



SOP SHEET FOR THE VC

1. The Speaker would be required to carry his laptop loaded with the PowerPoint presentation for the session.
2. The Speaker is required to carry the laptop charger along with him to the venue.
3. The Speaker would be required to reach the designated Webstream studio at least 30 minutes before the event.
4. The Speaker is required to send us the final PowerPoint presentation 1 week in advance with all the changes incorporated.
5. The Speaker would be required to access his/her email containing the WebEx Meeting Invitation and Join the Meeting by following the steps mentioned in the email. The Speaker would have the control of the slides.
6. In case the Web Meeting fails to work the Speaker would be required to say "Next Slide" after every slide which would act as an indication for us to change the slide at the local venue.
7. The Speaker as far as possible is required to look at the Video Conferencing Camera in the Studio during the event and not at the television.

TO JOIN THE WEBEX SESSION TO SHARE POWERPOINT PRESENTATION SLIDES

1. The speaker will have to take the Internet connectivity in his laptop to join the WebEx session. The Internet connectivity can be taken either from the studio attendant or from a personal Internet Data card.
2. The speaker will have to click on the link sent by Allergan India team on e-mail in order to join the session.
3. On clicking the link the speaker would be required to fill in his name and e-mail id on the WebEx page to login.
4. The speaker would then be connected and added in the participant's column on the right hand side top corner.



5. The speaker would then be required to click on the 'share my desktop' icon at the center.
6. The speaker would be required to open the PowerPoint presentation on his laptop. The audience in India would then be able to view it.
7. To end the WebEx meeting the speaker can close the window or click on 'leave meeting' present at the bottom of the same window.

TO SHARE THE VIDEOS

1. The Videos will be played separately from our end on a screen at the Venue in India. The speaker would be required to view the particular Video on Video Conferencing and explain the video.
2. The speaker would be required to send us all the video that he would like to share with the audience along with the PowerPoint presentation, 1 week prior to the main day of event.
3. The video files could be sent via any file transfer portal available online for eg; sendspace.com, yousendit.com, wetransfer.com etc.
4. The speaker would be required to name all the videos files as Video 1, Video 2 and so on.
5. To synchronize the video with the explanation, the speaker would be required to name the PowerPoint presentation slides as Video 1, Video 2 etc on which he would want the video to be played.