



# Workshop on Leveraging AI for Indian Navy

Organised by INS Valsura

## **USER GUIDE ON WEBEX WORKSHOP PLATFORM (FOR ATTENDEES)**

1. [Important Information – Must Read](#)
2. [How to Join the Workshop?](#)
3. [How to ask question to presenter?](#)
4. [Troubleshooting the common issues](#)
5. [DO's & DON'Ts](#)
6. [Multiply reach of AI in Navy](#) - ***Join our team as an Affiliate***
7. [Sponsored Applied AI Course](#) - ***Get shortlisted for a 10 hrs course***

**Contact 'Workshop Organising Team' for feedback, queries and support at**

Workshop Helpline –02882527281

Email [ocits.valsura@navy.gov.in](mailto:ocits.valsura@navy.gov.in)

## **IMPORTANT INFORMATION**

1. Workshop on **Leveraging Artificial Intelligence Indian Navy** is being organised by INS Valsura from **19 - 21 Jan 22**. The workshop would be organised on an online platform – **Webex** over the **Internet**.

2. **Link to Workshop**. You will receive a separate confirmation email on your email (provided during registration) , a day prior to the event for each day of the webinar. **Please click on the link according to the date to join the Workshop from your browser on PC/Laptop/ Mobile Device**. Also you should not share the link provided to you with others, as the link is tagged with your email ID.

3. **System Requirement**. Following hardware and software are required to join the workshop: -

(a) **Hardware & Network**. Any PC/Laptop with microphone and internet connection (2-5 Mbps).

(b) **Software**. Any internet browser (Mozilla, Chrome etc.) may be used for Desktop users. **For mobile users, the workshop can be attended only from Webex meeting app**. You may download Webex Meeting app from Apple App Store ([click here](#)) and Android Playstore ([click here](#)).

4. **Audio/Video**. You will join the workshop in listen-only mode and your video will not be visible to the moderator (Valsura), Speaker (presenter) and other attendees. Unless you are presenting a paper in the Workshop, you do not require to have a camera or share your video. If you are presenting a paper in the Workshop, you will receive a separate guide from us on how to present your paper on the Webex platform. Your audio will be disabled by default in the Workshop. When you are allowed by the moderator to ask a question in the Workshop, you will get a notification for enabling mic and for that time, your audio will be audible to all attendees. At the event at the time of asking questions, your video will not be visible to any of the attendees, presenters or moderator. If you don't have a microphone, you can still ask questions by typing the same on the keyboard. The details of how to ask questions are explained [here](#). **The moderator will send you a request to enable your video and audio at his discretion, if the same is required to be made visible to everyone.**

Once you join the workshop as an attendee, you will be able to see the speaker's video feed. When a speaker is sharing a presentation, all attendees will see the presentation in the main window and video feeds will be automatically moved to the right side of the main window. Other features such as Q&A is explained in the following pages.

## HOW TO JOIN THE WORKSHOP?

**Step 1:-** After click on the “Join Webinar” link (as per date) the user is redirected to their default browser and webex url will open as shown below in the image. The attendee who will select on “Join from your browser” option to connect to the webinar.



Dear "Vishal"

**INS Valsura is inviting you to a scheduled Webex webinar.**

Thank you for registering for the three Day Workshop on "Leveraging Artificial Intelligence for Indian Navy" organised by INS Valsura from 19 Jan to 21 Jan 22. The workshop coalesces experts in the field of Artificial Intelligence from academia as well as industry to discuss the applications of Artificial Intelligence in the Indian Navy.

Please note that you will receive a separate link for each day of the Webinar, a day prior to the event. **This is the registration email for 20 Jan 22 (Day Two).**

Please read the [important information regarding the webinar](#) here including the schedule. Updates would be posted on [this link](#).

Here is the [user guide](#) for attending the webinar along with some troubleshooting tips.

You will be pleased to know that we are shortlisting 100 naval personnel for sponsored Applied AI workshop certificate course through this webinar. Details are available in the guide.

For any help, please reach out to Lt Cdr Rahul Raj at +91-9930532257

Thursday, January 20, 2022  
8:00 AM | (UTC+05:30) Chennai, Kolkata, Mumbai, New Delhi | 9 hrs

Add to calendar Google · O365

Join webinar

Click on Join Webinar

More ways to join:

Join from the webinar link

<https://indiannavy.webex.com/indiannavy/?php?MTID=mmf8e05fba75c096ac37038ca8ec9dd31>

Join by the webinar number

Webinar number (access code): 2513 368 2265

Webinar password: abcd1234 (22231234 from phones)

Tap to join from a mobile device (attendees only)

+65-6670-9679,,25133682265#22231234# Singapore Toll

Some mobile devices may ask attendees to enter a numeric password.

Join by phone

+65-6670-9679 Singapore Toll

Global call-in numbers

Looking forward to see you!

