Age	Agenda of 454 st SEAC Meeting dated 29/8/2020 Reporting Time through video conferencing 10.30 A			
1.	Case No. – 6549/2019 Shri Nitin Agrawal S/o Shri Shyam Kishore Agrawal, R/o Mahal Road, Dist. Chhatarpur, MP - 471525, Email - agarwalnitin1084@gmail.com, Mobile – 8090276828 SIA/MP/MIN/41981/19	2576 dated 14/10/19	Prior Environment Clearance for Stone Quarry in an area of 1.424 ha. (75978 cum per annum) (Khasra No. 1084), Village - Badaura Kalan, Tehsil - Gaurihar, Dist. Chhatarpur (MP) (EIA)	
2.	Case No. – 6695/2019 M/s Shri Ramraja Granite, Prop. Shri Devendra Shivhare, Indira Nagar, Kabrai, Dist. Mahoba, UP - 210424, SIA/MP/MIN/3384/19	2304 dated 20/8/20	Prior Environment Clearance for Stone Quarry in an area of 1.692 ha. (32291 cum per annum) (Khasra No. 1392/1/Ka), Village - Didwara, Tehsil - Lavkush Nagar, Dist. Chhatarpur, (MP) (EIA)	
3.	Case No 7423/2020 M/s Mohammad Pure Minerals, Shri Mohammad Waseem & Shri Mohammad Noman, House No. 1, Didwara, Dist. Chhatarpur, MP - 471405, SIA/MP/MIN/160272/2020	2171 dated 14/8/20	Prior Environment Clearance for Stone Quarry in an area of 1.859 ha. (71986 cum per annum) (Khasra No. 1930/1), Village - Didwara, Tehsil - Lavkushnagar, Dist. Chhatarpur (MP)	
4.	Case No 7477/2020 M/s AMD Infrastructure Pvt. Ltd & M/s Sudhir Verma Associates Construction Pvt. Ltd, Mr. Sudhir Verma, Director, 32/2, New Palasia, Dist. Indore, MP - 452001, SIA/MP/MIS/23964/20	2358 dated 24/8/20	Prior Environment Clearance for Construction of Residential Multi Flatted Units "Dream City" (Total plot area-28338.28 Sq. Mt., Total Proposed Built-up Area - 42507.42 Sq. Mt.) at Village - Talawali Chand, Tehsil - Indore, Dist. Indore, (MP)	
5.	Case No 7493/2020 M/s Manas Constructions, Shri Mukesh Mandhan, Director, 302, Vishal Trinity, 24-B, Sneh nagar, Main Road, Dist. Indore, MP, SIA/MP/MIS/168520/20	2394 dated 25/8/20	Prior Environment Clearance for Construction of Multiplex cum Shopping Centre Residential Multi Dwelling Units "Ishwari Westend" [Total Plot Area = 17350.00 sqm, Total Built-up Area = 47255.00 sqm] at Village - Hukmakhedi, Tehsil and Dist. Indore (MP)	
