Video Teleconference (VTC) System

The Video Teleconference System allows provides synchronous visual and audio communication among authorized users, as well as online presentation capabilities. Communications can be bidirectional (conversation between participants) or unidirectional (presentation to an audience). The system is accessible by the SEDM Portal or via invitation link.

In case of conversation, a setup with a web camera and headphones is suggested. In case of audience, a projector and loudspeakers should be available. Please, note that concurrent use of microphone and loudspeakers could create audio feedback (sound loop), thus resulting in noise and hearing difficulties. In case of loudspeakers, it is suggested that microphone is muted or thoroughly tested to avoid such problems that would affect all participants.

It should be noted that the system utilizes streaming technology that enables large conferences. However, these capabilities may be limited by firewalls. Therefore it is strongly recommended **that unrestricted access to internet is provided** to the designated workstation, or alternatively an internet address in front of firewall (DMZ).
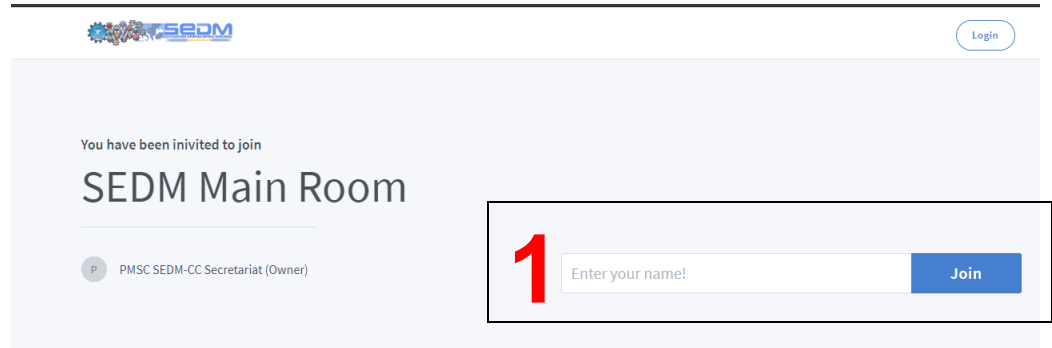
a. Accessing the VTC System

FIGURE 1

For the purposes of the PMSC/SEDM-CC Meetings**, access will be provided via an e-mail invitation. A link** will be provided that will direct the user to the login screen (See figure 1). Please, note that for security reasons access is possible, **only during designated periods** (testing and Meeting), that will be arranged by the PMSC/SEDM-CC Secretariat.

By inputting the Name (Capital/Organization name plus a number, if needed), that will be visible to the other and clicking the "Join" button, access to the main conference room is authorized, without need of separate credentials.

Depending on the role, please select either "Microphone" (bidirectional) or in case of audience "Listen Only" (Figure 2). In case of Microphone a sound test is performed (Figure 3), by speaking a few words that should be repeated by the system (Echo Test).Please, note that you have to allow your browser to provide access to your microphone or web camera. If the sound test is not successful, please contact your CIS personnel. If your speech is repeated with acceptable clarity, click on "Yes" button.

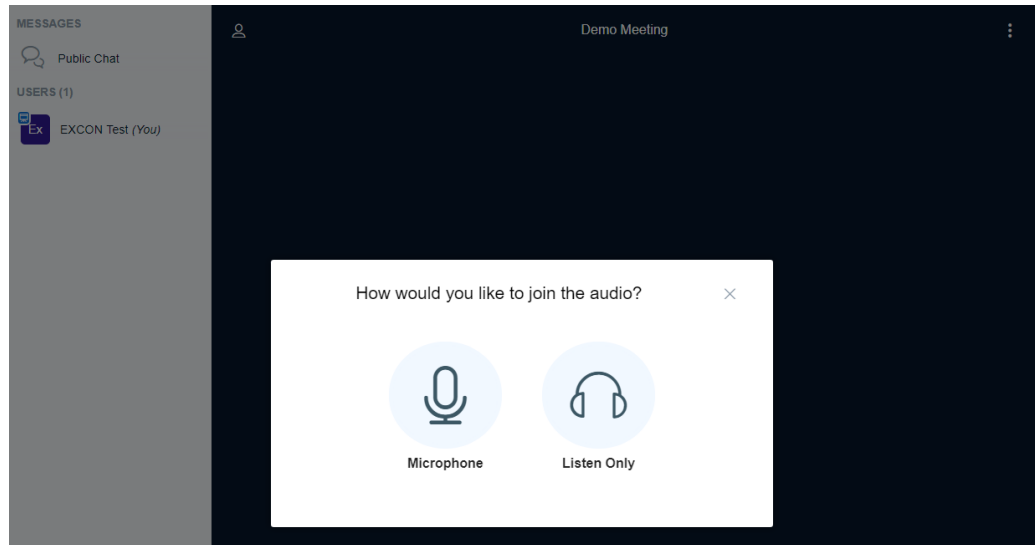After successful tests, you will be directed to the main conference room (Figure 4).