Warm Regards

Webinar Organising Team  
INS Valsura

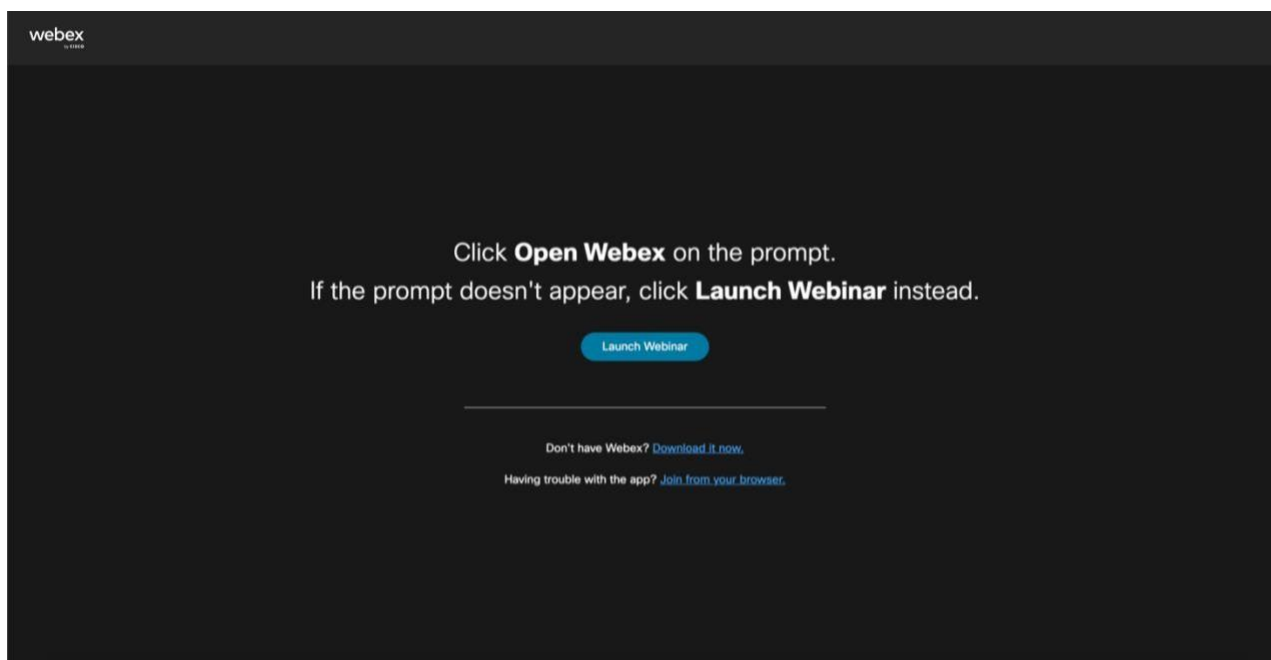
2 Attachments

invite.ics Download

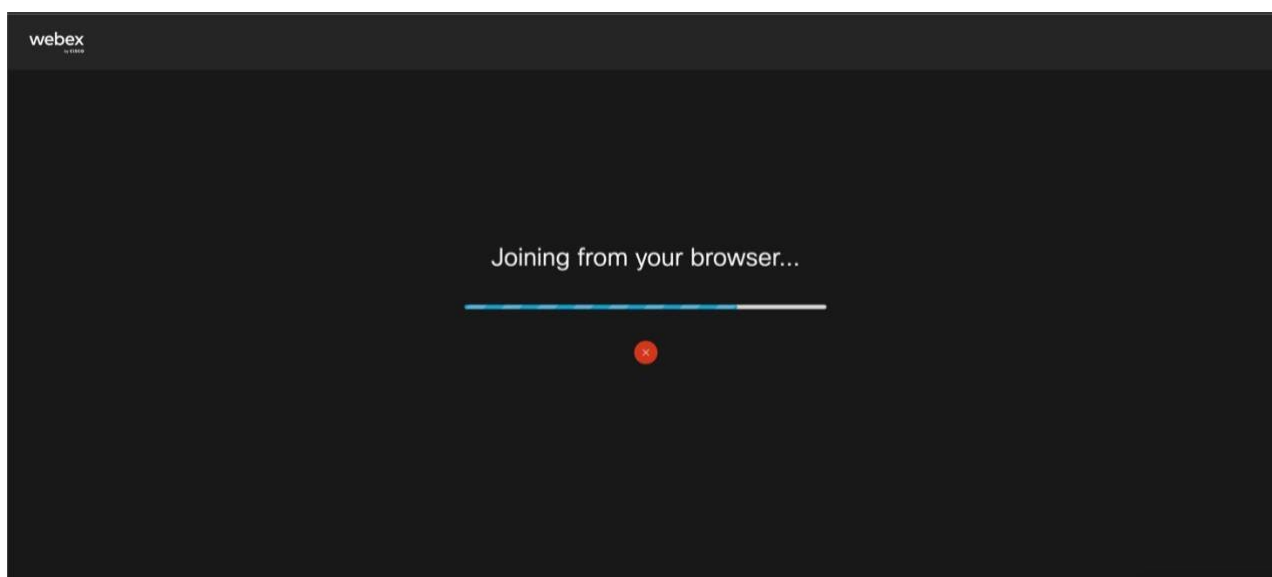
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Reply

