

## General Guidelines for Participants of Videoconferencing



**Be attentive and maintain decent posture**



**Do not move/ hold the Microphone**



**Switch on the Microphone only when required**



**Avoid Keeping Paper/articles on the Microphone**



**Focus camera on the speaker**



**Test the presentation well before VC session starts**



**Avoid using Mobile Phones**



**Avoid Food and Beverages in Camera view**

For any assistance/suggestion/ feed back, Please contact studio coordinators or mail to [vc-delhi@nic.in](mailto:vc-delhi@nic.in)