6.	Case No. – 5789/2018 M/s Satyamitra Infrastructure Pvt. Ltd, 247, Prem Trade Centre, Maharani Road, Indore, MP SIA/MP/MIS/163241/20	1871 dated 25/7/20 (Absent in 450 th meeting)	Prior Environment Clearance for Construction of Proposed "Satyamitra Rajlaxmi Nature" Multi Dwelling Units (Total Plot Area = 24021 sqm., Total Proposed Built-up Area = 28433 sqm) at Khasra No. 537 Rangwasa village, Tehsil - Indore & Dist. Indore, MP (EIA)	
7.	Case No. – 6553/2019 Shri Ravindra Singh Yadav, Jagnapura No. 2, Ghasmandi, Dist. Gwalior, MP - 474003, SIA/MP/MIN/43603/20	2320 dated 21/8/20	Prior Environment Clearance for Stone Quarry in an area of 2.940 ha. (59205 cum per annum) (Khasra No. 32/1, 32/2, 33), Village - Lakhanpura, Tehsil - Dabra, Dist. Gwalior (MP) (EIA)	
8.	Case No 7479/2020 Shri Sunil Kumar Jha S/o Shri Srilal Jha, Village - Pilukhedi, Tehsil - Narsinghgarh, Dist. Rajgarh, MP - 465667, SIA/MP/MIN/168156/20	2360 dated 24/8/20	Prior Environment Clearance for Stone & Murrum Quarry in an area of 1.0 ha. (Stone - 6463 cum per annum, Murrum - 3850 cum per annum) (Khasra No. 95/2, 94/1/1/2), Village - Pilukhedi, Tehsil - Narsinghgarh, Dist. Rajgarh (MP)	
9.	Case No 7480/2020 M/s Ankuar Construction, Prop. Shri Shanti Lal Tanted, Cement Road, Kothi Bazar, Dist. Betul, MP - 460001, SIA/MP/MIN/167467/20	2368 dated 24/8/20	Prior Environment Clearance for Stone Quarry in an area of 2.0 ha. (26803 cum per annum) (Khasra No. 152/1), Village - Nayak Charsi, Tehsil - Betul, Dist. Betul (MP)	
	Case No 7488/2020 M/s Hariom Stone Crusher, Prop. Shri Vishal Shivhare, MIG-2, Shopping Centre, Tila Jamalpura, Dist. Bhopal, MP - 462001, SIA/MP/MIN/168147/20	2374 dated 24/8/20	Prior Environment Clearance for Stone and Kopra Quarry in an area of 4.0 ha. (Stone - 61348 cum per annum, Kopra - 15400 cum per annum) (Khasra No. 23/2/1, 23/2/2), Village - Dillod, Tehsil - Berasia, Dist. Bhopal (MP)	
11.	Case No 7481/2020 M/s Daau Skyscrappers Pvt. Ltd, Authorized Person, Shri Aditya Pratap Singh, 179B, Subhashpuram Colony, Dist. Tikamgarh, MP - 486223, SIA/MP/MIN/164596/20	2362 dated 24/8/20	Prior Environment Clearance for Sand Quarry in an area of 0.40 ha. (1800 cum per annum) (Khasra No. 405/1), Village - Kasiyari, Tehsil - Jawa, Dist. Rewa (MP)	