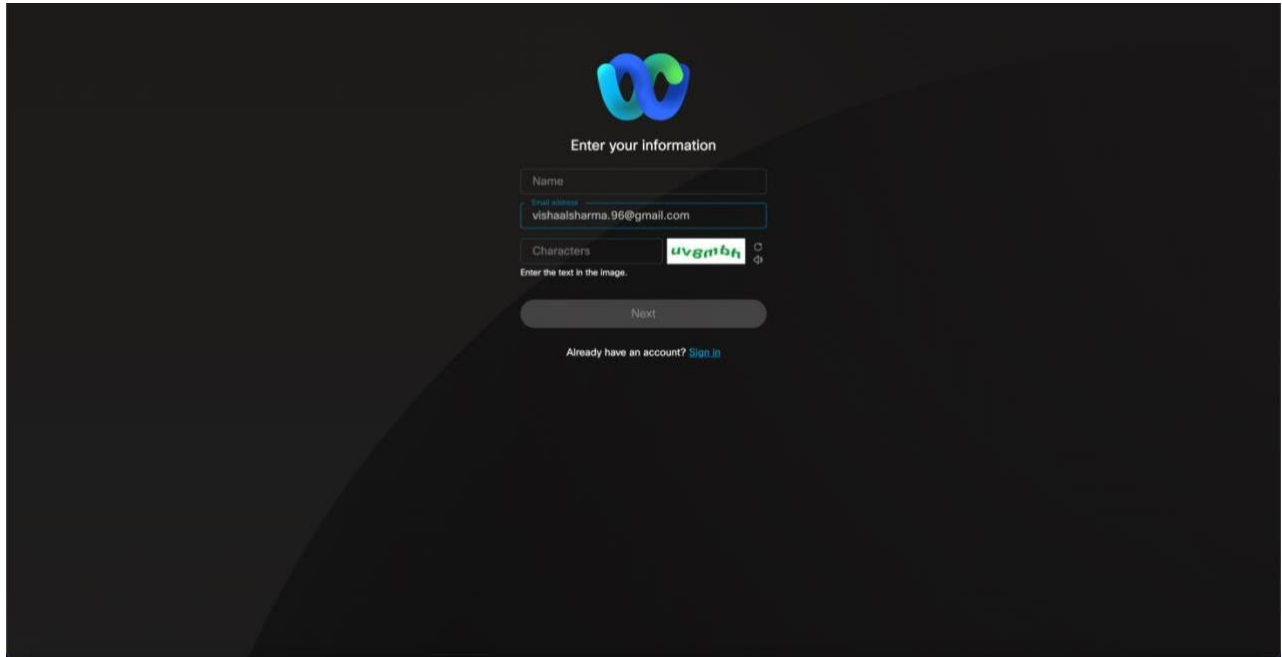
Forward



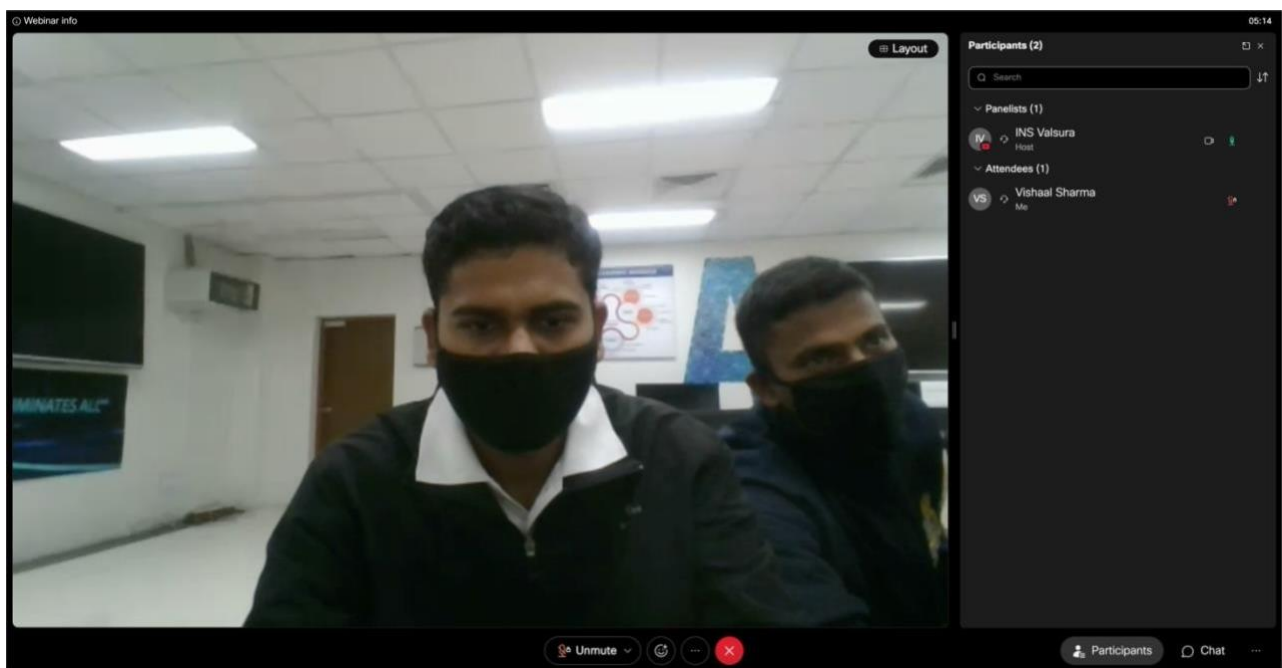
**Step 2:-** The browser will load the webinar on the browser.



**Step 3:-** After the browser loads up the webinar and progress bar is full. A new web form is loaded with the following required information to be filled out by the user. **Name** and **Registered email address** (the address which was previously used to register) and captcha. Please use the previously registered email otherwise the attendee will not be able to join the webinar.



**Step 4:** The user will be able to join the webinar successfully and see their name under the attendee's panel on the right side of the screen.

