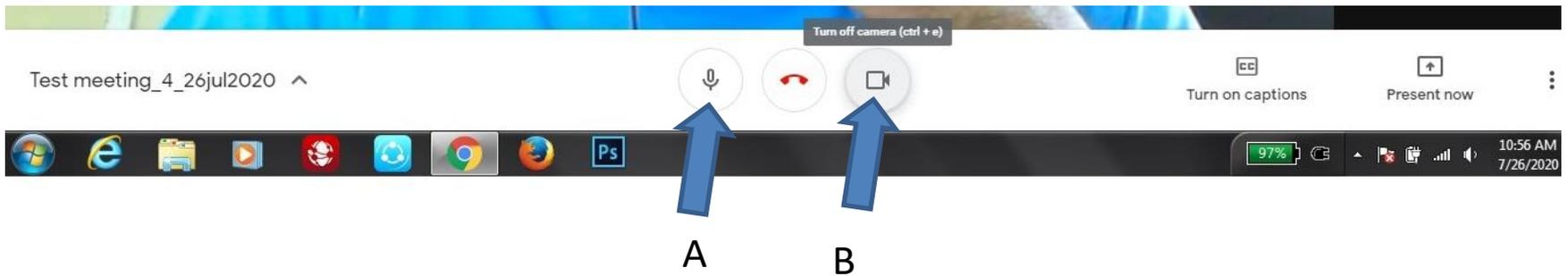# Some requests/info on the lecture session on Google Meet