12.	Case No 7482/2020 M/s Daau Skyscrappers Pvt. Ltd, Authorized Person, Shri Aditya Pratap Singh, 179B, Subhashpuram Colony, Dist. Tikamgarh, MP - 486223, SIA/MP/MIN/164598/20	2364 dated 24/6/20	Prior Environment Clearance for Sand Quarry in an area of 0.50 ha. (3600 cum per annum) (Khasra No. 449/1), Village - Pathroda, Tehsil - Jawa, Dist. Rewa (MP)
13.	Case No 7483/2020 M/s Daau Skyscrappers Pvt. Ltd, Authorized Person, Shri Aditya Pratap Singh, 179B, Subhashpuram Colony, Dist. Tikamgarh, MP - 486223, SIA/MP/MIN/162824/20	2366 dated 24/8/20	Prior Environment Clearance for Sand Quarry in an area of 0.50 ha. (3600 cum per annum) (Khasra No. 1), Village - Gohta, Tehsil - Jawa, Dist. Rewa (MP)
14.	Case No 7486/2020 M/s Shreya Stone, R/o Pricipal Place - 28, Nandgaon, Baghmugaliya, Dist. Bhopal, MP - 466446, SIA/MP/MIN/166013/20	2384 dated 24/8/20	Prior Environment Clearance for Crusher Stone Quarry in an area of 1.80 ha. (20000 cum per annum) (Khasra No. 112/10), Village - Dongri, Tehsil - Rehti, Dist. Sehore (MP)
15.	Case No 7489/2020 Shri Jitendra Singh S/o SHri Vikram Singh Parihar, Village - Kawdi, Dist. Dewas, MP - 455001, SIA/MP/MIN/162100/20	2376 dated 24/8/20	Prior Environment Clearance for Stone Quarry in an area of 1.910 ha. (18240 cum per annum) (Khasra No. 12/1), Village - Vijaypur, Tehsil - Dewas, Dist. Dewas (MP)
16.	Case No 7487/2020 M/s Shreeji Infrastructure India Pvt. Ltd, Shri Pranav Pratap Singh, 1180, University Road, Pachpedi, South Civil Lines, Dist. Jabalpur, MP - 482001, SIA/MP/MIN/150076/20	2372 dated 24/8/20	Prior Environment Clearance for Stone Quarry in an area of 3.250 ha. (107692 cum per annum) (Khasra No. 307/3/KA), Village - Lilauri, Tehsil - Raghurajnagar, Dist. Satna (MP)
17.	Case No 7422/2020 M/s Dilip Buildcon Limited, Plot No. 5, Inside Govind Narayan SIngh Gate, Chuna Bhatti, Kolar Road, Bhopal, , SIA/MP/MIN/164660/2020	2143 dated 14/8/20	Prior Environment Clearance for Stone Quarry in an area of 3.50 ha. (47628 cum per annum) (Khasra No. 870, 873), Village - Dang Sarkar, Tehsil - Gohad, Dist. Bhind (MP)
18.	Case No 7406/2020 Shri Mukesh Tahlani, Ward No. 28, Krashnapuri, Sindi Colony, Dist. Hoshangabad, MP - 464551, SIA/MP/MIN/160699/20	1852 dated 24/7/20 (Absent in 451st meeting)	Prior Environment Clearance for Stone Quarry in an area of 3.730 ha. (28025 cum per annum) (Khasra No. 344), Village - Samnapurkalan, Tehsil - Goharganj, Dist. Raisen (MP)
19.	Case No 7407/2020 Shri Anokhilal Jain, Titrod, Tehsil - Sitamau, Dist. Mandsaur, MP - 477001, SIA/MP/MIN/1566162/20	1854 dated 24/7/20 (Absent in 451 st meeting)	Prior Environment Clearance for Stone Quarry in an area of 1.0 ha. (8232 cum per annum) (Khasra No. 14, 15, 16, 17), Village - Karnali Jagir, Tehsil - Sitamau, Dist. Mandsaur (MP)
20.	Case No 7469/2020 Shri Sanjeev Kumar Jain, Ward No. 03, Isagarh Distt. Ashok Nagar (M.P.) SIA/MP/MIN/167712/20	2310 dated 20/8/20	Prior Environment Clearance for Stone Quarry in an area of 1.750 ha (22876 Cum per Annum) at (Khasra No. 811, 822, 823, 824, 826/3/1. 829/1) Village = Fatera, Tehsil – Isagarh Distt. Ashoknagar (M.P.)
21.	Case No 7470/2020 Smt. Nisha Yadav, Gram- Belai, Tehsil – Mungaoli, Distt. Ashoknagar (M.P.) SIA/MP/MIN/167376/20	2312 dated 20/8/2020	Prior Environment Clearance for Stone Quarry in an area of 1.393 ha. (86108 Cum per annum) at (Khasra No. 56/2/Min-2) Village Belai, Tehsil – Mungaoil Distt. Ashoknagar (M.P)
22.	Case No 7490/2020 Shri Rajendra Singh Meena, Village - Samonia, Post - Sanchet, Tehsil & Dist. Raisen, MP, SIA/MP/MIN/141558/20	2378 dated 24/8/20	Prior Environment Clearance for Murrum Quarry in an area of 1.0 ha. (14790 cum per annum) (Khasra No. 198), Village - Khoha, Tehsil - Raisen, Dist. Raisen (MP)
23.	Case No 7491/2020 M/s Tirupati Enterprises, partner, Smt. Manju Patidar, Shri Sunil Patidar, Shri Ajay Patidar, AB Road, Jamli, Tehsil -m Mahow, Dist. Indore, MP, SIA/MP/MIN/165340/20	2380 dated 24/8/20	Prior Environment Clearance for Stone Quarry in an area of 2.0 ha. (15000 cum per annum) (Khasra No. 1371/1), Village - Salkanpur, Tehsil - Dhar, Dist. Dhar (MP)