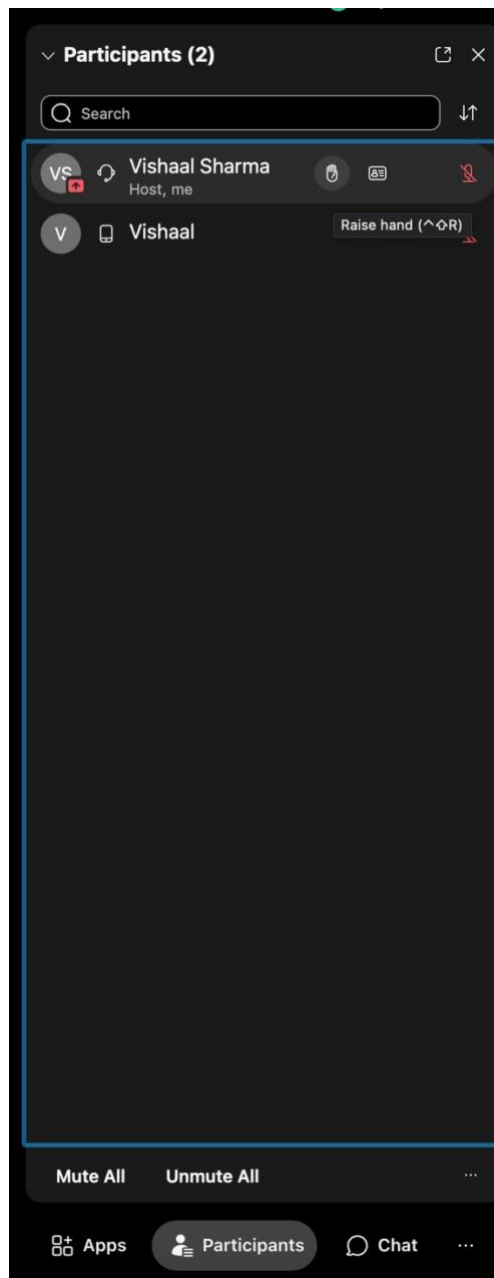


## HOW TO ASK QUESTIONS TO SPEAKER?

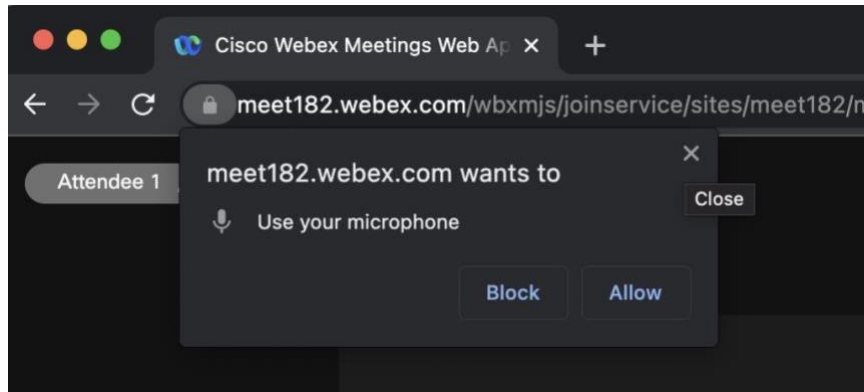
1. You may ask questions to the speaker either speaking directly to the speaker or typing your queries to the moderator. The procedures are as follows:-

(a) **ASK QUESTIONS BY SPEAKING TO THE MODERATOR.**

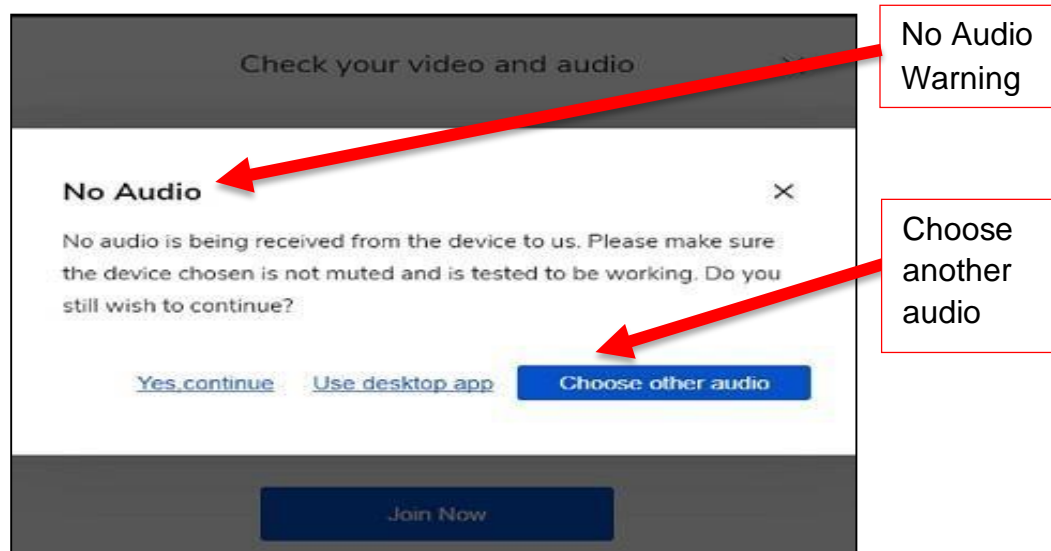
**Step 1:-** Click on the option “*Raise hand*” on the menu of left side as shown below. When you click the *Raise Hand*, moderator (Valsura) will get a notification that you wish to ask a question to the speaker. Thereafter, the moderator will allow your user ID to use the microphone.



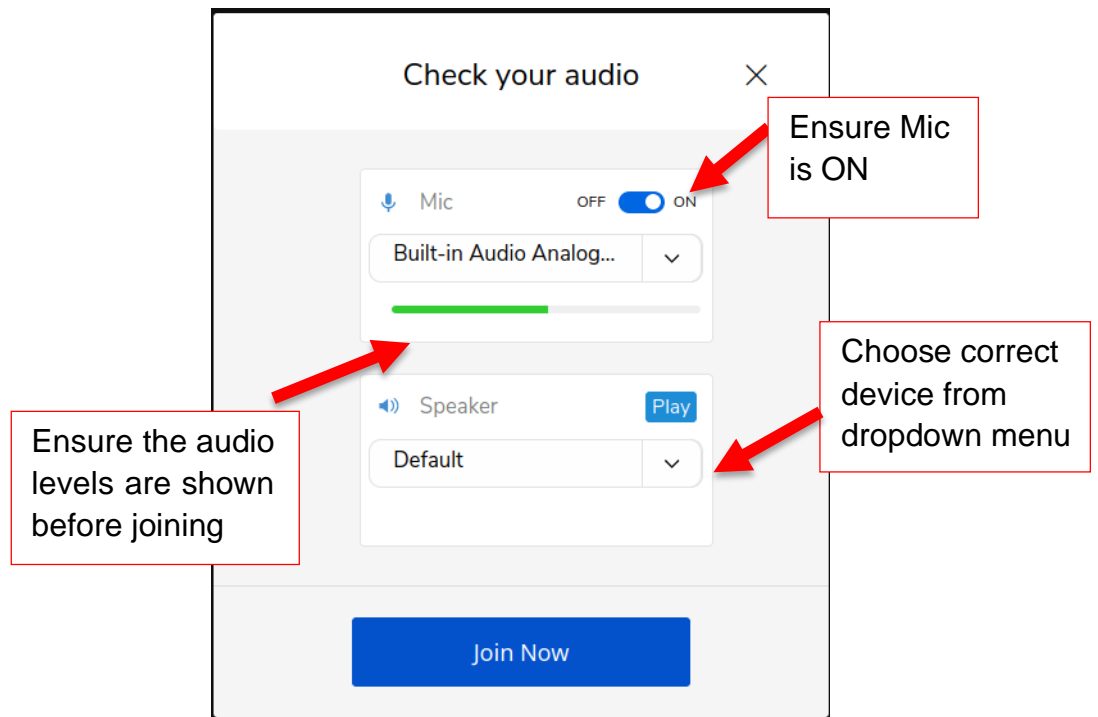
**Step 2:-** You will receive a notification to enable the microphone on your user as shown below. You are required to click on ‘allow’.



