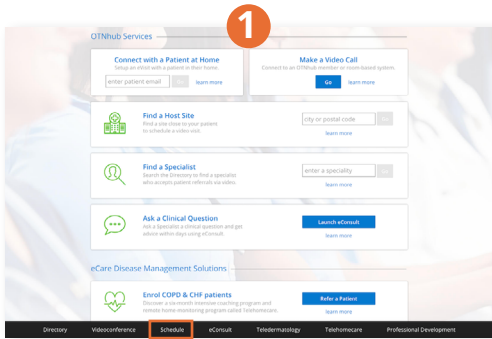
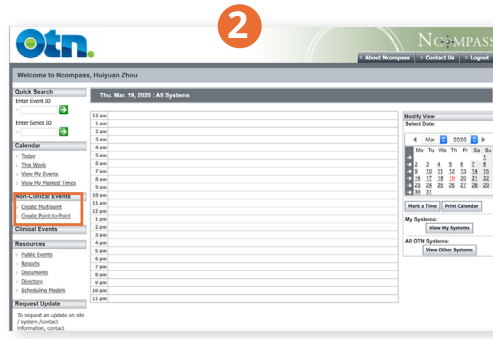


## Webcasting Rounds During COVID-19 In Effect until December 31, 2020

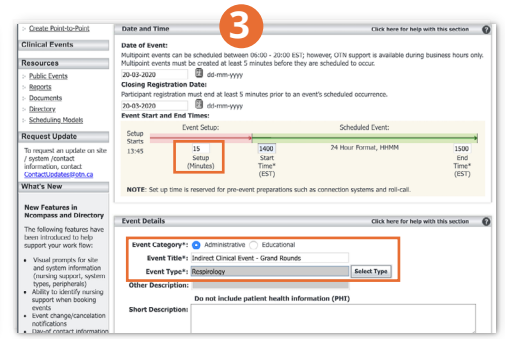
OTN has received requests from our member sites to have webcasts of events such as 'Grand Rounds' during the COVID-19 response period recorded. In order to accommodate this request during this period, we advise the following be undertaken by member sites wishing to record these sessions:



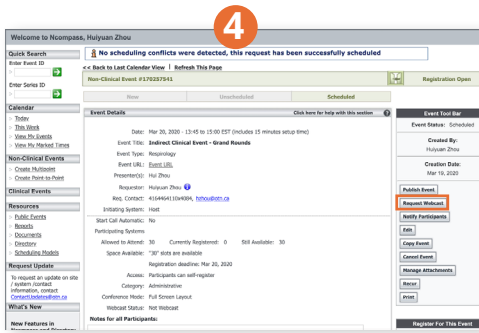
Log in to [otnhub.ca](http://otnhub.ca), click **Schedule** in the bottom navigation bar.



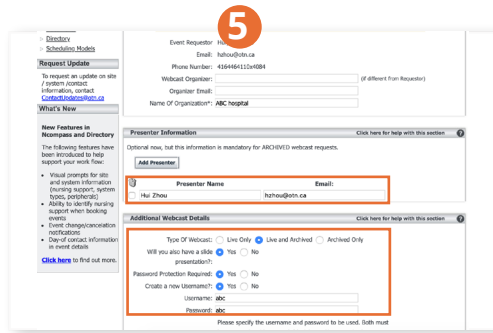
Under **Non-Clinical Events**, click **Create Multipoint** and fill in event details. Schedule at least a day in advance to be able to webcast.



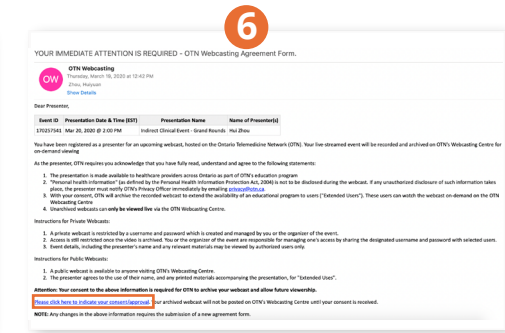
Make sure you include at least a 15-minute *setup time*. Select **Administrative** as the *Event Category*, and note **Indirect Clinical Event** in the *Event Title*.



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.