

Guidelines for sharing Presentation during Videoconference

- If your site is authorized for presentation, test it well before the start of the conference.
- If your site need to share presentation but not authorised to share it or presentation is not working, then it may be sent to host site through mail before start of the conference to share on behalf of you.
- Presentation should be shared with physical wired (HDMI/VGA) or with secure wireless media.
- Laptop/PC used for presentation should have login authentication either as administrator or user.
- Ensure that remote access is not permitted on Laptop/PC used for presentation.
- Laptop/PC should not be connected to the network, if no internet Application is scheduled.
- If no presentation is scheduled, please don't connect Laptop with VC system.
- Font type/sizes, color, aspect ratio and other parameters of presentation should be checked before the conference.
- Set the proper resolution and aspect ratio so that presentation is visible on full screen. Presentation should be shared with minimum resolution 1920x1280.
- It may be ensured that Laptop/PC to be used during conference should be sanitized with clean data and updated periodically with latest software, antivirus etc.