If there is no microphone connected to your system, you will see a warning message, as shown below:-



**Step 3:-** After allowing the microphone usage, you will get a pop up as shown below to 'join now'. If you have multiple microphone connected, you may choose accordingly. To avoid issue mentioned in previous step, you should choose the appropriate microphone device to use before clicking on 'join now' button. Also, ensure that the 'Mic' button is turned on

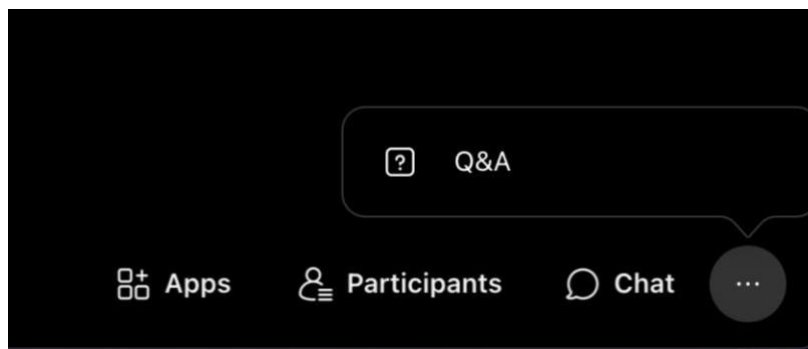


**Step 4:-** Now you may ask the question to the speaker using your microphone. While you are asking the question, your audio will be audible to presenter, moderator and all the attendees.

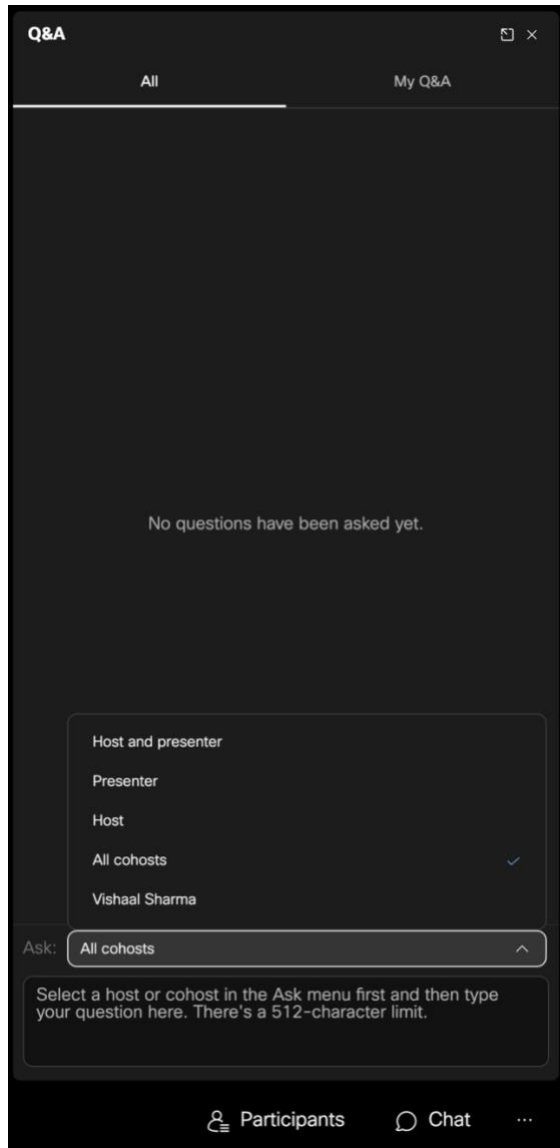


(b) **ASK QUESTION BY TYPING THE QUESTION TO THE MODERATOR.**

**Step 1:-** Click on the option “Q&A” on the menu of left side as shown below.



**Step 2:-** Here you can type your question and click on ‘Ask’. Your question will be visible only to you if you select to ask questions privately to that specific speaker/panelist.




**Step 3**:- Moderator, at his discretion, chooses your question and verbally asks the presenter on your behalf.

**Step 4**:- When the presenter answers the question, the moderator will close your question in the “Q&A” section by typing ‘*Answered*’ in the Q&A privately to you. **Please note that your question and the text reply will be visible only to you and moderator and not to the presenter or other attendees if you choose to ask question privately.**

