



## JUDICIAL ACADEMY, ASSAM

### **General Instructions for joining the Webinar on "Reflection on : securing 'Complete Justice' by Courts"**

1. The webinar will be conducted by using the Online VC/Meeting Software "**Microsoft Teams**" which will be **two-way audio-video interaction**.
  2. Officers are to join via the Joining Link: <https://bit.ly/3vZKSXC> ; which will be shared thorough email, also uploaded in the website of Judicial Academy, Assam.
  3. Officers are requested to **report online** through joining Link, **at least 15 minutes before the scheduled time** of Video Conference and maintain punctuality.
  4. Officers are to **keep their video ON**, continuously throughout & till the conclusion of the programme.
  5. All the officers are to follow the Video Conference Protocols like: -
    - a. **Keep themselves muted until & unless they are allowed by the presenter to unmute** themselves.
    - b. At the end of the deliberation of the Resource Person, **officer may RAISE HAND to indicate that he/she would like to interact with the Resource person, where-after, on announcement by presenter, the said officer may unmute, ask question and thereafter again mute the audio.**
    - c. Ensure proper Internet connectivity with adequate data so that they can attend the programme online without any network and connectivity issue.
  6. Officers are to wear **formal attire** (befitting an officer) while attending the programme.
  7. Officers are to check the official website of Judicial Academy, Assam for updates.
  8. Joining Instruction (follow the steps below):
    - Click on the given link or type the given link on the browser.
    - A new tab with a pop-up will open
      - Select 'Open Microsoft Teams' if you have Microsoft Teams App installed in your device.
    - OR**
    - Cancel the pop-up and click on 'Continue on this browser'.
    - For Smartphone Microsoft Teams App needs to be installed before joining the VC.
- \* NOTE: It is recommended to install **Microsoft Teams** app on computers for better performance.

Note: - Queries and other information through e-mail may be obtained from: -

E-Mail - [suggestion.jaa@gmail.com](mailto:suggestion.jaa@gmail.com)  
Mobile: - 8723028535 / 8133998881