



RECOMMENDED GUIDELINES FOR ECHO LABS – UDAAN 2021

Technical Requirements:

Laptop / Desktop ONLY. Logging in from mobile phone will not work. In our experience, a tablet / iPad is also not sufficient as each participant needs to see and be seen on 'gallery view' mode on Zoom – the virtual meeting room software.

Your Laptop/Desktop should have --

1. An internet connection – broadband wired or wireless. Minimum bandwidth is 600kbps (up/down) and recommended is 1.5 Mbps (up/down). Please Check your Internet bandwidth, right away using Speed test (a Google search with that word will show the how)
2. A microphone – built-in to your computer or USB plug-in or wireless Bluetooth.
3. Built-in headset jack from laptop or desktop. Even if your laptop or desktop has speakers, you must plug in a headset so that the sound from the speakers does not cause an echo in the Zoom meeting. Any headset with a 3.5mm plug will plug in.
4. A webcam - one which is built-in to your computer or one that connects to your computer via USB.
5. Please check for Zoom capability of all your hardware and software by doing a trial call. Zoom has a 40-min free call availability feature
6. You are likely to consume 7-8 GB of data EVERY DAY for 6-7 hours of lab work (including breaks). Hence over 5/6 days of lab it would be advisable to have at least 40-50 GB data plan stocked up for the connection you are using
7. At any moment at least 9-10 cameras will be on and this could go up to > 20 when we do community events. This would mean a high speed connection is a must. So please do a Speed test for the internet connection as suggested in guidelines sent to you earlier
8. It would be best to also have a back-up connection handy in case your primary connection fails or falters on its bandwidth at anytime
9. You may also want to ensure full battery/ back-up power on your machine and internet device - especially in case power outages are common in your area

Logistical Requirements:

- A room/ space where you will NOT have ANY interruptions. Just like we have a dedicated room for each lab in ISABS in-person events or like a dedicated room for an in-person workshop/training program.
- A room that is quiet – no noises/ conversations and/or people in the room/ walking in and out of room. Given the current lockdown, this will need to be managed by those of us who share our homes with our family/others. This is much like how at physical venues, the lab rooms are off limits for anyone other than the group for the duration of the session.
- Please make sure your laptop is placed on a stable surface at all times. Avoid moving the machine while the session is on
- Frontal light source so that your face is clearly visible. A table lamp behind the laptop/ desktop is often helpful
- Camera positioned such that at least the upper half of the body is visible
- Login 5-10 mins before lab time for mike check, visual check etc. before the lab every day.
- Dress code – smart comfortable casuals
- Please note that you will need to have your camera and microphone on at all times during the time the group is doing its work. This is like being in a physical lab when all group members are present in the room.
- Please note your phone is on silent or it would be best if switched off at all times the group is doing its work
- Please keep the Zoom screen in full-screen mode whenever the group work is on to avoid distractions from other open windows on your machine as well as be able to see everyone in group better. You may want to switch off notifications as well on your machine to avoid any distractions.
- Please keep some drinking water within your reach to avoid going away from your seat.