

## Procedure to Book the Video conferencing

1. VC will be available in blocks of 1 Hour. Status of availability of Video Conference on any particular day and time can be ascertained by visiting website. [www.ktkswan.gov.in](http://www.ktkswan.gov.in)
2. In addition, after confirming the availability of the room and slot, the department that intends to book the Video Conference facility have to send a mail to VC coordinator at [video@ktkswan.gov.in](mailto:video@ktkswan.gov.in), in the following format.

Name of the Dept	Video Conference Chaired by	Name of the room from which VC will be conducted.	Destination places for VC	Date, Time and Duration of the VC.

Kindly note that in the destination places selected by the departments for Video Conference, 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, along with intimation to the KSWAN network operator.

In case of any issues please contact the Help Desk on 1800-425-2224. You can also take up any issues with the Project Director, KSWAN at [cegkarnataka@gmail.com](mailto:cegkarnataka@gmail.com)