Guidelines for Participating in the Conference (over VCDOT Tool)

Registration Process

1. Please click on the event registration link provided on the conference website to register.
2. Upon successful registration, you will receive a confirmation email containing link for joining the conference. This link is same for sessions on all days.
3. You will also receive a reminder (with the participation link) email 1 hour before the sessions for that day.
4. You may register for the conference even during its progress. You will receive a confirmation email with participation link immediately.
5. Speakers will directly receive joining links for their sessions from the session coordinator as part of their calendar invite and as a reminder email 1 hour before the beginning of the session.

Joining the Conference Session

1. Prior Registration is mandatory for participating in the conference.
2. Kindly make a note of the prerequisites for using the tool described at link here in this document.
3. Please click on the participation link emailed to you, at the appointed time of the session. This link will take you to the corresponding "Joining Page" in the online conference tool – vcdot.cdot.in.
4. Please enter your full name, your designation, and your organization in the space provided and then click "Join" to be placed in the VCDOT webinar. Example: Sushovan PATRA CDOT
5. The tool will prompt you to select option of joining with or without mic. **Speakers and organizers are required to join with the "use MIC" option.** Attendees may choose to join "Listen only" option.

    Option #1: If you select option 'Microphone'. (Allow Mic permissions to enable audio interactions) A 'private echo test' pop up will appear. Speak a few words using your microphone.

    a) If you are able to hear audio then click on green button.

    b) Click on 'No', if you don't hear your voice in echo test. And follow these steps:

        i) Select the microphone

        ii) Test your speaker volume by clicking on play sound.

        iii) Click on Retry and check the private echo test again.

        iv) Repeat on clicking 'No', select microphone and speaker until you hear your voice in echo test.

    Option #2: Participants joining in "Listen only". Select 'listen only' option if you don't want to talk. In this mode other participants cannot hear your voice but you will be able to hear the voice of other participants.

6. Make sure all other online conference/meeting applications are closed on your machine before joining the VCDOT tool.

7. For firewall issues please follow instructions given **at point number 3 of Prerequisites for using the tool**.

8. Speakers are requested to join 30 minutes prior to the actual session for testing their connections and for orienting themselves on the features of the tool.

9. If one joins after a session is already LIVE, they are automatically taken into the session.

During the Session & online Connectivity

1. Speakers are encouraged to share a copy of their presentations with the host/organisers prior to the session. The session host can run the presentations on your behalf as this helps prevent network connectivity glitches.

2. Speakers may test run their presentations in the tool with the organiser/host to make sure everything is working fine.

3. Speakers may "mute" their videos to conserve bandwidth in case of poor connectivity.

4. In case you are not able to hear the speaker, kindly refresh your connection OR try clearing your cache memory and rejoin.

Prerequisites for using the Tool

5. It is recommended to join the conference session through your laptop/desktop to enjoy all the features of the VCDOT tool. Participants joining VCDOT through mobile/tablets shall have limited experience.

6. Use stable (broadband) internet connection. Using of Mobile Connection hotspot WiFi is not recommended.

7. For **firewall issues** please follow instructions given below:
Specified TCP/UDP ports need to be opened, CDOT VC hostnames and corresponding IP addresses must be allowed in the network firewall (only from inside to outside and NOT vice versa) at the participant's LAN Network for running of VCDOT Tool.

Please find below mentioned details of the ports, host-names and corresponding IP addresses:

cdotmeetings.cdot.in [103.56.39.47]
cdotmeetingsvc1.cdot.in [103.56.39.48]
cdotmeetingsvc2.cdot.in [103.56.39.51]
cdotmeetingsvc3.cdot.in [103.56.39.52]
cdotmeetingsvc4.cdot.in [103.56.39.53]
cdotmeetingsvc5.cdot.in [103.56.39.54]
cdotmeetingsvc6.cdot.in [103.56.39.57]
cdotmeetingsvc7.cdot.in [103.56.39.58]
cdotmeetingsvc8.cdot.in [103.56.39.22]

