



ICAO

The Fourth Meeting of the Aerodromes Operations and Planning Sub-Group (AOP/SG/4)

Video Teleconference, 10 to 13 November 2020

AOP/SG/4 VIDEO TELECONFERENCE INSTRUCTIONS

PARTICIPATION

1. The following invitations will be emailed to registered AOP/SG/4 participants:
 - a. An optional test/familiarization Video Teleconference (VTC) to be held on 6 November 2020; and
 - b. An invitation to the VTC for AOP/SG/4.
2. Instructions for signing in to the VTC will be included in the invitation email.


WHEN SIGNING IN

1. Sign in not less than 10 minutes before the VTC commencement time notified in the invitation email.
2. Enter your STATE or IO name first, followed by your full name (as indicated in the registration). Example: *Australia John Smith*. **Participants may not be accepted to join the VTC if their names shown do not tally with the registration.**
3. Ensure your **microphone is muted** and your **video camera is turned off**. This will reduce the bandwidth requirement.

YOUR WORKING ENVIRONMENT

1. Please ensure that you join the VTC from a room or office where background noise/conversation is minimized or, preferably, excluded.
2. Please use a dedicated headset with microphone instead of a computer-mounted microphone so as to minimize capture of background noise.
3. If your State / IO has more than one participant registered, they should join the VTC from separate rooms/offices to avoid generating echoes. Alternatively, they may share one computer and log-in.

DURING THE VTC

1. If you wish to speak, use the Raise Hand function in Microsoft Teams. 
2. If you could not find the Raise Hand function, please send a CHAT message using the interface in the VTC, e.g. *Thailand wishes to speak* or *Thailand has a question*.
3. If you have a question but do not wish to speak, you could type the question in the CHAT message.
4. Unmute your microphone only when invited by the Chair to speak. Always mute your microphone when finished speaking.

SPEAKERS

1. Speakers are expected to manage the screen sharing function during their presentations.
2. Alternatively, speakers may seek the assistance from the Secretariat in prior. In such case, speakers are required to send their presentation materials to the Secretariat before the meeting. Speakers should also identify the relevant paragraph numbers as they progress through their papers, or indicate *next slide* in a PowerPoint presentation.