizer can register systems, it will be the Host sites responsible to register all systems.

## Event Details Section

Event Details [Click here for help with](#)

Event Category\*:  Administrative  Educational

Event Title\*:

Event Type\*:

Other Description:

Short Description:

Event Access:  Only the Requestor can register systems  Participants can self-register  Participants can arrive late and depart early

**Participating Systems**

Allowed to Attend\*:  Currently Registered: 0 Still Available: 60  
(\*number between 2-60)

Accredited Event:  Yes  No

Conference Mode:

Lecture Mode  
If selected, the participant(s) will always see the host in the largest area of their screen

Initiating System:  Host  Participant

Start Call Auto:  Yes  No

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The Participating Systems Section provides three fields that include: Allowed to Attend, Currently Registered and Still Available.

[13] The Allowed to Attend field indicates how many participants you would like to include in your event. The default is 60 but you can change this number to be any number as low as 2 or as high as 60. However, if you need more than 60 participants you will need to inform the Contact Centre and have them update the number accordingly

Host System [Click here for help with](#)

You can only select systems that are not ISDN

System Name\*:

## Event Details Section

Event Details [Click here for help with](#)

Event Category\*:  Administrative  Educational

Event Title\*:

Event Type\*:  [Select Type](#)

Other Description:

Short Description:

Event Access:  Only the Requestor can register systems  Participants can self-register  
 Participants can arrive late and depart early

---

Participating Systems

Allowed to Attend\*:  Currently Registered: 0 Still Available: 60  
(\*number between 2-60)

---

Accredited Event:  Yes  No

Conference Mode:  **15**  **14**

Lecture Mode  
If selected, the participant(s) will always see the host in the largest area of their screen

Initiating System:  Host  Participant **16**

Start Call Auto:  Yes  No

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Host System [Click here for help with](#)

You can only select systems that are not ISDN

System Name\*:  [Select System](#)

**[14]** The Conference mode identifies the video layout that will be viewed during the event, which defaults to Full Screen. In the Conference Mode dropdown menu, select the layout for the event which include the following: Full Screen, 2 + 21, 1 + 7 and 1 + 21

**[15]** By clicking on the Lecture Mode box, the participant(s) of the event will always view the host in the largest area of their screen

**[16]** The auto-initiate feature enables events to start and end automatically without manual intervention. All multipoint events are auto initiated. Therefore, if there are more than two sites attending the event, this field is not relevant.

## Host and Participating Systems

**Host System** [Click here for help with](#)

You can only select systems that are not ISDN

System Name\*: TOR\_OTN\_0099\_TRNG\_01

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**Participant Systems** [Click here for help with](#)

	System Name*	Contact Name*	Email	Tel. Number
<input type="radio"/>	OTT_OTN_0272_OTN_02	Sue White	swhite@amd.com	613-555-4567
<input type="radio"/>	KNG_OTN_0288_OTN_02	Jim Brown	jbrown@nhs.ca	613-656-4567
<input type="radio"/>				
<input type="radio"/>				

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**Notes** [Click here for help with](#)

