

## How to Host/Organize Live and Archived Webcasts – Check Sheet

In order to host/organize a webcast, it is recommended that Requestors/Organizers:

- Determine that webcasting meets the needs of the target learners and access the OTN Webcasting Centre at <http://webcast.otn.ca> to review OTN's Webcasting Policy and Procedure, Acceptable Use Policy, support page, Best Practices Guidebook and available training modules.
- Verify room and system availability at the host site.
- At least five business days prior to the webcast date, you must schedule the **webcasting** portion of your event. To initiate this step complete the online **Webcasting Request Form (WRF)** on the OTN Webcasting Centre website at <http://webcast.otn.ca/forms.html> then:
  - Complete sections 1-20
  - If you have already scheduled the videoconference portion of the event, enter the TSM number into the field associated with Item 16
  - To password protect both live and archived sessions, select “yes” in section 17 and enter a password and username. This will make your event “Private”.
  - Click the “Submit” button
- Locate and open **Webcasting Agreement Form (WAF)** found on the OTN Webcasting Centre website at <http://webcast.otn.ca/forms.html> then:
  - Enter in session information (i.e. webcast request ID, presentation date, start/end time, title, name of presenter, etc.) into the appropriate fields
  - Check off the appropriate mode of webcasting: “live” or “archived webcasting” or both
  - Print Webcasting Agreement Form document or save it to your hard drive
  - Send the speaker the WAF (via fax or email) to be signed and dated
  - Retrieve form from speaker and if the event is to be archived, fax WAF to 1-866-454-6867 or send as a scanned attachment via email to [webcasting@otn.ca](mailto:webcasting@otn.ca)
  - Retain original hard copy

Note: For webcast events that are scheduled to be archived, a copy of the signed Webcasting Agreement Form(s) for each speaker must be forward to OTN via fax (1-866-454-6867) or scanned as an attachment and sent via email ([webcasting@otn.ca](mailto:webcasting@otn.ca)), either prior to or after the event. Once the forms have been received and processed, OTN will publish the webcast on OTN's Webcasting Centre as an Archived Event. Failure to submit the Webcasting Agreement Form within 15 business days after the event has taken place will result in deletion of your file. Webcasting Agreement Form templates are available on the OTN website at <http://webcast.otn.ca/forms.html>. Please be advised that Live Only webcasts do NOT require the submission of a Webcasting Agreement Form to OTN.

- Once confirmation has been received, you can proceed with scheduling the **videoconference** portion of your event. *This step can be completed prior to or after submission of your Webcast Request Form.* Currently, you can schedule webcasts using the following videoconference scheduling options:

**Option 1: Via Videoconference Request Form (VRF):**

- Locate and open Videoconference Request Form (VRF) on the OTN Home page website at [www.otn.ca](http://www.otn.ca):
- Print Videoconference Request Form
- Complete all sections and fax completed form to 1-888-879-2807

**Option 2: Via Ncompass portal – E-Request:**

- Access the Ncompass portal
- Under “Requests” tab select “Create Non-clinical”
- Complete all relevant fields
- Select “yes” to indicate this is a webcasting event
- Complete “Notes to RMSS” to confirm that the event has been approved
- Click “Send to RMSS” to transmit

**Option 3: Via Ncompass Self Scheduling:**

- Access the Ncompass portal
- Under “Non-clinical events” select “Create Multipoint” or “ Create Point to Point”
- Complete all relevant fields
- Click “Schedule Event” button
- To add the webcasting portion to your event contact Central Scheduling via:  
email: [rmss@otn.ca](mailto:rmss@otn.ca)  
or fax: 1-888-879-2807  
or phone: 1-888-346-6784

- Promote your **open or public** webcasts with a poster which may include:

- Webcast Title:
- Webcast Format: a) Live b) Live and Archived c) Archived Only
- Delivery/Archived Date:
- Webcast Duration:
- Minimum Hardware/Software Requirements (Include link to support page - <http://webcast.otn.ca/support.html>)
- OTN Webcasting home page – <http://webcast.otn.ca> with link to the “How to Access Live and Archived Webcasts” training module and/or information sheet - <http://webcast.otn.ca/training.html>.
- If your event is **closed or private**, send an email to target participants which includes:
  - Information regarding presentation (same as above)
  - Required case sensitive password and username (which is not to be shared)

**Technical Service desk** – Monday to Friday – 7:00am to 5:00pm (ET) via:

email: [servicedesk@otn.ca](mailto:servicedesk@otn.ca)  
phone: 1-866-454-6861