24.		2382 dated 24/8/20	Prior Environment Clearance for Stone Quarry in an area of 2.0 ha.
	Lal Kanasa, Proprietor, R/o Kosdana, Tehsil - Gandhwani,		(12108 cum per annum) (Khasra No. 279/1/3), Village - Malhera, Tehsil -
	Dist. Dhar, MP, SIA/MP/MIN/166384/20		Gandhwani, Dist. Dhar (MP)
25.	Case No 7473/2020 Shri Shiv Singh Kerar S/o Shri Panna Lal	2372 dated 20/8/20	Prior Environment Clearance for Soil Quarry in an area of 1.0 ha. (3000
	Kerar, R/o Village - Kishanpur, Tehsil & Dist. Morena, MP,		cum per annum) (Khasra No. 740/1, 740/2, 738), Village - Kishanpur,
	SIA/MP/MIN/163489/20		Tehsil - Morena, Dist. Morena (MP)
26.	Case No 7476/2020 Shri Mufti Mohammad S/o Shri Chand	2388 dated 25/8/20	Prior Environment Clearance for Flagstone Quarry in an area of 1.0 ha.
	Mohammad, R/o Village - Bhatiya, Tehsil - Gunnor, Dist.		(2268 cum per annum) (Khasra No. 178), Village - Bijadeh Khilsarii,
	Panna, MP, SIA/MP/MIN/166768/20		Tehsil - Pawai, Dist. Panna (MP)
27.	Case No 7475/2020 Smt. Geeta Pathak W/o Shri Rajendra	2386 dated 25/8/20	Prior Environment Clearance for Flagstone Quarry in an area of 1.0 ha.
	Pathak, R/o Pawai, Dist. Panna, MP - 488001,		(1512 cum per annum) (Khasra No. 14/2), Village - Lilwar, Tehsil -
	SIA/MP/MIN/166673/20		Pawai, Dist. Panna (MP)
28.	Case No 7478/2020 Shri Mahesh Rajak S/o Shri Sitaram	2390 dated 25/8/20	Prior Environment Clearance for Flagstone Quarry in an area of 1.315 ha.
	Rajak, R/o Tikuriya Mohalla, DIst. Panna, MP - 488001,		(6000 cum per annum) (Khasra No. 348/13), Village - Janakpur, Tehsil -
	SIA/MP/MIN/166625/20		Panna, Dist. Panna (MP) [166625]
29.	Case No. – 6274/2019 Shri Ruchit Daga S/o Shri Mahendra	1826 dated 23/7/20	Prior Environment Clearance for Metal Stone Quarry in an area of 2.0 ha.
	Daga, Tehsil - Badnawar, Dist. Dhar, MP	(Absent in 451 st	(5880 cum per annum) (Khasra No. 135/1), Village - Manglya, Tehsil -
	SIA/MP/MIN/33291/19	meeting)	Badnawar, Dist. Dhar (MP)
30.	Case No 7416/2020 Shri Nagendra Singh S/o Shri Aniyar	2105 dated 11/8/20	Prior Environment Clearance for Stone Quarry in an area of 1.481 ha.
	Singh, Village - Deori, Tehsil - Majhauli, DIst. Sidhi, MP -		(7056 cum per annum) (Khasra No. 676, 677, 678, 679, 688, 689),
	486666, SIA/MP/MIN/164336/2020		Village - Khajuriha, Tehsil - Majhauli, Dist. Sidhi (MP)
31.	Case No 6928/2020 Shri Amit Kumar Jain, H.No. 181,	4984 dated 9/3/2020	Prior Environment Clearance for Stone Quarry in an area of 4.0 ha. (1800
	Mahakali Ward, Deori, Dist. Sagar, MP,	(Absent in 431th	cum per annum) (Khasra No. 1), Village - Semrakhedi, Tehsil - Deori,
	SIA/MP/MIN/131502/2020	meeting)	Dist. Sagar (MP)
32.	Case No 7484/2020 Shri Prem Singh, 13, Kalchuri Bhawan Ke	2370 dated 24/8/20	Prior Environment Clearance for Stone Quarry in an area of 2.730 ha.
	Samne, Chola Road, Bhopal, MP - 462008,		(15386 cum per annum) (Khasra No. 304/2/5/1), Village - Samnapurkala,
	SIA/MP/MIN/159906/2020		Tehsil - Gouharganj, Dist. Raisen (MP)