**Notes for All Participants:**

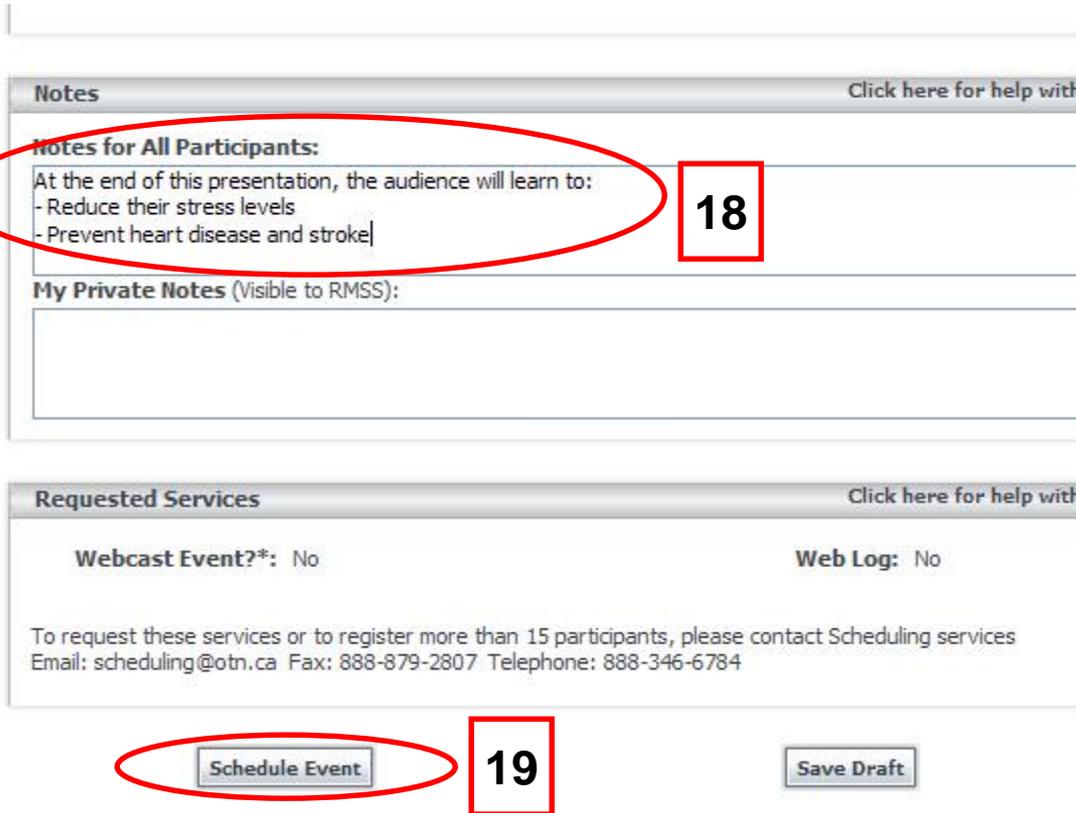
At the end of this presentation, the audience will learn to:

- Reduce their stress levels
- Prevent heart disease and stroke

**[15]** Select the host system by clicking on the Select System button. Type the site number in the name field in the search pop-up. Click the search button and select the appropriate system from the list. This action will populate the host's global address.

**[16]** Select the Participant Systems by clicking on the search button. Select the participant using the same process used when selecting the host. Complete the additional fields that include: Name, Email and Tel. Number of the participants. Add any additional participants by following the same steps. If necessary, you can change the start and end times of individual systems by pressing the circle button next to the system field.

## Notes and Scheduling



**Notes** [Click here for help with](#)

**Notes for All Participants:**

At the end of this presentation, the audience will learn to:

- Reduce their stress levels
- Prevent heart disease and stroke

**My Private Notes** (Visible to RMSS):

**Requested Services** [Click here for help with](#)

**Webcast Event?\***: No **Web Log**: No

To request these services or to register more than 15 participants, please contact Scheduling services  
Email: [scheduling@otn.ca](mailto:scheduling@otn.ca) Fax: 888-879-2807 Telephone: 888-346-6784

**Schedule Event** **Save Draft**

**[18]** Ncompass provides fields so you can add notes regarding your event. The Notes section can be viewed by all participants, while “Private Notes” is visible only to you, those attached to your system and to any member of the OTN Scheduling Team. It is important not to provide any identifiable patient information in any fields.

**[19]** Once you have added all participants, click on the Schedule Event button that is at the bottom of the screen and review the message at the top of the screen for any errors.



### Ncompass Terminology

Auto Initiate	An Ncompass feature that enables events to start and end automatically without manual intervention. This means that if you schedule an event to start at 8:00 AM, the systems involved will automatically connect at that time, provided the videoconferencing systems have been turned on.
Clinical Event	An event that directly or indirectly discloses patient information.
Event Access	A field in Ncompass that determines whether participants can register/deregister their own systems for the event.
Multipoint	An event involves more than three sites involved in the videoconferencing. Any multipoint event requires a bridge. A bridge acts like the hub of a wheel, bringing together the spokes or in this case the individual sites, in a videoconference. All multipoint events have a clearly defined start.

### Ncompass Terminology

Ncompass	Ncompass - Ncompass is an online scheduling tool designed for OTN Members to schedule and manage videoconferencing events. It's simple to use, secure and gives OTN Members access to the same scheduling information as OTN's Scheduling Services.
Point-to-point	An event that takes place between two videoconference systems and do not require the involvement of a bridge. Consequently, point-to-point calls can be scheduled at any time. In addition, point-to-point events provide users with portal calling features.
Private Event	The host registers the sites that will attend the event. It is also the host's responsibility to contact all the participants that are registered.
Public Event	The event is published in Ncompass and participants can register their own system to the event.