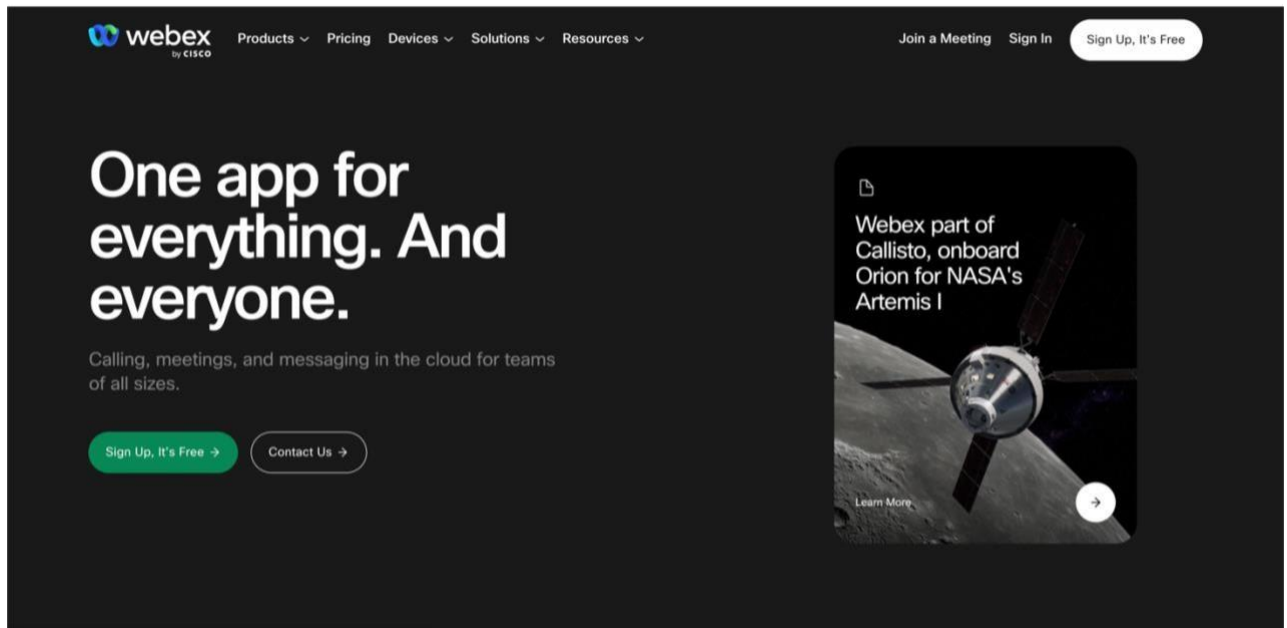
## **TROUBLESHOOTING**

1. Common issues that you may encounter during the workshop and action to be taken to troubleshoot are as follows: -


<b><u>Ser</u></b>	<b><u>Issues</u></b>	<b><u>Solution / Troubleshooting</u></b>
(a)	Browser is asking me for Registration ID and Meeting Number.	Refer to the email sent to the attendee after registration, the required details are mentioned. For further assistance <a href="#">click here</a> .
(b)	Video not visible/ frozen for one or more speakers	Reload your webpage (CTRL+R) or click on Refresh (  ) button and re-join the workshop as mentioned <a href="#">here</a> .
(c)	Poor video clarity	Disable 'conserve bandwidth' option as mentioned <a href="#">here</a>
(d)	Presenter's audio not audible	Check the speaker connectivity. Try different speakers without closing the workshop page. If not working, reload and rejoin the Workshop.
(e)	While you are asking Question, Moderator informs you that your audio is not audible	It is important to note that your audio is disabled by default. Only, when you raise hand, moderator would enable audio. If afterwards, moderator informs you that your audio is not audible, reload and rejoin the Workshop and you need to follow steps <a href="#">here</a> .
(f)	You see a message 'Workshop has ended'	This is in very rare event, when Internet connectivity at Webex Server breaks or Internet connection with organiser breaks. In this case, organiser would restart the workshop and you are requested to Refresh you webpage after 1-2 minutes and join the workshop as mentioned <a href="#">here</a> .
(g)	Any other issues	Call up on any of these Workshop helpline numbers:-  +91 288 252 7281 +918319745398

## WEBEX IS ASKING ME FOR REGISTRATION ID AND MEETING NUMBER

1. If you directly access webex.com the attendee will be prompted for providing the registration ID and meeting number and click the “**Join a Meeting**” option. Follow the below steps referencing the received email post-registration. The procedures are as follows:-



**Step 1:-** After clicking on “**Join a Meeting**” the user will be prompted for **Enter the meeting number** for which the attendee can reference the email as received from the moderator post-approval.



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Add to calendar Google - 0365

[Join webinar](#)

