IIPS Global Alumni Meet 2021

24-26 September 2021
Venue: Virtual Platform –Webex

DOs
Aware of agenda items. Keep a copy of agenda with you on phone
Before joining **Test your Technology** -to make sure that your hardware works (microphone, speakers, and headphones) and that your internet is working
Mute yourself when not speaking - even if you're alone in the room. Background noise can be an annoying distraction and stifle any meeting's flow.
Be **aware of your video settings**. Check if your microphone is muted before delivering a two-minute monologue that no one will hear.
Minimize distractions (e.g. do not move frequently while video is on; ensure smartphone in silence or out of sight during the meeting; if you are sharing your screen with the other participants, try to disable pop-up notifications etc).
Check camera positioning and lighting- e.g. good lighting; focusing on face etc) Natural side lighting is usually the best.
Be organized and **on-time** for the meeting.
When internet speed is low then switch off your video.
Do be respectful of people's time. **Everyone's time is precious**.
The meet will include **generations of Alumnus**, we may term as super senior, senior, friends, junior, super junior, male and female, different professional areas etc, all may have different taste/thoughts on any given topic while at the same time we have to grow further integrating and connecting all of them without harming anyone's emotion.
If you do need to share your screen during a video call, take a few seconds to prepare before you hit that share button. Clear your desktop of any extra tabs or programs you may have open and make sure any private or sensitive information is hidden.
You can pick up on **visual cues to help find the right time to speak**. It's a lot easier to accidentally interrupt on a video call. Wait for a few moments of silence before speaking up in case there's a sound delay.
Can everyone see my screen? As we continue working from home and embracing remote culture, it's always a good idea to have proper etiquette when on camera. It'll ensure a positive mood for all attendees.
Keep the devices full charge to avoid any power failure situation.
Use the chat function to ask questions/discussion.

Ensure reliable internet connectivity and adequate charge to your devices beforehand. Keep an internet dongle handy, just in case there is wi-fi interruption due to power failure.
Keep your mobile phones in silent mode, so that they will not ring while you are speaking. This can be distracting to the audience

DON'Ts
Don't share links and password with others (if it is not published in public). Links shared with you may have unique URLs. Sharing the same with others may disconnect your entry in the meeting as unique URL can be logged in from one device only. Unauthorized access may invite unwanted participation and may cause interruption, awkward situation etc
Don't Forget to Turn off Your Audio and Video when not required. Besides, when our microphone is not muted, every time noise is created, our image will pop up on on everyone else's screen.
Don't forget to tell your name, batch and location when you speak
Don't choose a set up that's noisy, has a busy background, or is in a high traffic area
Don't position your camera too low, too high or hooked onto a different monitor. Weird camera angles can be very distracting - and unflattering -- during video conference calls.
Don't look at yourself, look at the camera
Don't Multitask During Video Meetings- During an online meeting, if the video isn't on, it's easy to get distracted with whatever is going on around you and not get caught!
Don't check your phone again and again
Don't discuss too irrelevant topics. Irrelevant topics may create disconnect, non-interest etc.
Don't talk over each other when others are talking. Use the chat function to ask questions/discussion.
Don't keep your mic on if you're not speaking
Don't look sloppy: Dress for your audience
Don't stay in basement, too closed space otherwise you may face connectivity issue. Keep an internet dongle handy, just in case there is wi-fi interruption.
Don't keep your mobile phones on ringing mode, so that they will not ring while you are speaking. This can be distracting to the audience
Don't do meetings while driving. Your life is very previous for all of us.
Don't do meetings on phone while it is in charging. **Your life is very previous for all of us.**

Assistance /technical help for using Webex Meeting in case experience any difficulty

- **Choose How You Join Webex Meetings from Your Webex Site** - https://help.webex.com/en-us/nh49tpf/Choose-How-You-Join-Webex-Meetings-from-Your-Webex-Site
- **Change or Remove Your Profile Picture on Your Webex Site** https://help.webex.com/en-us/n6q8t7d/Change-or-Remove-Your-Profile-Picture-on-Your-Webex-Site

- **Use the Cisco Webex Meetings Mobile App** https://help.webex.com/en-us/p3t8bg/Use-the-Cisco-Webex-Meetings-Mobile-App
- **Search desired help functions for Cisco Webex Meetings** https://help.webex.com/result//%5B%7B%22showTitle%22:%22Product%22,%22checked%22:%5B%22Webex%20Meetings%22%5D,%22collapse%22:false%7D,%7B%22showTitle%22:%22Activities%22,%22checked%22:%5B%22Video%20Conferencing%22%5D,%22collapse%22:true%7D%5D?offset=10&order=Most%20Helpful

The Host /Co-host must have the following

- Detailed Agenda
- Help numbers (may be session wise or/and common)
- Technical rights on
  - Add,
  - Remove,
  - Mute
  - Unmute
  - Recording
  - Share screen

Moderator must have the following

- Detailed Agenda
- Background information for each session including
  - Topics of the session/ to be discussed
  - Speaker's profile details
- Timing – Total time, time for each participants (based on total time and number of participants in the session) etc
- Watch/time reminder
- Note- The session should not be extempore otherwise it would be difficult to control participants.

An e-mail must be sent to all the Participants containing the following:

- Agenda
- How to Join?
  - <<Please write- process to Join>>
  - <<Web Assistance>> <<SEE ABOVE>>
  - Support from Technical Desk

- Audio/Video not functioning- while connecting over mobile video calls the application need authorization of speaker /camera and, many a times user proceed without accepting. In result their audio/video/both do not function.
- Help numbers & email ID (may be session wise or/and common)

Sessions /issue / subject	Type of Help: Weblink / Emergency Contact Phone/ e-mail ID etc
-	Weblink / Emergency Contact Phone/ e-mail ID etc
-	Weblink / Emergency Contact Phone/ e-mail ID etc
-	Weblink / Emergency Contact Phone/ e-mail ID etc

- DOs & DON'Ts <<SEE ABOVE>>

In case of Power-cut:

In case of power-cut, host may exit the meeting for time being. In such case automatically one of the participant will become host. We request you to be patient and continue with the session, host will join the session as soon as possible.