INSTRUCTIONS FOR THE PP's

- A. All the PP's who have applied for issuance of TOR by online registration of the proposals can take-up the EIA studies as per the Standard TOR developed by the Minister of Environment, Forest & Climate Change, New Delhi. The SEAC will have the right and the responsibility of stipulating additional TOR in specific Projects considering its project features.
- B. The State Expert Appraisal Committee will consider the project proposals for prior EC, in its meeting to be held on 29/08/2020 from 10.30 A.M. in the order as mentioned in the Agenda. In view of the outbreak of Corona Virus (COVID 19) and subsequent lockdown declared for its control and as per OM issued by MoEF&CC on dated 13/04/2020 (for APIs), the SEAC, MP will conduct the meetings through use of information technology platforms such as video/tele conferencing without inviting the respective project proponent. You are also requested to send your consent to attend the VC before the date of meeting. It is also requested that in no way measures taken for nationwide lockdown should be violated. The user guide manual for the VC is provided below for perusal and compliance. Any change in date & timing of VC, if any, will be communicated. It is requested that the Project Proponent or his/her authorized representative should participate the presentation meeting of

SEAC,MP through Video/Tele Conferencing who can make a presentation on their behalf on the salient features of the project, the related environmental issues, proposed Environmental Management Plan and also respond to the queries/suggestions of the Committee.

C. For the above purpose all the consultants are instructed to mail the draft presentation of the proposed project, KML/Shape files and its executive summary in a folder including details of the court matters/Orders of the Court pertaining to the project, (if any) by 27/08/2020 on the below mentioned email addresses clearly mentioning the agenda number, case number and project name/detail in the subject and folder for quick reference so that same can be forwarded to the committee:-

1	Shri A. A. Mishra, Secretary, M.P. Pollution Control Board, E-5,	seacofmadhyapradesh@rediffmail.com and at
	Paryavaran Parisar, Arera Colony, Bhopal (MP)	aksaxena-pcb@mp.gov.in

For all other projects (except building/construction projects, item 08 of schedule and mining projects of minor minerals up to 05 hectares under category-"B2") information shall be provided in the prescribed Form-2 enclosed with OM issued by MoEF&CC vide circular no. F.No. 22-8/2018-IA.III dated 20th April, 2018 along with the copy of EIA/EMP report as per the generic structure given at Appendix-III of the EIA Notification, 2006, Summary of the Environmental Impact Assessment given in Appendix-IIIA. Risk Assessment Report. Copy of Feasibility Report or Detailed Project Report of Detailed Engineering Report, certification of compliance of earlier environmental clearance conditions in case of expansion proposals and final layout plant, as the case may be and as per the requirement contained in the EIA Notification, 2006 and inform-2 as per OM issued by MoEF&CC vide circular no. F. No. 22-8/2018-IA.III dated 20th April, 2018.

- D. The reply of queries subsequently raised by the SEAC, MP, (if any) after video conferencing and their para-wise reply/comments thereto etc., in accordance with Environment Impact Assessment Notification, 2006 shall also be forwarded to the SEAC Secretariat on the E-mail address mentioned above at "C".
- E. The Project Proponents shall ensure that the reports / documents uploaded in the website of the Ministry and information presented during video/tele conferencing and submitted to the Secretariat, SEAC are the same. In case of discrepancy, the project will not be considered/ suitable action will be initiated in accordance with the EIA Notification, 2006.
- F. During presentations all the important features such as National Parks, Wildlife Sanctuary, Biosphere Reserves/Bio-diversity, Heritage sites, Reserve Forests, Rivers, Water Bodies, Highways, Railway line, Habitations, Critically Polluted Areas (CPA) etc. should be clearly indicated in an area of 10 km radius of the proposed site.
- C. As per the OM No. 11114 dated 08/02/20126 of SEIAA Project Proponent should submit an affidavit to be executed on appropriate non-judicial stamp paper of minimum value and attested by public notary along with online application for environmental clearance and at the time of submission of hard copy with declaration read as under:
 - "I hereby give an undertaking that the data and information given in the application and enclosures for environmental clearance are true to the best of my knowledge and belief without concealing any fact and I am aware that if any part of data and information submitted is found to be false or misleading at any stage the project will be rejected and clearance given, if any to the project will be revoked at our risk and cost." The PP's who have not submitted above declaration at the time of online submission/with hard copy, should bring above affidavit at the time of presentation.
- D. In accordance with the circular no. J-11011/618/2010-IA.II (I) dated 30.5.2012, in case of expansion project and or renewal of mine lease for which environment clearance was issued earlier, the project proponent shall submit a certified report of the status of compliance of the conditions stipulated in the environment clearance for the on-going / existing operations of the project by the Regional Offices of Ministry of Environment, Forest and Climate Change. The status of compliance of the conditions stipulated in the EC as highlighted in the report(s) will be discussed by the EAC during appraisal of the project.

