

# **General guidelines for Users and Participants of Videoconferencing**

## **A. User Guidelines**

- Registered users will book the VC with desired Studios. User who books the conference is owner of the conference.
- Recording and presentation if required need to be requested during booking of VC session.
- Users are requested to send the presentations through e-mail at ([support-hp@nic.in](mailto:support-hp@nic.in)) to Studio coordinator at least 30 minutes before the start of the conference. Presentations will be shared from specified devices (PC/Laptops) during VC Session.
- Generally host site will share the presentation. If other than host site need to share presentation, site need to be selected during booking or presentation can be send to host site to share it. If any Video Clips / Audio clips are to be shared during the VC session, may please inform prior.
- User will intimate participants to join VC from the booked Studios.
- Sites should be added/ deleted by the owner of the conference or by Administrator on request mail from authorized person.
- The conference ID (VMR) will be active 30 minutes before the start of the conference and conference will end after 30 minutes of scheduled end time of the conference.
- In case any conference need to be extended further after stipulated scheduled time of conference then it has to be intimated to the administrator/Operator at least 15 minutes before the end time of the conference. Administrator may extend the conference only if the selected sites are not overlapping with the next scheduled conference.
- Any international sites scheduled for the conference, should be tested at least 1 day before the actual conference.

## **A. General Guidelines for Participants of Videoconferencing**

- Please be attentive and maintain decent posture as others are watching you
- Do not move or hold the Microphone.
- Switch on the Microphone only when you want to speak.

- Avoid keeping paper/articles on the Microphone.
- Focus the Camera on the speaker while speaking.
- Test the presentation well before VC starts.
- Avoid using mobile phones or keep it in silent mode.
- Avoid bringing food and Beverage in camera view.