**More ways to join:**

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Webinar number (access code): 2513 368 2265  
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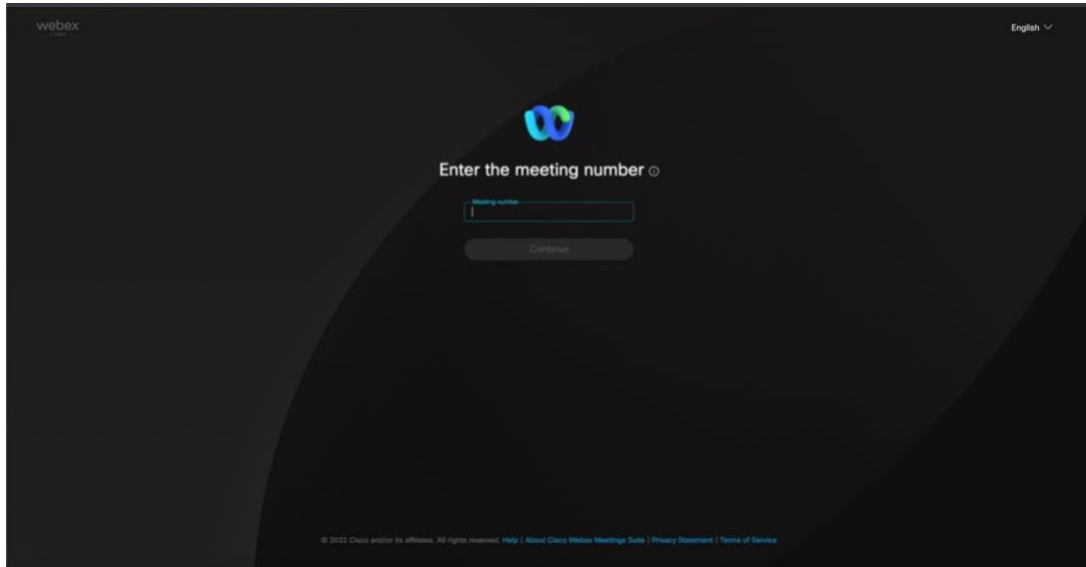
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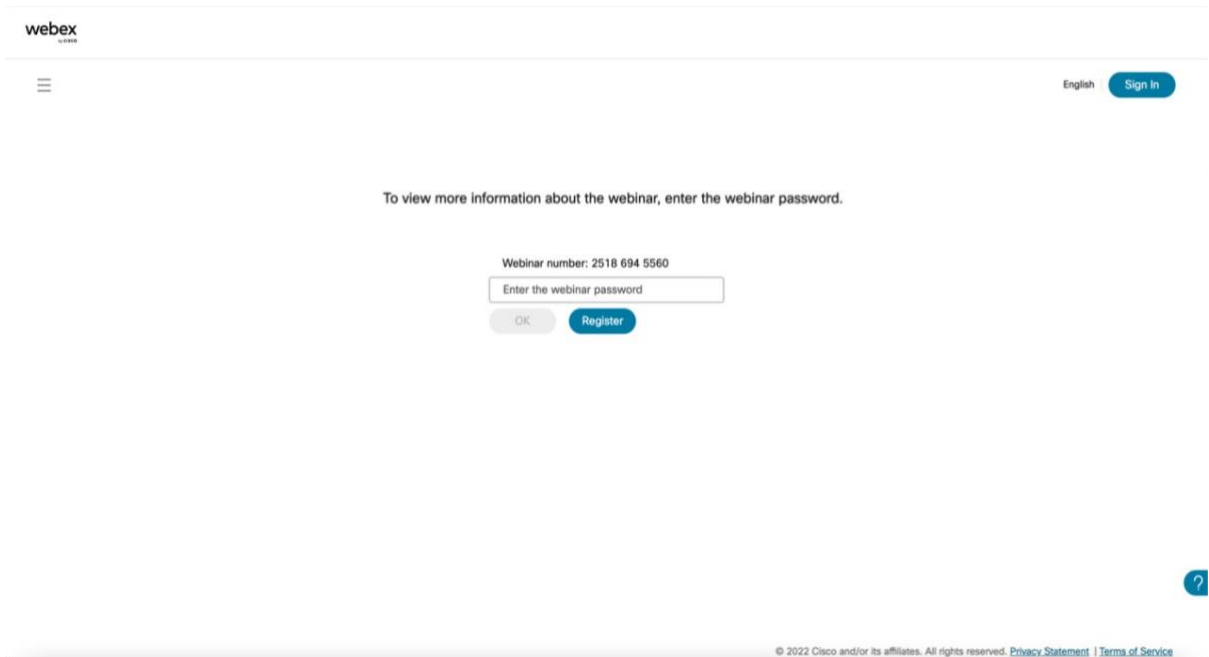
[Reply](#) [Forward](#)