- You are requested to login 5 minutes ahead of the start of the session
- During the session each speaker will talk for 20 minutes and thereafter the Q&A session will start
- Best option for Google Meet layout during presentation will be 'sidebar'/'spotlight'
- During the entire period of presentation it will be practical if the participants keep their camera off and mute the microphone
- For discussion in Q&A session: Short Questions by the participants are to be sent through 'Chat' option. Along with the question please mention your name and for whom the question is
- During Q&A session the Moderator will communicate these questions to the speakers live within the time slot fixed for the session. It will be nice if you switch on your camera during Q&A session and identify yourself by raising your hand when your question is being taken up. In case time permits after the questions received on chat, the moderator opens the session for direct Q&A and you can turn on your microphone
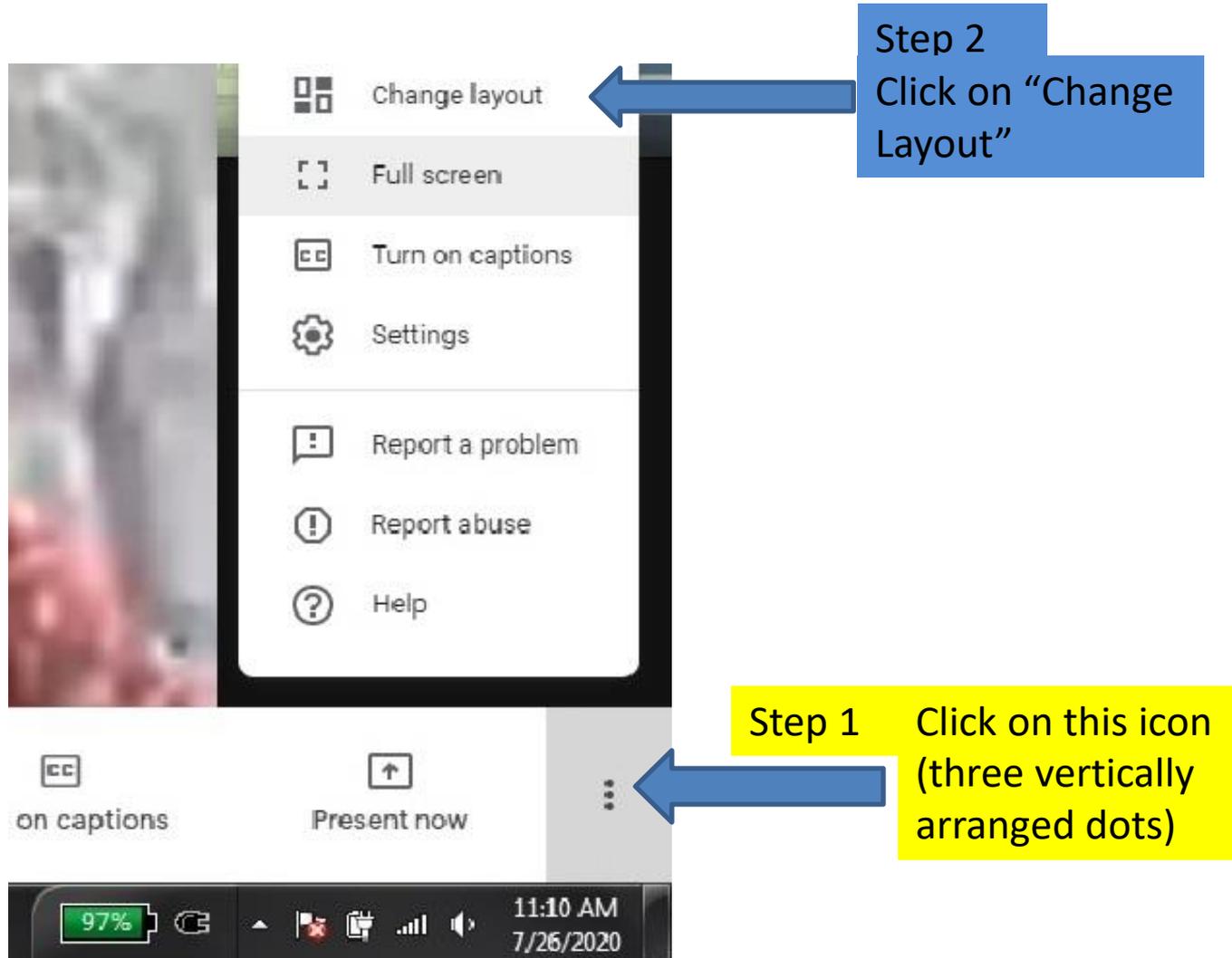- As there is a limit on number of participants via Google Meet, we plan to live stream the session on YouTube at https://youtu.be/ohlJo0sxIJU
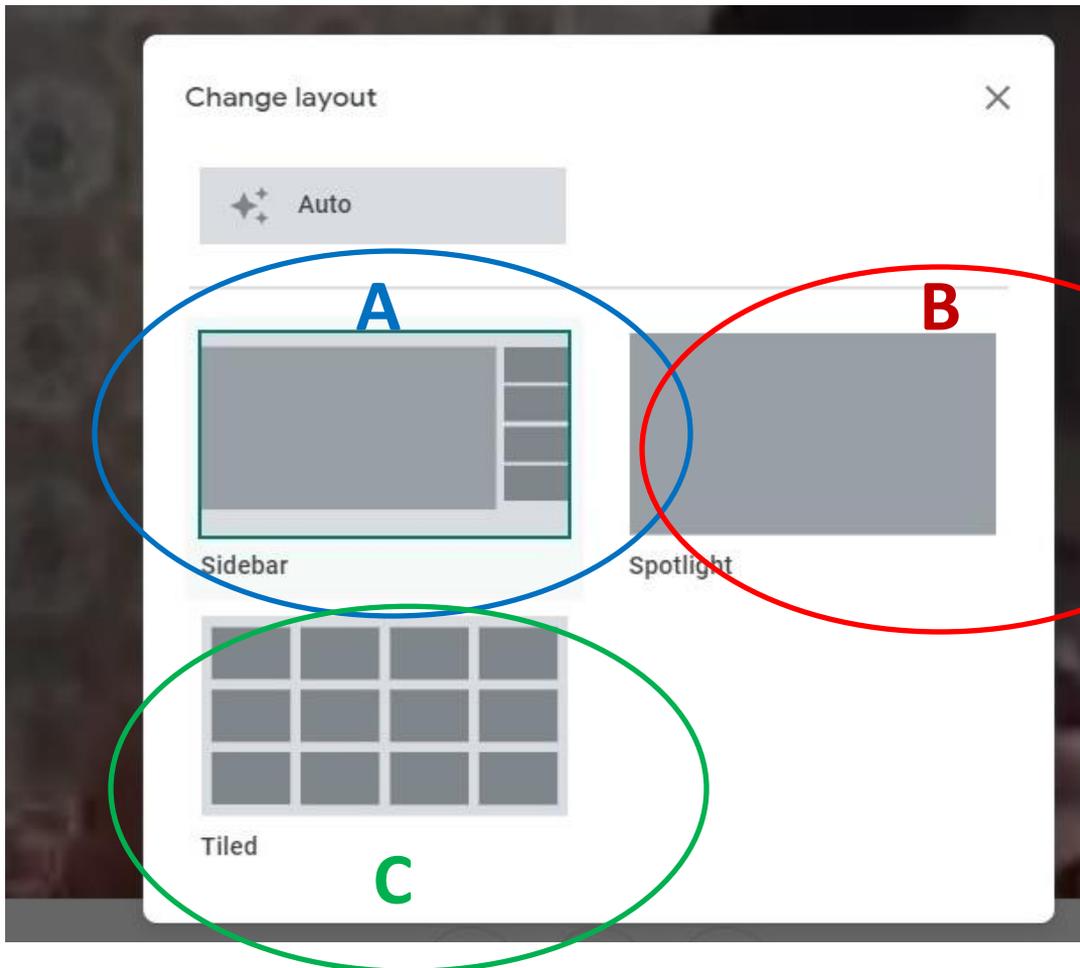
How to stop the microphone and camera

