Guidelines for Organizing Video Conferencing Events From events venue

Video Conferencing & Webcast Service
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Requirement for conducting Videoconferencing sessions for PM/ VVIP addresses, Inaugurations, Launch of schemes, Interaction with beneficiaries etc.

Requirement for Main Location

Option 1: Mandatory (Hardware based Video Conferencing Setup)

Hardware (H.323/SIP) Videoconferencing System configuration

- ✓ **Resolution:** Full High Definition (FHD) 1080p30/ 1080p60.
- ✓ **Make:** Videoconferencing equipment like Cisco / Poly or equivalents.
- ✓ **Input/Output:** It should have 1-2 direct HDMI Video IN to integrate with external camera and 1-2 HDMI Video output to connect display units.
- ✓ **Protocol Support:** It should support IP calling (H.323/SIP Compliant).
- ✓ **Audio Support:** It should have Audio Line in and Line Out with echo cancellation.

Network Requirement

Minimum dedicated bandwidth 50 Mbps Internet Leased Line (ILL circuit) / Leased lines over Fiber connection from any network service provider with **a Public IP address** with suitable adapter for providing RJ-45 (Ethernet connection).

- ✓ Backup network link of minimum dedicated bandwidth 50 Mbps or more capacity Internet leased line over Fiber connection from a different service provider (ISP) with a Public IP address with suitable adapter for providing RJ-45 (Ethernet connection) should be provisioned.

- ✓ Network Components such as Routers, Ethernet Switches etc. if required for establishing network connectivity should be provided.

- ✓ Network connectivity at the site of the event should be available 2 days before of the event so that all testing can be completed one day before the event.

NOTE: *Broadband connection, Wi-Fi Connectivity or RF Radio link are not suitable for Videoconferencing*

Hotline Phone Requirement:

One Landline Number is required at the console (VC control station) one day before the event for communication between NIC-Head Quarters Control room and event location. This is required as jammers restrict the usage of all mobile based communication.

Audio, Video & Display Requirements

- ✓ Multiple Professional Full HD Video Cameras with Operator (Talk Back Facility) need to be arranged as per event requirement. Cameras should be placed in strategic location so that it can cover entire event and focus on the dignitaries present in Dias and audience.

- ✓ The camera which will be used to focus on Interactive participants should be placed close to the Display Unit, which will be visible to the interactive participants for viewing the remote Video (PM/ VIP/ Chairperson), so that proper eye to eye contact is maintained.

- ✓ A Video Mixer needs to be arranged for connecting multiple cameras with VC System. **Any additional adapter required to convert the video signal from 1080i to 1080p format needs to be arranged by the agency being hired for the event.**

- ✓ Video Matrix Switcher/ Distributor should be arranged to connect Multiple Display Units to show the remote videos.

- ✓ **Audio-Video Feed of sites connected through VC should also be provided to Doordarshan (DD) for broadcast purpose from the VC console (Video Matrix Switcher/Distributer) setup by the hired audio-video agency.**

- ✓ Display Units (LED Video Wall/ Display Units) with minimum 1080p resolution needs to be arranged as per the site requirement for viewing by participants/ audience and dignitaries at Dias.

- ✓ The placement of display unit/ Video wall at the back of the dais should be Minimum **one foot above** the seating height of the Dignitaries to avoid video looping.

- ✓ If there is a plan that dignitaries will be present at dais/ Podium then an additional pair of Display units should be arranged in front of dignitaries / dais/ Podium to view remote video.

- ✓ Audio system (PA system) with multiple Microphones and Speakers as per site requirement should be arranged. Audio system needs to be integrated with Videoconferencing system (Codec) with Echo Cancellation.

Power Requirement

- ✓ 2KVA UPS power supply for videoconferencing equipment's and networking equipment's including console station with minimum 1hr. backup should be provided by the user department.

- ✓ DG Set based power supply & distribution for all devices should be arranged at the venue by the user department.

Option 2: Mandatory (Software based Video Conferencing Setup using Laptop / Desktop)

Laptop/ Desktop (with Windows OS) basic Requirement

- ✓ Intel i7 or equivalent processor
- ✓ 16 GB RAM (Minimum)
- ✓ 500 GB Free Disk space
- ✓ Minimum OS Windows 10
- ✓ HD/FHD Web Camera
- ✓ Should have HDMI interface to connect Display units

Capture Card requirement

- ✓ High Quality Video Capture Card (HDMI to USB Converter/Adapter) is require to integrate external Cameras with laptop/desktop.

Note:

- ✓ **All other requirements like Networks, Audio/ Video, Display & Power requirement etc. (Point no. 2, 4 & 5) will remain the same as in option A.**

- ✓ **Only the item No 1. In option A need to be replaced with Laptop/Desktop (with Windows OS) basic Requirement & Capture Card requirement as in Option B:**

Requirement to participate in Videoconferencing session of PM / VVIP address from outside NICNET/over Internet as Listening Mode only (One way).

Option 3: Mandatory (Software based Video Conferencing Setup using Laptop / Desktop)

Desktop/Laptop (with Windows OS) basic Requirement

- ✓ Intel i7 or equivalent processor
- ✓ 16 GB RAM (Minimum)
- ✓ 500 GB Free Disk space
- ✓ Minimum OS Windows 10
- ✓ HD/FHD Web Camera
- ✓ Should have HDMI interface to connect Display units

Network Requirement

- ✓ Minimum dedicated bandwidth 50 Mbps Internet Leased Line (ILL circuit) / Leased lines over Fiber connection from any network service provider with a Public IP address with suitable adapter for providing RJ-45 (Ethernet connection).
- ✓ Backup network link of dedicated bandwidth 50 Mbps or more capacity Internet leased line over Fiber connection from a different service provider (ISP) with a Public IP address with suitable adapter for providing RJ-45 (Ethernet connection) should be provisioned.

NOTE: *Broadband connection, Wi-Fi Connectivity or RF Radio link are not suitable for Videoconferencing.*