



## **Centre for e-Governance, DPAR(e-Governance)**

### **Procedure to Book the Video conference**

The Centre for e-Governance, DPAR(e-Governance) has implemented the Karnataka State Wide Area Network (KSWAN) to address the information communication requirements of the state government and its departments. This wide area network seeks to provide a dedicated, secure and reliable communication backbone to meet the requirements of data, voice and video services among the government departments.

The Centre for e-Governance is providing High Video Conferencing facility and has been made available for all departments to use the service for conducting regular departmental meetings and project reviews.

Please note for availing Video Conference (VC) facility, it is requested to make prior booking of the slot with the below mentioned points:

1. VC will be available in blocks of 1 Hour. Status of availability of Videoconference on any particular day and time can be ascertained by visiting website.

<http://www.karnataka.gov.in/KSWAN/Pages/VC-Scheduler.aspx#c>

2. In addition, after confirming the availability of the room and slot, the department that intends to book the Video Conference facility has to send a mail to Admin- VC or VC manager, Centre for e-Governance at [video@karnataka.gov.in](mailto:video@karnataka.gov.in) marking copy of the mail to [kswan.se5@karnataka.gov.in](mailto:kswan.se5@karnataka.gov.in) in the following format.

**\* Mandatory**

Sl.No	Name of the Dept*	Video Conference Chaired by*	Subject*	Name of the room from Which VC will be conducted.*	Name of the Districts*	Date and Duration of the VC (Start time and End time)*	Department coordinator name and mobile number*
1							
2							

Signature  
Department seal

Kindly note that in the destination places selected by the departments for Videoconference, the Deputy Commissioners have to be informed, so that the studio is made available.

3. On receipt of this information, the VC booking details will be informed by return mail to the concerned departments.
4. Department can show their presentation to the participants in the Video Conference, for this Dept. should get their own LAPTOP.

In case of any VC issues please contact,  
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