

**Guidelines to attend the Online Adjourned Annual General Meeting of IACS to be held on Tuesday, 1<sup>st</sup> November, 2022 and the adjourned meeting, if needed on Wednesday, 2<sup>nd</sup> November, 2022 at 10.30 AM.**

In accordance with the newspaper insertion and web announcement, the Annual General Meeting (AGM) of IACS will be held on 1<sup>st</sup> November, 2022 at 12.00 noon and if needed the Adjourned AGM will be held on Wednesday, 2<sup>nd</sup> November, 2022 at 10.30 am via Google\_Meet. As per the decision of the Governing Council, all communications regarding General Body and Annual General Meeting will be done in online mode only.

To attend the AGM online, please click the following link to join the meeting on Google-Meet and keep your microphone off

<https://meet.google.com/thv-bujm-hvm>

**General Guidelines to Use Google Meet:**

If a Member wants to join Meeting on a mobile or using an account that is assigned in the name of any other person, the Member MUST write a mail giving his own Name, Membership Number and the mobile number or the email address to [registrar.iacs@gmail.com](mailto:registrar.iacs@gmail.com). Otherwise access will not be given to a Name that does not appear in the Membership Database.

**For Android User (Mobile):**

- Step 1: Please download and install Google Meet from Google Play Store.
- Step 2: Give the necessary permission to run the software
- Step 3: Click the provided link for Meeting
- Step 4: Select the Google/Gmail ID to Login for Meeting
- Step 5: Check your Audio & Video
- Step 6: Click Ask to Join/Join Now on the screen
- Step 7: After getting your call, the Sysadmin will check your Membership in the online database. If found to be a valid Member, you will be given access. This may take a few minutes to check and give access. Please bear with us till such time.
- Step 8: Mute your Microphone to stop echoing sound
- Step 9: If you want to speak, raise your request for speaking in Chat section available in the screen
- Step 10: After you are allowed to speak by the Sysadmin on getting approval of the President, please Un-Mute the Microphone to speak

**For Laptop/Desktop User:**

- Step 1: Update the Google Chrome to latest version
- Step 2: Click the provided link for Meeting
- Step 3: Login to the account with your Google/Gmail ID
- Step 4: Check your Audio & Video
- Step 5: Click Ask to Join/Join Now on the screen
- Step 6: After getting your call, the Sysadmin will check your Membership in the online database. If found to be a valid Member, you will be given access. This may take a few minutes to check and give access. Please bear with us till such time.
- Step 7: Mute your Microphone to stop echoing sound
- Step 8: If you want to speak, raise your request for speaking in Chat section available in the screen

Step 9: After you are allowed to speak by the Sysadmin on getting approval of the President, please Un-Mute the Microphone to speak

In case a Member faces any difficulty in logging in, please drop mail at [registrar.iacs@gmail.com](mailto:registrar.iacs@gmail.com) immediately. We will try our best to assist you and fix the problem, so that you may join the Meeting.

For all kinds of technical assistance the following support team may be contacted:

Mr. Bidyut Bhattacharjee (Email: [bidyut.bhattacharjee@conacent.com](mailto:bidyut.bhattacharjee@conacent.com); Mobile: 9804199987)

Mr. Ashis Dhar (Email: [admasd@iacs.res.in](mailto:admasd@iacs.res.in); Mobile: 9051350951)

Mr. Abhra Paul (Email: [admap@iacs.res.in](mailto:admap@iacs.res.in); Mobile: 9748558321)

Ms. Rimi Chakraborty (Email: [ccresrc@iacs.res.in](mailto:ccresrc@iacs.res.in); Mobile: 8178739679)

Sarbani Saha  
Registrar, IACS