

General procedure to avail VC Services

- “ NIC's Videoconferencing facility can be availed by users from Central/States Govt. Ministry/Department.
- “ User who has Govt. Email ID (.gov.in/.nic.in) can only register to book Videoconference. Register user need to be authenticated once by State VC co-ordinators or VC Co-ordinators of Central Ministry/Departments.
- “ Registered users can book VC session using portal (<https://reserve.nic.in>). Booking portal is accessible from NICNET only.
- “ If recording of the conference and sharing presentation from any site is required, then it has to be selected at the time of booking.
- “ Booking information with Generated booking ID (Conference ID) will be sent to VC coordinators/studio coordinators/ participants through E-mail/SMS on confirmation of the booking and on the day of the conference.
- “ All available Videoconferencing studios can be booked on first come first serve basis. However NIC may drop sites, in case of any high priority conference are requested for same time.
- “ Operational Helpdesk (NIC-HQ & State Capitals) schedules VC with Conference ID as dialing number. A password is automatically generated for schedule Videoconferences.
- “ Booked users and Studio VC coordinators gets a SMS/E-Mail alert at 7.00 am everyday about the schedule of VC on that day.
- “ Booked/participating studios dial out using Conference ID (which is also Virtual Meeting Room ID – VMR ID) and Password to join the VC session at scheduled time.
- “ Any addition/deletion of sites will be done by request through mail (vc-delhi@nic.in) from respective users, who had booked the conference.

- “ Inter-Ministerial/Departmental & Inter States conferences will be scheduled, monitor & manage by Helpdesk at Delhi & Hyderabad. Any conferences related to States will be scheduled, monitor & manage by Helpdesk at State Centers directly.
- “ Users provide feedback at the end of the conference.

Contact Details

- ✓ For assistance on any States Videoconferences activities may please contact to respective State's VC Co-coordinators (Contact details are available at Portal (<https://reserve.nic.in>)).
- ✓ For assistance on any Inter-ministerial/Interstate Videoconference activities may please contact to:

Multimedia Engineering & Facilities Division/Videoconferencing Division
NIC HQ, A Block, CGO Complex
Lodhi Road, New Delhi – 110 003
Email ID: vc-delhi@nic.in
Phone: 011-24305776/24305784

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