

We have made some changes to our **Multi-site Events**. Please read the important information below and share this with all MBTelehealth users at your site.

NEW! Self-Serve Connection for Multi-site Events

- If you have missed the connection and you are registered for the event, you can use our new **Self-serve option**.

You'll find the connection information on the enhanced Whiteboard (e.g., Dial-In 1100001284 PIN 43153)

test_1284
 Start: 3/4/2019 13:45 End: 3/4/2019 14:00
 If you are registered for this multi-site telehealth session and the event is already in progress and you are **NOT** connected, dial the appropriate number below.
 (Note: If you have not registered for this event, please contact the MBT Scheduler.)
 On MBT network: 1100001284 and enter PIN 43153 when prompted
 Outside of MBT network: 1100001284@test.mbtelehealth.ca

Host:	Site	Room	Code
	Winnipeg-MB eHealth	Test Room	VCU2
Attendees	Pinawa-Pinawa Hospital	CLIN1-Itinerant Office	VCU1
	Winnipeg-Health Sciences Centre	CE-130	VCU7

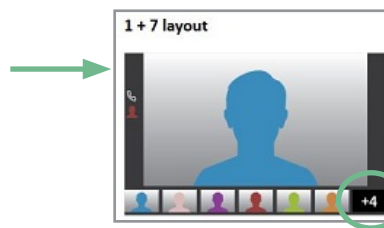
(Note: If you have not registered for this event you must contact the MBT Schedulers to be connected.)

Connection Changes for Multi-site Events

- Multi-site sessions will still be connected to the event automatically at the scheduled start time but the system will no longer keep trying to re-dial your site/equipment every few minutes. (Use the new self-serve option above if you have missed the connection.)
- Calls will still be automatically disconnected at the scheduled end time but there is no longer a 10 minute warning. You will be promptly disconnected as soon as you hear the audio message "Your call will be disconnected."

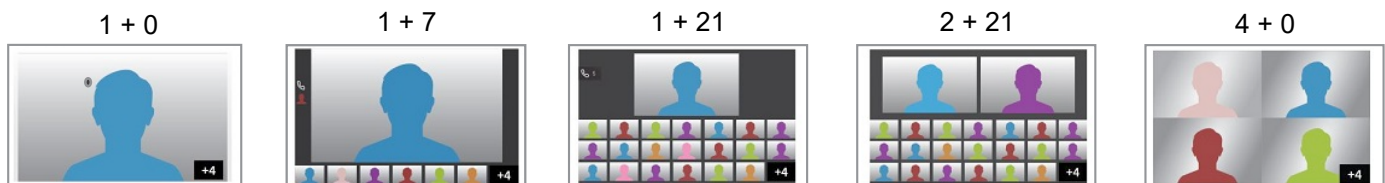
NEW! Layout Options for Multi-site Events

This is the default layout you will see on your screen when connected to the live event; unless another option was chosen by the host/presenter when they booked the event.



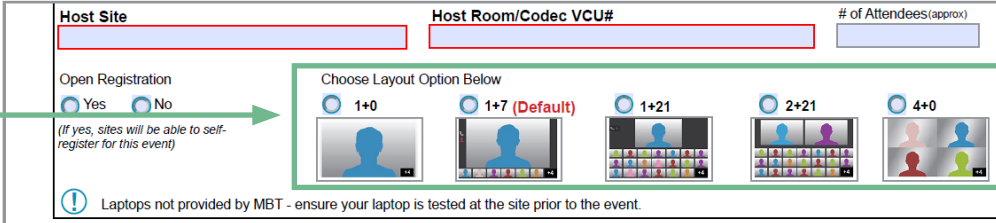
The number indicates how many more sites are connected but are not shown on the screen.

Available layout options:



NEW! Layout Option Fields: Non-clinical Booking Form and iScheduler

The Non-Clinical Booking Form has a new **Choose Layout** section.



Open Registration
 Yes No
 (If yes, sites will be able to self-register for this event)

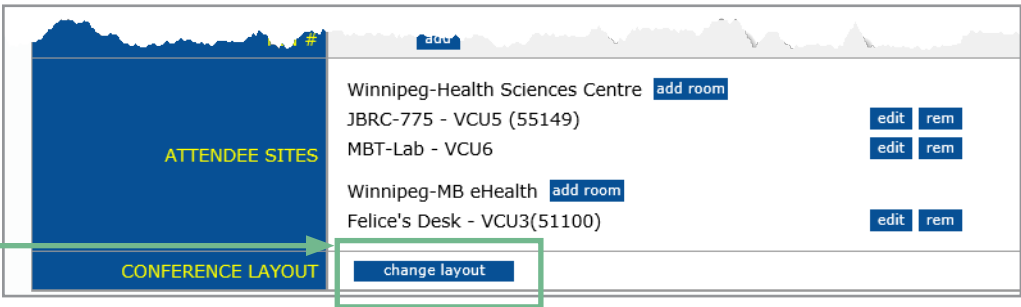
! Laptops not provided by MBT - ensure your laptop is tested at the site prior to the event.

EVENT DETAILS - DATE/TIME (Complete ONLY one of the blue shaded boxes below)

Single Events: complete this section Recurring Events: complete this section (12 month maximum for recurring events)


Event Date Start Date of Event End Date of Event

iScheduler has a new **Change Layout** button on the Meeting Details Window.



Presentation View Options

Reminder! You can change the view of how you see the presentation and attendee sites during the event.

Select **Layout**  to pick your option. (The Layout option is only available when content is being shared.)

