



# INTER-ISLAND VIDEO CONFERENCE BOOKING PROCEDURE

## 1. UTL DEPARTMENT HEAD/IN CHARGE MAY RISE REQUEST TO LITSS

- Concerned Department may communicate LITSS through Official email/letter
- Department may book the VC using prescribed format.
- Booking request can be done 6 Hour (Mini) prior to the Video Conference.

Note: - Email sent to [lak-dit@nic.in](mailto:lak-dit@nic.in) and [anshad.p@nic.in](mailto:anshad.p@nic.in) for VC booking.

## 2. LITSS WILL ANALYSE THE REQUEST

- Nodal Officer of LITSS will check the availability of the VC through the entire Schedule.
- If date and time are available, LITSS will intimate confirmation to the concerned Department.
- Else LITSS may confirm the unavailability of the Video conference to the concerned.
- If concerned Department want to change the Date and time of the VC, an email communication is required to shift the date and time and same has been communicated after the confirmation from the nodal officer.

**Nodal Officer:** Anshad.P, Manager-Networking, LITSS, email: [anshad.p@nic.in](mailto:anshad.p@nic.in)

## 3. INTIMATING TO OTHER ISLAND

- After Video Conference confirmation, Nodal Officer will intimate the VC details to other Island LITSS staff through email.
- 30 Minutes prior to Video Conference, VC device should be turned on and connected with Head Quarter.
- Asst. Executive of Concerned Island will be the VC coordinator of the concerned Island.

## 4. FINAL CONFIRMATION

- If any VC cancellation occurs, Concerned Department will intimate the same to LITSS/Nodal Officer through official email/letter 2 Hour (Mini) prior to the Scheduled VC.
- Concerned Department have to intimate the VC schedule to other Island (Dept. unit) only after the confirmation from the LITSS/Nodal Officer.
- Concerned Department will have to bring their own IT coordinator for operating PPT, any IT related operation apart from VC.



# INTER-ISLAND VIDEO CONFERENCE BOOKING FORM

Please fill the Video conference form in a simple and easy manner.

Tell us your conference requirements

## DEPARTMENT INFORMATION

Department Name :

Chaired by :

Official Email Address :

Contact No :

## CONFERENCE SPECIFICS

Conference Topic :

Number of Attendees :

Conference Date :

Conference Time: :

Duration of Conference :

## ISLAND WISE

Agatti

Amini

Androth

Bitra

Chetlath

Kadmath

Kalpeni

Kavaratti

Kiltan

Minicoy

All Islands

Sign & Seal (HoD/In charge)

Name:.....

Designation: .....