**In-Person Meeting Alternatives**

**Teleconference Instructions:**

Many departments already have an assigned Pragmatic Conferencing account with a card containing the information required to host a teleconference. For departments that do not have a Pragmatic Conferencing account, please contact Stephanie Rea at reas@tbh.net to request one, and please copy your manager on your request.

**Videoconference Instructions:**

* Contact your Telemedicine Coordinator at TBRHSC telemedicine@tbh.net or call 684-6711
* Book a room with videoconference capabilities or contact the Telemedicine Coordinator if unknown, size of room required to accommodate the participants
* Provide all details of the Event/Education Session or Meeting:
	+ Name of the Presenter
	+ Title/Topic of the meeting
	+ Start and End time. Always book more time than you need in case your meeting lasts longer than expected
* You may request an Audio line for those not able to participate by video
* Inform the Telemedicine Coordinator if you require a laptop for a PowerPoint Presentation
* Provide an email address of the Presenter to the organizer if requiring the event to be Webcast “Live only” or “Live/Archived” an email will then be sent to the Presenter for approval
* Send an agenda/poster and any other documentation related to the event to the Telemedicine Coordinator to attach to the event if this is an education event.
* The Telemedicine Coordinator will send you the OTN Event ID with details once Scheduled
* Send Participants the OTN Event number for the videoconference. Ensure that you have the event number handy before your videoconference along with the OTN Help Line#1-866-454-6861
* Inform the organizer the sites you wish to invite. ie: Regional Partners
* An email will then be sent out to the Region Telemedicine Coordinators to self-register their site and system
* You will be responsible for informing those wanting to attend to contact their Telemedicine Coordinator to secure a room
* Always show up for your event early to ensure that your system has been turned on
* Request the Telemedicine Coordinator’s assistance prior to the start of your session if required