Steps:
1. Put your cursor on the image and you will see the icons in the lower part of the image
2. If you 'click' on the small icon of mike (A) sound will be off. Re-click will make it on again.
3. If you click on the right icon (video , arrow B) the video will be off . Re-click will make it on again

Screen management

Step 2
Click on "Change Layout"

Step 1   Click on this icon (three vertically arranged dots)

Click on one of the icons (A, B,C)
A: The ppt on the left and faces on the right
B. The best viewing option as the talk begins.
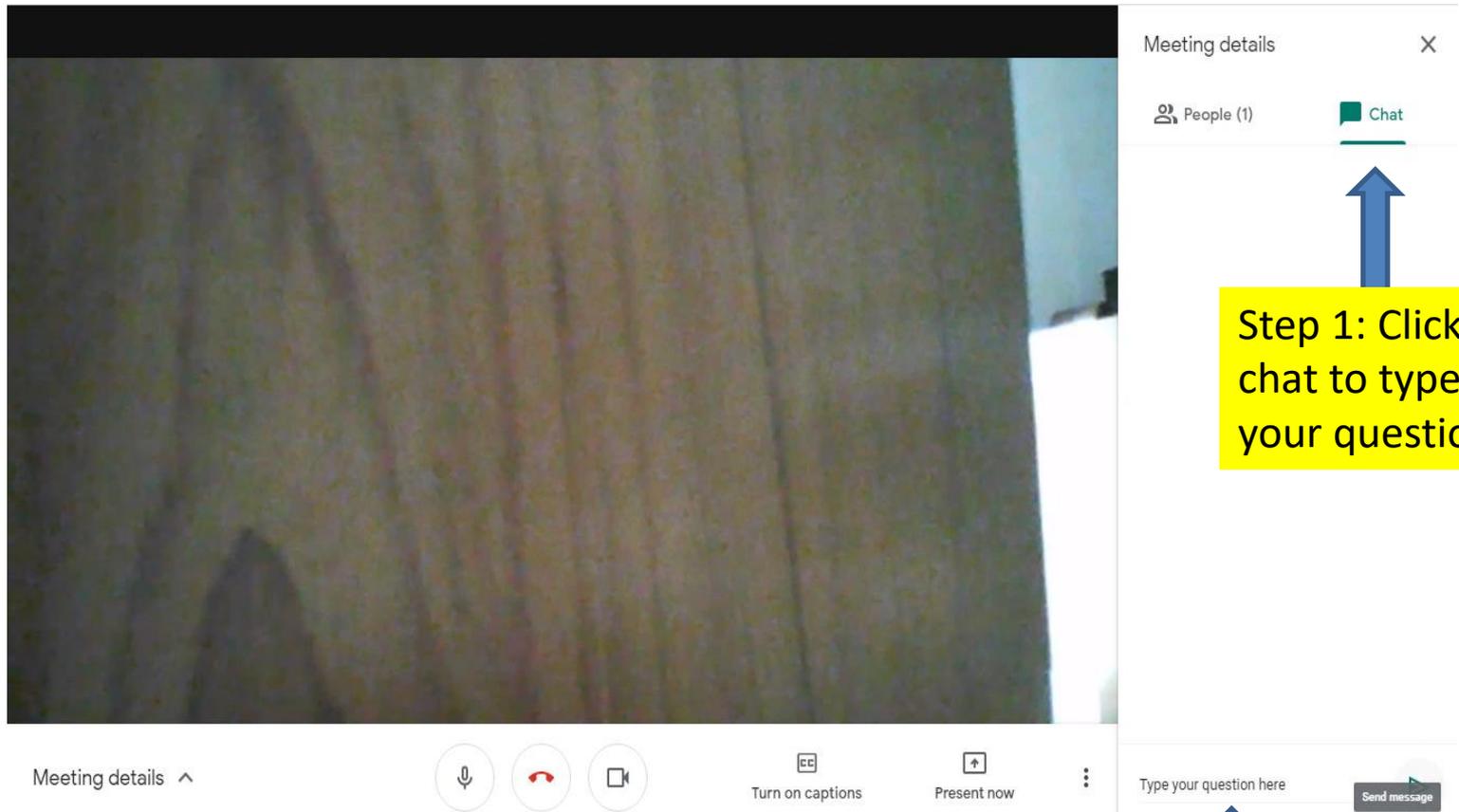C. Faces of all the participants

Managing Chat

Managing Chat

Step 1: Click chat to type in your question

Step 2: Type your question here