- E. Consideration of mining proposals involving violation of the EIA Notification, 2006, the project proponent shall give an undertaking by way of affidavit to comply with all the statutory requirements and judgements of Hon'ble Supreme Court of India dated 02/08/2017 in WP © No. 114 of 2014 in the matter of Common Cause V/s Union of India & others before grant of TOR/EC. The under taking interalia includes commitment of the PP not to repeat any such violation in future as per MoEF&CC OM No. F.NO. 3-50/2017-IA.III (Pt.) dated 30/05/2018.
- F. The mining project proponents involving violations of the EIA Notification, 2006 under the provisions of S.O. 804 (E) dated 14/03/2017 and subsequent amendments for TOR/EC shall give an undertaking by way of affidavit to comply with all the statutory requirements and judgment of Hon; ble Supreme Court dated the 2nd August 2017 in Writ Petition (Civil) No. 114 of 2014 in the matter of Common Cause versus Union of India and Ors. Before grant of TOR/EC the undertaking inter-alia include commitment of the PP not to repeat any such violation of future. In case of violation of above undertaking, the TOR/Environmental Clearance shall be liable to be terminated forthwith.
- G. Following E-mail IDs of Environmental Consultants and RQPs are available with the SEAC Secretariat and if any consultants details are missing or needs correction/change same shall be communicated on or before 27/08/2020 for relevant correction/inclusion:-

Sl. No.	Name	E-mail Address
1.	Mr. Umesh Mishra, Bhopal	creative.bpl@gmail.com
2.	Mr. Ajay Mohan, Bhopal	admin@insituenvirocare.com
3.	Mr. Mukesh Kaore, Bhopal	mukeshkaore@gmail.com
4.	Mr. Sanjay Singh, Katni	bsapl.myr@gmail.com
5.	Mr. Amit Saxena, Udaipur	apex.mintech@gmail.com
6.	Mr. Akhil Prasad, Lucknow	akhilprasad@dasindia.org
7.	Mrs. Swati Namdeo, Bhopal	Swatinamdeo3@gmail.com
8.	Mr. Rakesh Chaubey, Jabalpur	rkchobe@gmail.com
9.	Mr. Ram Vishal 5hukla, Bhopal	shuklar389@gmail.com
10.	Mr. Anshul Yadav, Bhopal	swastikenvior@gmail.com
11.	Mr. Ram Milan Pathak, Bhopal	rammilam24@gmail.com
12.	Mr. Shishupal Verma, Bhopal	supertechenvironment2014@gmail.com
13.	Mr. Balraj, Bhopal	raghu.mohit91@gmail.com
14.	Mr. Ashok Thakur, Bhopal	akthakurec@gmail.com
15.	Mr. Shailendra Tiwari, Bhopal	tshailendra4@gmail.com
16.	Mr. Anand Gupta, Lucknow	globusenviroservice@gmail.com
17.	Mr. Amar Yadav, Delhi	env.aseries@gmail.com
18.	Mr. Sangram S. Kadam, Baroda	sangram@kadamenviro.com
19.	Mrs. Nandini, Delhi	nandini@greencindia.com
20.	Mr. Manish Chandekar, Dewas	manish@ehsconsultants.co.in
21.	Mr. Pradeep K. Chandanan, Indore	info@inhibeo.org
22.	Mr. S. K. Jain, EQMS, Delhi	skjain@eqmsindia.org
23.	Mr. Maulac Sutar, Baroda	maulikengg181@gmail.com
24.	Mr. Ravindra S. Bhatiya, Delhi	Ravi@rstechnologies.co.in
25.	Mr. Praveen Singh, Jabalpur	praveen.s579@gmail.com
26.	Mr. Santosh Kulkarni	santosh@voyants.in

H. Guidelines for installation of app for video conferencing is has already been mailed to above mentioned E-mail IDs (from Microsoft) carrying user ID and password for app installation and a note on "how to install this app. All the concerned consultants/RQPs whose presentation is scheduled in this agenda shall communicate the name and E-mail IDs of project proponent so that they may also be connected for video conferencing. Concerned consultants/RQP shall also guide PPs for installation of this app. In case of any trouble phased during installation and operation of this app, all are requested to contact Mr. Shubham Agarwal at 9111193344. All the PPs and consultants are requested to contact Me. Shubham and establish connectivity for video conferencing well in advance to avoid any delay on schedule date of presentation.