

Instructions to the nominated Nodal Officers of STPI Member Companies:

The nominated Nodal Officers from the STPI Member Companies for coordination for Digital India Week (DIW) with STPI, may note the following for successful execution of the DIW in their offices:

1. The Nodal Officer shall make arrangements for the broadcast of the inaugural program to be graced by Honorable Prime Minister on 1st July' 2015 starting at 16:00 hours at IG Stadium, New Delhi, for all the employees.
2. The Nodal officers may organize the DIW event at their respective companies preferably on the 2nd July 2015 and share the schedule with STPI for information.
3. The Nodal officers may prepare the list of participants, speakers and their topics w.r.t the talk planned to be delivered in their office during DIW.
4. The Nodal officers may make arrangements for photography/videography of the events being held at their locations and share the same with STPI.
5. The Nodal Officer may publish the activities being held prior to the event, during the event and post event on the Company Web Pages regularly. The same may also be shared on social media platforms. Links for Twitter/ Facebook of STPI is being shared for including the same in in your messages/tweets.
6. The Nodal Officers shall make arrangements for showcasing the inaugural event in their common area with the available platform at their location.
7. The Nodal Officers shall share the report on the event organized as indicated in the program agenda after the conclusion of the event, with STPI.

The proposed action points that may be helpful in organizing the DIW successfully are as follows:

Pre-Event Activities (during last week of June 2015)

- Announcement of 1st July PM's event on the companies' websites
- Posting of event details on companies' websites
- Posting of event details on social media pages with STPI Hashtags.,
- Readiness for Webcast the Prime Minister's inaugural function starting at 4 PM, IST 1st July, 2015.

Main Event Activities (1st July to 7th July 2015)

- Session on DI & eServices, ICT in education, Cyber security & hygiene, e-Waste, Swachh Digital India, Research in eGov
- Digital India Exhibition-stalls / MyGov registration (Optional)
- Screening of Digital India Film and Video, Launch of new e-Services of the mission if any planned
- Distribution of DI collaterals (cap, pen etc)
- Display of modules on Digital Literacy and Cyber Security & Hygiene

- Announcement of Local competitions that will be organized by the organization companies from July 2-7, 2015 with awards to winners
- Ensuring remote participation in the 1st July PM's event through registration on the online portal <http://www.diweek.cloudapp.net>
 - Registration of Employees / Participants
 - Stakeholders
 - CEOs of Companies
- Participation of CEOs/Heads of companies accompanied with some of their employees in the Main Event at IG Stadium.
- Instruct all employees to watch the main event at their premises through TV/webcasting
- Provide Report & Participant feedback through the App at <http://www.diweek.cloudapp.net>

All the Nodal Officers are hereby requested to ensure the active participation of their companies in the DIW.