FIGURE 2

FIGURE 3

b. Using the VTC System

The following areas and functions are available:

1. Main Area: A presentation or web streams are displayed in this area. Please note that presentation or video streams windows may be enlarged by standard window functions (dragging the edge).

2. Users Area: Shows connected users, as well as the chat area. Chat is very useful for instructions or questions in a non disruptive manner.

3. Upload Document: A presentation can be uploaded (see Figure 5) and displayed in the main screen. PDF, Powerpoint and other MS Office or Libre Office can be uploaded. If the system cannot display the document properly or produces a conversion error, it is recommended to have a PDF format version ready, as an alternative solution.

4. Main functions:

    a. Mute/Unmute: Use this function to mute your microphone. Click again to unmute. It is recommended that a user is muted, unless he/she wishes to speak, in order to minimize ambient sound.

    b. Microphone: Allows a user to disconnect microphone completely. This function is useful, if needed to reset the microphone (for example in case of bad sound).

    c. Web camera: By clicking on the button you can share or stop the webcamera stream. A system dialog will confirm this action, as well as allow for selection of resolution. It is strongly recommended that medium resolutions (640 or 720) are selected, as High Definition streams will not be needed.

    d. Share screen: Allows broadcasting of the desktop or a selected window. This feature is useful for training or advanced presentations.
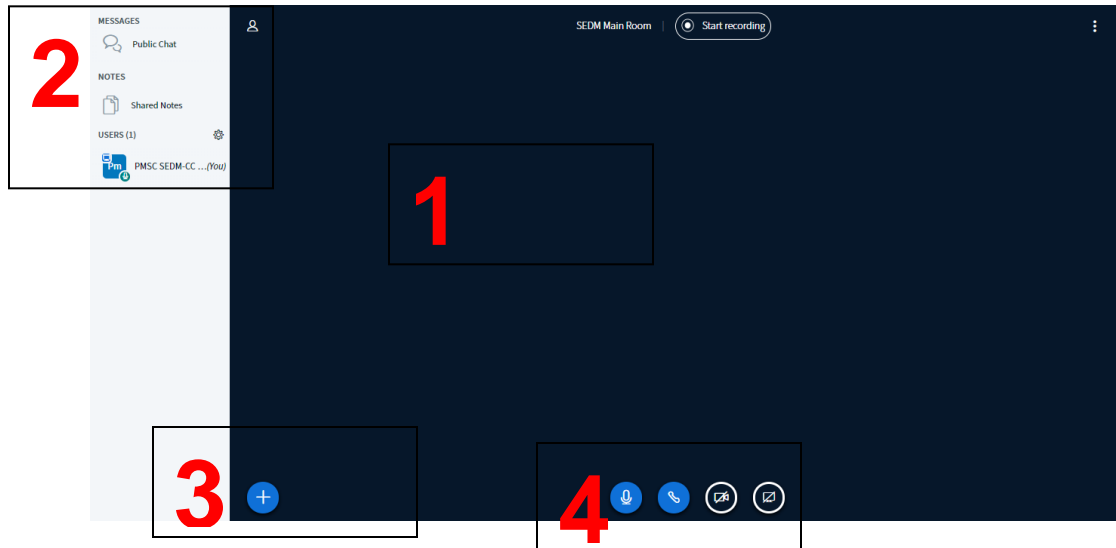

FIGURE 4

During the meeting, in order to maximize desktop space and minimize noise during presentations, nations should participate with the cameras muted and not steaming (exempting any national presenter). A nation may indicate intention to speak, by

enabling the webcamera and the microphone and will await permission by the Secretariat. After their input, the nation will mute the microphone and disable the camera.

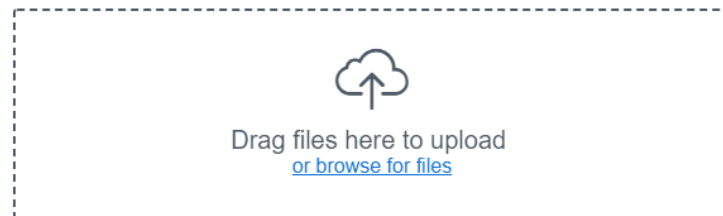FIGURE 5

FIGURE 6

While in presentation mode (Figure 6), several additional functions are available, such as:

a. Slide control. Allows the presenter to change slides, maximize the presentation and other functions.

b. Visual aids, such as marker, pointer etc

c. Support

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