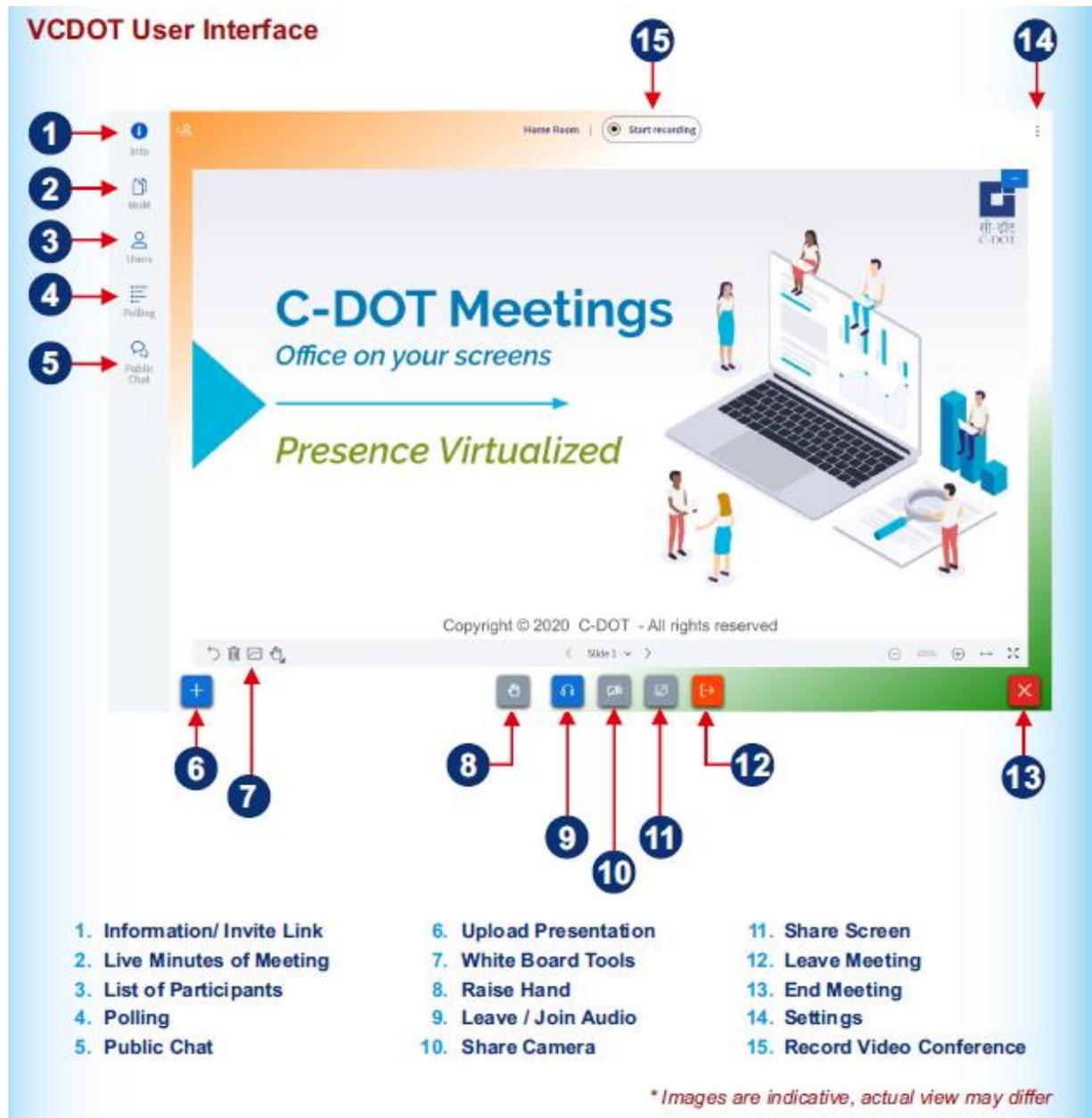TCP/UDP ports range to be allowed is as follows:
TCP port no : 80, 443, 1935, 7443
UDP port range: 16384 to 32768

8. The VCDOT tool works best on following versions:
   a. Firefox version: 77.0.1 (64-bit) and above
   b. Chrome version: Version 83.0.4103.106 (Official Build) (64-bit) and above
   c. For iOS Chrome version 83.0.4103.88 and above 5.

9. Please ensure that you test the mic and camera setup. It is preferable to use headphones with mic option.
10. Make sure all other online conference/meeting applications are closed on your machine before joining VCDOT.
11. It is advised not to use Bluetooth headphones.

VCDOT User Interface

1. A Speaker can make presentations by sharing their screen using the 'screen share' icon available at

the bottom of their screen. Note- speaker has to manually stop their screen share before handing over screen to another speaker.

2. Only one person can share a screen at a time.

3. If an attendee (not a speaker) wants to speak in a session, their mic will be enabled by the session host. The attendee needs to raise their hand for this. The raised hand request will be visible to the speakers and the host. Multiple attendees can raise their hands, and the host will enable their MICs one by one.

4. Everyone can view messages on the chat and questions asked by the attendees and can respond via Chat.

5. All speakers or any joined attendee should keep their mic mute if they are not speaking to avoid disturbing the session. Speakers must ensure that their microphones are ON when they are speaking.

6. During an ongoing session, general conversations among all attendees or privately can be held through the 'Chat' option.

7. The attendees can ask questions to speakers through the public chat.

8. Use the chat (private/public) option to communicate any information without interrupting the ongoing VC.

9. Attendees can use 'Raise Hand' to request the Host to invite them to share their thoughts with the audience. On being enabled by the host, a mic will be enabled on the bottom screen of the attendee device. The attendee must switch on their MIC for speaking. They are audible to the entire audience.

10. Attendees can share their screen only when this has been enabled by the host.

11. Only one person can share a screen at a time (either speaker or attendee). Also, anyone sharing screen will have to stop screen sharing before another speaker/attendee can share screen.

12. Please make sure you have granted mic and camera permissions at the time of joining the conference. Attendees may switch off their MIC and CAMERA after their interaction is over.

13. Attendees can enable/disable their audio using the 'mic' icon at the bottom, after they raise hand.

14. All speakers or any joined attendee should keep their mic mute if they are not speaking to avoid disturbing the session. Speakers must ensure that their microphones are ON when they are speaking.

Tech Support:

VCDOT documents are available for your reference at the links below.

https://vcdot.cdot.in/vmeet/docs/CDOT_VC_USER_MANUAL.pdf
https://vcdot.cdot.in/vmeet/docs/CDOT_VC_WHATS_NEW.pdf
https://vcdot.cdot.in/vmeet/docs/CDOT_VC_FAQ.pdf
https://vcdot.cdot.in/vmeet/docs/C-DOT_VC_CHECKLIST.pd

For technical issues, please **contact VCDOT Support** at:
Rajesh Kumar Arora (C-DOT): 9968295582
Sushovan Patra (C-DOT): 9654477737