



सूचना प्रौद्योगिकी और संचार विभाग

GOVERNMENT OF RAJASTHAN
Department of Information Technology & Communication

Ref. No.:F5(711)/DoIT/Tech/13/ML-3733/2022

Date: 13/01/2022

To,

SA(JD)/DLO's
All Districts,
Rajasthan.

Subject: Guidelines/Checklist regarding Hon'ble CM Sir VC.

With respect to aforementioned subject, it is requested to kindly adhere to the guidelines/checklist enclosed herewith during the Hon'ble CM Sir VC.

Enclosure: Annexure-A


(Chhatrapal Singh)
OIC (RajVC)

Copy to the following for information and necessary action:-

1. PS to Principal Secretary, DoIT&C
2. PS to Commissioner & Special Secretary, DoIT&C
3. FA, DoIT&C
4. PA to Director (Finance), RISL
5. Guard File.


(Chhatrapal Singh)
OIC (RajVC)

Annexure-A

HCM: VC/MEETINGS/EVENTS CHECK LIST

Meeting/Event Name:

Date & Time:

**the teams performing the pre-vc activities shall remain at the location till the event closure

SNo.	Tasks	By	Check
PRE- VC ACTIVITIES- testing			
1.	Power Supply	Electric Division	2 Hours before the event
2.	UPS Testing		
3.	AC Control		
4.	Audio System		
5.	TV		
6.	House Keeping availability	CMO Admin	
7.	Name plates printing & placing		
8.	Hardware Engineer availability		
9.	Backdrop & Standee placing		
10.	Sharing details of the program with the photographer		
11.	Laptop & printer availability at the location	DIPR Team CMO	
12.	Sanitization of the location & placing sanitizer bottle at every seat		
13.	Pen/Pencil & Writing Pad on Hon'ble Ministers seats		
14.	Photographer/s availability 15 mins before the event	IT Cell CMO	
15.	Calling extra photo/videographer in case of extra activity in the event such as Pushpanjali etc.		
16.	Meeting notice	Concerned CMO Officer	
17.	Sharing WebEx link		
18.	Coordinate with Department		
19.	Coordinate with CMO Officer		
20.	Sharing list of participants		
21.	Minute to Minute Program	VC Team	
22.	Shared Webex Link to all Concerned		
23.	Banner & Standee		
24.	Details of Anchor & Rehearsal		
25.	Share copy of presentation/videos/ audio-Rashtragaan		
26.	PPT of Launch (Curtain/Stone images/Clapping/Video etc.)	VC Team	
27.	Internet Connectivity		
28.	Camera		
29.	PPT/Video Clips display in VC		
30.	Start WebEx link		
31.	Planning of camera view as per the program		



32.	<p><u>During the Live/Meetings:</u></p> <ul style="list-style-type: none"> ▪ List of Participants connected through WebEx/VC ▪ CAMERA FOCUS <ul style="list-style-type: none"> ✓ HCM Sir frame to be fixed. In case of Speech Single Frame ✓ If any other Speaker than Two Frames ▪ Display Single/Two Frame (HCM & Remote side) as per required ▪ VC Control Room <ul style="list-style-type: none"> ✓ Mute/unmute mike as per requirements of locations other than CMR ✓ Moving the attendees to panelists as per the list ▪ VC Control room at CMR- <ul style="list-style-type: none"> ✓ Monitor the live Frame/Audio/Video ✓ Monitor YouTube live streaming 	VC Team	
33.	<p><u>For other locations</u></p> <ol style="list-style-type: none"> 1. Attendance in Jankalyan 2. Camera focus on speaker/attendees <ul style="list-style-type: none"> ✓ Interaction mode-focus on the speaker ✓ Non-interaction mode- camera view to cover all the attendees 3. Mike mute /unmute 4. No mobile phones usage during the meetings 5. Avoid clicking pictures through mobiles 6. Do not leave seat till event is over 	Remote Side VC Team	
34.	<p><u>General:</u></p> <ul style="list-style-type: none"> ▪ Video Recording ▪ Speech of HCM(Clip) 	VC Team	
35.	<p><u>Event in Dome at CMR:</u></p> <ul style="list-style-type: none"> ▪ Extra Videographer- recordings from both the sides of stage ▪ 2 Stairs for stage (for team & beneficiaries) ▪ Space at back stage for movement of teams to handover items on stage ▪ Banner- backwall/podium/front wall ▪ Standees ▪ Extra TV in case of launching through PPT ▪ Laptop/remote/tab ▪ Cordless mikes (min 6) ▪ Internet Connectivity ▪ Audio Integration ▪ Dome/Remote side video coverage (Inaugural Side/Statue/Event Place/Podium/Stage etc.) 	All above teams	