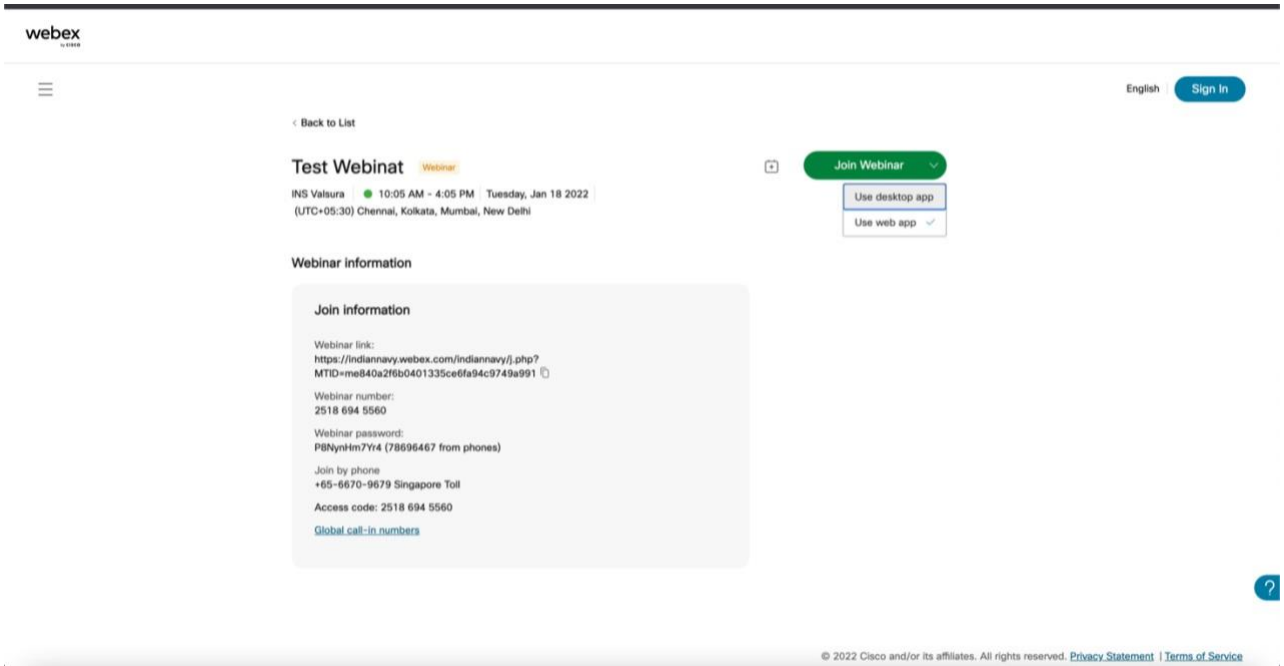
Webinar/Meeting Number

**Step 2:-** Enter the meeting number after taking reference from the received email post approval from the moderator.

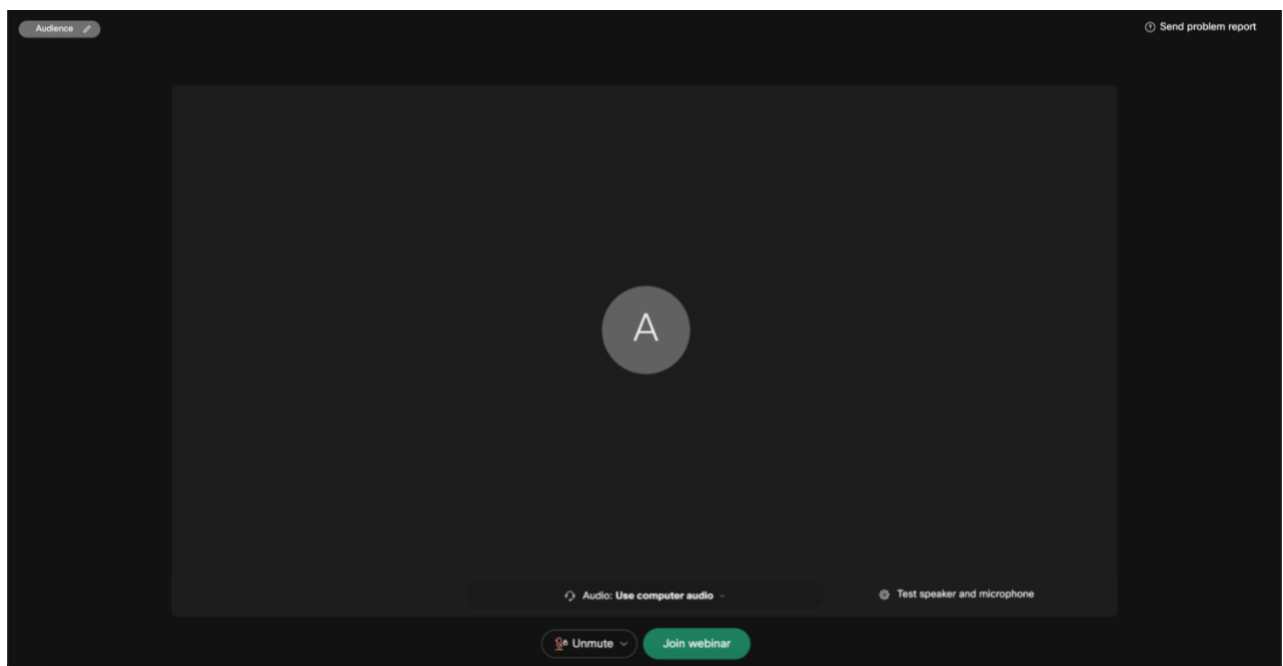


**Step 3:-** User is prompted for the webinar password after entering the webinar meeting number. **“Join Webinar”** using web app as shown in the image below.





**Step 4:-** Lastly click on “***Join Webinar***” at the bottom of the screen.



## **DOS AND DON'TS**

1. Following are the Do's and Don'ts for this workshop:-

### **DOs**

- (a) Only matters of unclassified nature are to be discussed during the workshop. You should keep a note of this while asking questions.
- (b) Join workshop at least 10 minutes ahead of the scheduled time.
- (c) Questions should be asked to presenter on related subject only.
- (d) Read the abstract of the talk before hand to prepare yourself.
- (e) Join the workshop only through the link forwarded to you from **Webex** or moderator's (Valsura) official NIC Mail (*oicits.valsura@navy.gov.in*)
- (f) If you are planning to attend the Workshop from Mobile device, install the Webex Meeting App beforehand.

### **DON'Ts**

- (a) Do not attend the workshop from any sensitive location (eg. Ops Room)
- (b) Do not promote any product/ service if you are allowed to ask question via audio.
- (c) Do not ask unrelated/ irrelevant questions to the presenter when you are allowed to ask question via audio.
- (d) Do not record the workshop using any third party tools. We will record the videos of the Workshop and publish on Intranet page.
- (e) Do not share the workshop joining link with anyone else as they are tagged with your respective registered email IDs.
- (f) Do not click on any workshop links forwarded to you from emails other than the webex or official email ID (*oicits.valsura@navy.gov.in*)



## **JOIN OUR TEAM AS AFFILIATE**

Multiply reach of AI in Navy by joining our team as an Affiliate. Here are details of affiliate program of AI Workshop:-

### **What you need to do**

- (a) Promote the Workshop in your unit among fellow officers and men. Arrange for a central place like conference rooms, auditoriums etc, wherein desirous participants from your unit can watch the Workshop together.
- (b) Arrange for an active Internet connection along with PC/ laptop. Extend the display of your laptop/ CPU to TV in conference room.
- (c) You may optionally connect a microphone to the PC/ laptop to ask questions in the Workshop. Please note you don't need a camera or webcam.
- (d) Send us the pictures of your group or the Officer's in Unit watching live Workshop at [ocits.valsura@navy.gov.in](mailto:ocits.valsura@navy.gov.in)

### **What you will receive**

- (a) **Showcase your AI motivation to the Navy** - Your group's pic watching workshop will be flashed during Workshop breaks, adverts with live audience of Officers and Men.
- (b) **Unit's name would be flashed during vote of thanks** – Your contribution would be acknowledged during vote of thanks and your Unit's name will be flashed during closing ceremony.

### **How to Register as Affiliate Member**

Send your details like name, email, contact number, unit, how many people in group etc to [ocits.valsura@navy.gov.in](mailto:ocits.valsura@navy.gov.in) with subject heading "Join as Affiliate".

### **Contact details of Affiliate Member of Workshop Organising Team for further details**

Email – [ocits.valsura@navy.gov.in](mailto:ocits.valsura@navy.gov.in)

## **GET SHORTLISTED FOR APPLIED AI WORKSHOP COURSE**

We are shortlisting 100 AI Enthusiasts from Indian Navy for a sponsored 10 hrs Applied AI Workshop course.

### **What you need to do**

- (a) Send an email to [ocits.valsura@navy.gov.in](mailto:ocits.valsura@navy.gov.in) with your name, rank, unit name. This sponsored course is only available for personnel from Indian Navy.
- (b) Actively participate in all three days of the webinar.

### **What you will learn in the course**

- (a) You will receive credentials for a self paced AI workshop certificate course from Applied AI. Click below for more information : <https://www.appliedaicourse.com/course/13/workshop>
- (b) You will learn basics of python, linear algebra and fundamentals of data science. You will get skilled to develop a recommendation AI Engine on your own.