

Subject: Virtual site tour – Zoom meetings.

Key words: Virtual site tour, Zoom.

1. Guidelines have been issued for effective virtual site tours and zoom meetings from sites.
2. Almost all sites have been provided with a conference room for Zoom meetings. Conference room should comply with the following:
 - a. Must have large format UHD Android TV (more than 40”).
 - b. Android TV must be connected to an All in one computer.
 - c. Computer must have Zoom and other softwares installed.
 - d. Computer must be connected to a Protronics omnidirectional conference speaker (model talk two or similar). The speaker must be placed as close to team members as possible. Use USB extension wire if required.
 - e. The computer must also be connected to a Logitech high resolution camera.
 - f. All sites must have a 3 mtr HDMI cable of high quality (Amazon Basics brand preferred). This is to be connected with PC for review of plans.
 - g. The TV and computer must be connected to Wifi. Display Wifi name and password using a sticker or masking tape on an easily accessible location but hidden from plain view (Eg.: inside of door shutter). Change password every quarter.
 - h. All engineers must be familiar with connecting their labtops to Android TV both wirelessly and with HDMI.
 - i. In case the camera faces a very bright window – suitable blackout curtain /blind/agronet must be provided.
3. For effective virtual tours of sites the following should be complied with.
 - a. Salman (Promotions team) and Ashaiya (PA to Soham) have been provided a Gimbal. AMTZ site (Teja & Shiva) has also been provided with a Gimbal. These persons have to be thoroughly familiar with operations of Gimbal. Salman and Ashaiya have been provided with JBL Bluetooth speakers.
 - b. The Gimbal helps in stabilizing the images, without which Zoom call would be ineffective.
 - c. Project managers at all sites must have a JBL CSLM20 microphone/earphone. It is also recommended that atleast one senior engineer or admin manager at site has another microphone/earphone. The microphone/earphone ensures that one ear is open and the microphone is closest to the mouth.
 - d. These are to be purchased by the company.
 - e. Other engineer /staff may use any wired microphone/earphone.
 - f. The Gimbal operator must connect to Zoom with microphone on mute.
 - g. All engineers + admin may log on to zoom through their personal mobiles. Their videos must be switched on. The microphone should be on mute (except the project manager or speaker).
 - h. For safety purposes the mobile must be kept in the pocket and both hands must be absolutely free to hold railing/support.
 - i. As far as possible the speaker/PM/engineer must be 10 to 15 ft in front of the Gimbal.
 - j. The operator of the Gimbal and other attendees of the Zoom meeting must be very aware of the quality of signal on their mobiles. They must move to a location which has good signal (do not continue to stand at the location which has poor signal).
 - k. The Gimbal can also be used in the site office for the Zoom meeting (in cases where meeting continues to the site office) after the site virtual tour.
 - l. A picture of the JBL microphone/earphone worn by a model is attached.

Soham Modi.



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